

EFL Teacher

Job Description:

All MLI TEFL teachers will be native speakers or equivalent - C2/CPE/IELTS 8 Level qualified to ACELS or British Council (BC) standards; thus they will hold a primary degree or equivalent HETAC Level 7 or NQF Level 6/FHEQ Level H in addition to an ACELS or BC recognised TEFL certificate (CELT/CELTA/Trinity Cert TESOL - No weekend or online Certs will be accepted); alternatively state qualified teachers (PGCE/H.Dip etc.) with a TEFL (SQT) Cert or TEFL experience (to 2005 in Ireland).

MLI provide full academic support for teachers with a dedicated syllabus including supplementary materials; in addition to this, a full range of supplementary resource books will be provided. Teachers receive a training manual with syllabus, testing procedures and pre-excursion lessons.

Teachers are required to plan their lessons within the framework of the syllabus and maintain a lesson log and related administration.

Irish Contract Options:

Teachers can work either a teaching-only contract of 15+ hours per week (2 x 90 min lessons daily) on weekday mornings or a teaching plus contract consisting of 15+ hours morning teaching hours with 3 afternoon/weekend sports, excursions or cultural activities.

UK Contract Options:

Teachers can work either a teaching-only contract of 15 hours per week (2 x 90 min lessons daily) on weekday mornings or a teaching plus contract consisting of 15 hours morning teaching hours in addition to 26 hours of extracurricular work spread over afternoon sports and cultural activities, evening social activities, meal-time and free-time supervision. Residential staff receive all meals and accommodation.

All staff are required to attend an induction training day.

You will be required to sign a form declaring details of any criminal convictions, cautions, reprimands and final warnings or any other information that may have a bearing on your suitability for the post. Please find the Declaration on the Job Offers page. Please note all references will be followed up.

UK Only - should your application be successful, you will be subject to a CRB Enhanced Disclosure or Disclosure Scotland background check.

All teachers must have read and understood the MLI Induction and Training Manual and be conversant with our policies for the welfare and protection of children. At all times whilst on duty, you are responsible for the care, welfare and safety of students whilst ensuring they are following school rules.

Main Responsibilities and Duties

- Teacher Role

- Teach English to a high standard, following our syllabus, with the emphasis on oral communication.
- Assist in the running of the Student Placement Test as directed.
- Complete documentation as required, including registers and daily lesson logs
- Be observed by the Director of Studies (DOS) or Senior Teache, usually during the second week of employment, and take part in the employee appraisal system. Additional feedback may be given at then end of the course.
- Attend meetings as arranged by the DOS.
- Maintain proper records as directed by the DOS.

- Activities and Excursions

- Prepare for all your activity and excursion sessions thoroughly. Preparation time can be considerable if you are to ensure the success of the timetabled sessio. This involves:
 - Having all equipment and decorations, if appropriate, set up before students arrive.
 - Having considered all potential hazards concerning Health & Safety according to MLI guidelines, makes necessary provisions to avoid accidents.
 - Knowing necessary instructions/information/directions before session/excursion starts.
- Ensure you have a list of students that are present in your session and maintain accurate registers of their attendance.
- Encourage the involvement of students in activities and events, leading by example.

- Actively take part in sports and other activity sessions with students.
 - Look after the materials/equipment and ensure they are returned at the end of each activity.
 - Escort groups on excursions and ensure the safety and welfare of the students, as well as providing them with information to help them get the maximum benefit from their stay.
 - Complete feedback form on each session for the Centre Manager.
- Welfare - UK Only
- All members of the residential team have student welfare duties on a rota basis to assist in the programme of student supervision that must be carried out in line with company policy.
 - This will include mealtimes, free-time both on and off campus and night time duties on a rota basis.
 - Liaise with the Centre Manager to confirm the rota for supervision and pastoral care.
- Other Duties - UK Only
- Assist with airport transfers and student arrivals and departures.
 - Assist with centre administration as directed.
 - Assist in closing the centre and returning equipment.
 - Deputise in the absence of the Activities Co-ordinator on request.
 - Additional duties as required.

Personal Specification

Essential:

Recommended:

Ability to motivate and enjoy working with large groups of children/teenagers

Previous experience working with children/teenagers

Excellent communication skills and native or near-native level of fluency in English (e.g. CEF Level C2, CPE, IELTS 8)

Competent sports person with excellent knowledge of rules and organisation of sports/games

Enthusiasm and team player

Occupational First Aid Qualification

21 years of age and over

Previous summer school experience

Excellent organisation skills

Experience and interest in related subjects e.g. sports, drama, arts and crafts etc.

Ability to work in a high pressure environment

Lifeguard / Coaching Qualification

Degree

or equivalent HETAC Level 7 or FHEQ Level H/NQF Level 6 and ACELS or BC
recognised TEFL Cert (CELT/CELTA, Trinity Cert TESOL) No weekend or online Certs will be accepted.

Degree with DELTA/Trinity Dip TESOL

PGCE TEFL/TESOL

Genuine interest in teaching and working with young students

Smart and tidy appearance

To apply for this position please fill out the Application Form

MLI INTERNATIONAL SCHOOLS IS AN EQUAL OPPORTUNITIES EMPLOYER