

JOB DESCRIPTION FOR TEACHERS

CONDITIONS: **THE TEACHER IS EMPLOYED.**

- You will either be teaching an Intensive or non intensive course; please check your job offer email to make sure which.
- This job description applies to teachers on both Residential Courses and Host Family courses

GENERAL

The Teacher will be paid once for delivering the course including the agreed number of teaching sessions. The number of teaching sessions and dates are listed in your job offer (email) and are as accurate as possible but may be subject to change due to programme adjustments. SUL will inform you of any changes as soon as they occur.

The teacher will need to cope with the inevitable variances that occur in a busy short course routine. SUL schools will work to minimise these wherever possible.

NON TEACHING DUTIES

You will be required to do all planning and preparation commensurate with being employed as a teaching professional; this includes a course plan and lesson plans.

RESIDENTIAL COURSES: You will be expected to work alternate afternoons either supporting the Group Leaders in their Sports/Activity programme or helping the Course Director or Senior Tutor in the staff office. This will be as part of a rota agreed with the Course Management team at the Induction. Afternoons may include staff development work

RESIDENTIAL COURSES: You will be expected to work one Saturday in a two week course. This means that some teachers will accompany students on the coaches while others will work with the Senior Tutor or Course Director on administrative or similar tasks as well as staff development where appropriate.

All teachers are expected to attend a pre course Induction meeting and a brief daily meeting with their Senior Tutor.

TEACHING

GROUP SIZE: Teaching will be in groups of up to 12 students for a non intensive group, 8 for an intensive group and 15 in certain other circumstances (Falmouth & LAP groups for example). Each teacher will teach between one and five lessons per day, and one to four groups of students, depending on local requirements.

LESSONS: Teaching will consist of lessons of 45 minutes - the timing of breaks and lunch will be decided by SUL and the Senior Tutor. SUL is contractually obliged to provide this amount of teaching time therefore timekeeping is essential.

Lesson planning must be discussed with the Senior Tutor and a record of work must be kept by teachers on a daily basis and given to the Senior Tutor at the end of the course.

Each teacher is responsible for deciding on the most suitable ways of delivering SUL's key aim of **'increasing communicative competence and linguistic self confidence'** within the guidelines laid out in the Teacher's Induction document and under the supervision of the Senior Tutor.

Teachers must teach in accordance with the guidelines as laid out in the Teacher's Induction document (available on the website www.sul-schools.com/teacher after login. Email efl@sul-schools.com for login details). This document must be read prior to starting work with SUL.

Teachers may use SUL's syllabus documents (available on website www.sul-schools.com/teacher after login. Email efl@sul-schools.com for login details).

Teaching includes a project class which runs for the duration of the course. The project will be agreed in the Induction meeting. Project materials will be supplied by the Senior Tutor. Stationery requests must be dealt with by the Senior Tutor. SUL does not provide teachers with expenses as all extra materials are supplied by the management staff (Senior Tutors & Course Directors). When there is variance from this condition (for example if you are required to pay for photocopies and reclaim the amount) you will be informed by the Senior Tutor at your Induction meeting.

Each teacher is responsible for locating suitable teaching resources for their course plan, including the use of realia, games and appropriate audio-visual aids. SUL will supply suitable additional resources, which must be returned on the last day of teaching to the Senior Tutor.

Teachers are expected to deliver appropriate and differentiated learning based on the ability and interests of each of their students.

Teachers must create an end of course test, to be given to the students on the last day, based on material covered in class.

COURSE MEETINGS

INDUCTION (PRE COURSE) MEETING: Teachers must attend a pre-course induction meeting with the rest of the teaching team, usually held on the day prior to the start of teaching, in order to plan the running of the academic programme.

PLANNING MEETING: On the first afternoon following the testing and placement, teachers are required to create a course plan for their classes. This should be approved by the Senior Tutor. Lesson plans should be available for inspection if required.

DAILY MEETING: Teachers are expected to attend a short co-ordination meeting each day with the Senior Tutor

OBSERVATIONS & FEEDBACK

Teachers will be inspected by representatives of the clients and/or SUL. These observations will be developmental and focus on AIMS & OBJECTIVES, RAPPORT, COMPETENCE.

FEEDBACK: Student and Group Leader feedback is gathered by SUL and our clients to monitor student progress and satisfaction. It is therefore important that you also monitor this on a daily basis to prevent dissatisfaction.

PAPERWORK

All paperwork (Student appreciation forms, Student reports, Attendance records, Records of Work, exam answer sheets, as well as copies of the final day test & Test Records) must be given to the Senior Tutor on the last day.

Failure to return teaching materials, syllabuses, books, tapes and CDs etc will result in the teacher being invoiced for the replacement/printing costs and may delay payment of salary.

DISCIPLINE & DRESS

Your standard of dress must be acceptable to our clients. Dress code is smart casual. Please see the FAQ section of the website at www.sul-schools.com/teachers/faq if you are unsure.

Teachers must ensure that a high standard of discipline is respected by their pupils in their classes and at other times when pupils are in 'school'. Teachers are expected to work together with the Group Leaders to ensure these standards are maintained.

Teachers are responsible for making their students respect all 'school' property during lesson periods. Any damage or problems must be reported immediately to the Course Director or Senior Tutor.

Teachers should report problems with student discipline o the Senior Tutor who is there to help.

PLEASE ENSURE THAT YOU HAVE READ AND FULLY UNDERSTAND YOUR ROLE AS TEACHER BEFORE YOU SIGN YOUR CONTRACT.