

JOB DESCRIPTION FOR 1 TO 1 TEACHERS

GENERAL

The Teacher will be paid once for delivering the course including the number of hours stipulated (usually 3, 4 or 5 per day) at a host family residence or at another location arranged by SUL. Teachers taking their student on excursions should have lunch with the student and also prepare a packed lunch for the students if they are eating out.

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.

TEACHING

Your primary responsibility is to deliver high quality teaching and learning to the student you are responsible for. This is your primary aim.

- To deliver SUL's key aim of **'increasing communicative competence and linguistic self-confidence'**
- To follow all instructions on behaviour and procedures given to you by SUL Head Office and your SUL Local Organiser.
- To perform your duties (both academic and non-academic) in line with SUL procedures laid out in the 1:1 Induction Manual you have been provided with.
- To prepare lessons and perform other tasks as requested by the Academic Manager or other SUL Head Office Staff.
- To conduct a thorough Needs Analysis with your student on the first teaching day and base your course around this (the interests and needs of your student).
- To prepare your course plan and lessons taking into account the needs and interests of your student and to alter the same if it becomes clear that this is required. PLEASE NOTE: it is normal and indeed a sign of a good teacher if these course plans change as your course progresses.
- Ensure that teaching includes a project element (the last lesson of each morning), whereby your student will complete an individual project throughout the course.
- Ensure that you are aware of the timetable and stick to it rigorously. Any changes to delivery of lessons must comply with the contracted hours.
- Feed back to SUL Head Office any teaching related or other (pastoral/behavioural) issues.
- Ensure that your student receives an informal final test and create a suitable test based on work covered.
- Maintain excellent timekeeping
- Maintain excellent course records including a Teacher's File containing daily attendance registers and records of work covered (on the reverse of the Course Plan document).
- Prepare a full, professional end of course report which includes topics/skills covered and recommendations for future study. A copy of this must be given to the student (with the SUL certificate where provided) as well as a copy being sent back to SUL Head Office.
- Ensure you are punctual, dressed appropriately (smart casual) and presenting an enthusiastic and motivating persona to the student.
- Ensure that a high standard of good behaviour is shown by the student in your classes and at other times when the student is in 'school' and especially in the host family home (1:1 teachers in another person's home).
- Be prepared to be observed by a representative of SUL and to be visited by your Local Organiser.
- Ensure all materials are returned to SUL Head Office at the end of the course.
- Liaise with the SUL Local Organiser or SUL Academic Manager at least once before the course starts to discuss the course strategy. To keep in contact with SUL during the course via phone or email to report on the progress of your student.
- To give the student a Student Feedback form to fill in after 2 days of the course and review the course accordingly. To send the Student feedback form back to SUL HO. To give a further feedback form at the end of the course (usually a link to an online feedback form) and send back to SUL HO. To ensure that the student is happy with their progress on the course.

BUDGETS & STATIONERY

- You may not spend any money whatsoever on behalf of SUL without your having Head Office specific permission in writing and in advance. We will tell you what budget you have.
- Where it is agreed with SUL Head Office that you have legitimate expenses (agreed in advance) such as photocopying you must send receipts for repayment. No expenses will be reimbursed without receipts.
- All paperwork (Student feedback form, Student report, Attendance record, Record of Work as well as copies of the final day test etc) must be sent back to Head Office at the end of the course. Failure to do this promptly may delay payment of salary.
- 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.

LIAISON WITH SUL HEAD OFFICE

- Please contact SUL Head Office after the first teaching day (by phone or email) to let us know how the course has gone.
- Let SUL Head Office know at the earliest possible occasion if for any reason you are unable to provide a course for which you are contracted or have to leave a course (whether temporarily or permanently) for any reason.
- Please let Head Office know immediately if you have any issues in respect of your course including teaching or behaviour issues.

STUDENT WELFARE

- To accompany any student/group leader to doctor/hospital if necessary in the absence of the Local Organiser
- To have read and signed the Child Safeguarding policy and have understood its implications to your working practices.
- To ensure that risk assessments are carried out for both the teaching environment (eg: host family house) and for every activity or excursion and that the findings of these are communicated to all parties especially students and any group leaders.
- To ensure students understand the programme, have the ability to suggest modifications and how to make a complaint.
- To ensure students understand the implications of UK law in respect of their age and particularly where it differs from in their home country
- To ensure all students receive all promised paperwork (inc ID cards etc) and that they have ID cards with them at all times

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.
- You will be required to provide the number of activity sessions that you have been contracted to do and do your best to engage with the students in English on these occasions.
- To include topics into your lessons relevant to any excursions/activities so that you can help the student get the most out of them
- To safeguard your student from harm whilst on activities/excursions with you. Please look at the provided risk assessment forms and complete with any identified risks for each day's activity/excursion

ESSENTIAL REQUIREMENTS FOR THIS POSITION:

Excellent communication, organisational skills & the willingness to be flexible.

Enthusiastic student centred approach.

Some 1 to 1 teaching experience or experience of working with children and teenagers

Degree plus RSA CELTA or Trinity TESOL.

A valid DBS certificate

Local area knowledge an advantage.

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