

JOB DESCRIPTION FOR (CAP MONDE COURSE) TEACHERS

CONDITIONS: This job description applies to both Residential 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.

TEACHING

- Your primary responsibility is to deliver high quality teaching and learning to the students you are responsible for. This is your primary aim.
- Deliver SUL's key aim of **'increasing communicative competence and linguistic self-confidence'**
- Follow all instructions on behaviour and procedures given to you by the SUL Course Director (if any) and DOS.
- Promptly respond to your DoS's email regarding the pre course meeting time and location
- To prepare your course plan and lessons taking into account the needs and interests of your students and to alter the same if it becomes clear that this is required.
- You must perform your duties (both academic and non-academic) in line with SUL procedures laid out in the Induction Manuals you have been provided with.
- You will create a draft course plan to use as a basis for your teaching. PLEASE NOTE: it is normal and indeed a sign of a good teacher if these plans change over time.
- Ensure that teaching includes a project element (the last lesson of each morning), whereby each student will complete a small group project throughout the course.
- Ensure that the teaching ratio is rigorously maintained
- Ensure that you are aware of the timetable and stick to it rigorously. These times may be altered by SUL Head Office ONLY!
- Feed back to your DOS any issues with levelling or other teaching related issues.
- Ensure that all students receive an informal final test and create a suitable test based on work covered.
- Maintain excellent timekeeping
- Maintain excellent course records.
- Deliver a Project 'show and tell' session involving all your students on the last teaching day.
- Prepare full, professional end of course reports.
- Ensure you are punctual, dressed appropriately (smart casual) and presenting an enthusiastic and motivating persona to the students.
- Ensure that a high standard of good behaviour is shown by the students in your classes and at other times when students are in 'school'.
- Be prepared to be observed by both your DOS and by a representative of SUL.
- Ensure all materials are returned to the DOS at the end of the course.

BUDGETS & STATIONERY

- You may not spend any money whatsoever on behalf of SUL without your DOSs specific permission. SUL cannot be responsible for spending by teachers.
- Minimise photocopying
- Where it is agreed with your DOS that you have legitimate expenses (agreed in advance) such as photocopying you must give receipts to your DOS for repayment. No expenses will be reimbursed without receipts.
- All paperwork (Student feedback forms, Student reports, Attendance records, Records of Work, exam answer sheets, as well as copies of the final day test & Test Records etc) must be completed and given to the DOS 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.

LIAISON WITH THE GROUP LEADERS

- Build up a good rapport with the Group Leaders and other client representatives to gain a better understanding of the students and ensure they are happy with the service you (and SUL) are providing.

LIAISON WITH SUL HEAD OFFICE

- Let SUL Head Office know at the earliest possible occasion if for any reason you are unable to attend a course for which you are contracted or have to leave a course (whether temporarily or permanently) for any reason.

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.
- All teachers are expected to attend a pre course Induction meeting and a brief daily meeting with their DOS
- On RESIDENTIAL COURSES: Work 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. This will typically include at least one Saturday on a two week course.

ESSENTIAL REQUIREMENTS FOR THIS POSITION:

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

Enthusiastic student centred approach.

Some teaching experience or experience of working with children and teenagers

Degree plus RSA CELTA or Trinity TESOL.

Experience of summer schools an advantage.

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