

Job Description

JOB TITLE: EFL Young Learner Teacher at English Path/GBS

REPORTS TO TITLE: Academic Coordinator/Head of Academics

BUSINESS FUNCTION/ SUB-FUNCTION: Academic

LOCATION: Dubai

INTRODUCTION:

English Path is part of Global Education Group which also includes the largest and fastest growing higher education college in the UK; GBS. English Path is the largest new chain school in the UK with five schools in London (West London and Canary Wharf), Manchester, Leeds and Birmingham. EP also has a school in Dubai and Malta. EP is unique in that it offers its international students the chance to mix with UK students thanks to its positioning on all GBS's university style campuses. EP and GBS are part of Global Education Group. Find out more here: www.englishpath.com and www.globalbanking.ac.uk

The English Path Young Learner programme is a fun-packed academic and social programme for Young students from all around the world.

MISSION:

To provide high-quality, motivating English courses that stimulate and challenge students so they can learn, grow, and excel.

VISION:

To change lives through education that makes a fundamental difference to living standards and access to learning.

ROLE PURPOSE:

We are looking for someone with significant experience working in English Language schools and Summer Programmes in multilingual, young learner classrooms. As an English teacher, you are responsible for engaging students in the learning processes to ensure learner outcomes are maximised and the students have interesting, enjoyable lessons. You will follow a General English Syllabus which will also include functional language they will be able to put into practice during their fun-packed social programme and interesting project-based lessons. You may also be responsible for occasionally helping develop materials and documents, testing students and planning and/or leading social programme activities and CPD sessions.

ROLE and RESPONSIBILITIES:

- All aspects of planning, delivering, and assessing student work, appropriate to the course and to the type of students, ensuring that all learning outcomes are met.
- Keeping an accurate record of student attendance and other administrative duties as agreed with your line-manager.
- Develop, update, and improve course materials as appropriate.
- Use a variety of learning and teaching methods/materials
- Attend meetings as required, to contribute to the decision-making process and to develop productive working relationships within the various teams you will be engaged with.
- Teachers are expected to be on site no later than 15 minutes before the start of their first lesson.

- Teachers will have regular meetings with an Academic Manager to set objectives and measure progress towards those objectives.
- A full induction will be provided to all new teachers, and regular training will be offered.
- All teachers are expected to attend monthly CPD sessions, and DELTA qualified teachers will be asked to run development or training sessions as required
- Take on other responsibilities as required to support the work of EP/GBS.

Social Programme

- Help to deliver an exciting and relevant weekly social programme.
- Inform and advertise the social programme to students each week.
- Lead activities including sports games, museum trips walking tours, dinners, conversation clubs
- Plan, organise and lead half and full excursions in the afternoons and on occasional weekends
- You will be supported and guided by the EP team with all of the above.

Safeguarding and Welfare Responsibilities:

- Responsible for promoting safeguarding within their venue and working with others to ensure a safe and inclusive environment is achieved
- Help provide emotional and pastoral care for all students and promote their mental and physical wellbeing at all times.
- Effectively manage classroom management and student behaviour (with the support of the academic management team).
- Be aware of prevent duty which aims to safeguard vulnerable individuals from being drawn into terrorism and report any concerns to the Prevent lead and or safeguarding lead.
- Make yourself aware of EPs safeguarding policy, attendance policy, safer recruitment policy and any other policies relating to welfare and safeguarding of students to ensure a clear and correct process is always followed to ensure children are safe and protected.

Essential Skills and Experience

- Teaching qualifications: CELTA/CertTsol, DELTA, Trinity Dip TESOL or equivalent at Master's level desired.
- Young learner teaching experience
- CELTYL or similar desirable but not essential
- Experience leading social programme activities
- Masters desirable, minimum Bachelor's degree in any subject
- Demonstrable experience for similar courses in English Language schools.
- Excellent English language knowledge and an in-depth understanding of teaching methodology in a multi-lingual environment essential
- Structured and creative approach to lesson planning
- A desire to continue to develop professionally and help support and develop less experienced teachers.
- Experience providing support and feedback
- Experience with distance learning and supporting learners both online and face to face.
- Ability to work with classroom technology with ease and creativity.
- Professional conduct in all interactions with staff and students.
- Flexibility and a positive attitude
- Attention to detail and accurate reporting.
- Ability to maintain thorough and organised student records.
- Ability to work under pressure, plan and prioritise own workload to meet tight deadlines.
- Highly motivated and able to work with minimum supervision.
- Excellent communication skills.

- Ability to work with diverse groups of people and enthusiasm and commitment to working as a team

OTHER INFORMATION

The teacher will also be expected to demonstrate their commitment:

- to EP/GBS values and regulations, including equal opportunities policy.
- the EP/GBS's Social, Economic and Environmental responsibilities and minimise environmental impact in the performance of the role and actively contribute to the delivery of EP/GBS's Environmental Policy.
- to their Health and Safety responsibilities to ensure their contribution to a safe and secure working environment for staff, students, and other visitors to the campus.

English Path is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support everyone at the school. Before interview, all gaps in CVs must be explained satisfactorily and proof of identity and, where applicable, qualifications will be required. Appropriate suitability checks will be required prior to confirmation of employment. All concerns are passed to our Designated Safeguarding Lead.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.