

## **English Language Summer School (EFL) Instructor - Psychology and Humanities (Language Academy) - Grade F**

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### Job Description

#### **Purpose**

To contribute to the delivery of the School's portfolio of EFL short courses in Summer period (June - Aug)

#### **Duties**

1. Contribute to the teaching and related activities on a range of EFL short courses delivered in Summer period.
2. Contribute to the team's work in developing EFL courses and relevant teaching materials and activities.
3. Work with the team to mark student work, monitor student progress and provide feedback.
4. Carry out administrative tasks such as taking registers and counselling students for non-attendance.
5. Actively participate as a member of the teaching team.
6. Attend and contribute to weekly staff meetings.
7. Attend any associated training and development sessions.
8. Carry out any other duties commensurate with the grade.

### Person Specification

#### **Knowledge, Skills, and Behaviours (Essential)**

- Relevant experience of EFL teaching (Application/Interview).
- Experience of developing teaching and learning resources (Application/Interview).
- Good honours degree (or equivalent) (Application/Interview).
- CertTESOL, CELTA or equivalent (Application/Interview).
- Awareness of a range of EFL methodologies and a flexible, innovative approach to teaching (Application/Interview).
- Excellent presentation and communication skills (Application/Interview).
- Administrative precision and successful record of working to deadlines (Application/Interview).
- Proven ability to work both on own initiative and as part of team (Application/Interview).
- Ability to use IT and relevant software packages in the support of teaching and learning (Application/Interview).
- Flexibility to meet the demands of a rapidly changing educational environment (Application/Interview).

- An understanding of and commitment to the University's values as a framework for decisions, actions and behaviours (Application/Interview).

### **Knowledge, Skills, and Behaviours (Desirable)**

- Experience of EFL teaching in UK HE contexts (Application/Interview).
- Experience of EFL work outside UK (Application/Interview).
- Experience of teaching English relevant to the themes of Business, Media, Sport, UK Culture (Application/Interview).
- Intercultural awareness and ability to speak another language (Application/Interview).
- Commitment to continued professional development (Application/Interview).