



## JOB DESCRIPTION: ESL TEACHER

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|------------------------|--|
| <b>PURPOSE:</b>        | To play a major role under the auspices of the Trustees and under the overall direction of the Principal in: |
| <b>RESPONSIBLE TO:</b> | <b>Principal</b>   |
| <b>SALARY/GRADE:</b>   |  |
| <b>WORKING TIME:</b>   | <b>Full time</b>   |

|                        |                 |
|------------------------|-----------------|
| <b>Position Title</b>  | ESL Teacher     |
| <b>Department</b>      | General Studies |
| <b>Job Title</b>       | ESL Teacher     |
| <b>Position Status</b> | Full Time       |

### Summary of Responsibilities

#### Job Purpose:

- To develop and deliver ESL lesson plans that utilise a broad range of appropriate teaching techniques and strategies to students where English is not their first language.
- To assess the English skills of each student
- To work with students to reach a high level of proficiency in English

### MAIN DUTIES

- To deliver the ESL Curriculum in accordance with the School's timetable.
- To keep up to date with developments in the Curriculum and in teaching practice methodology.
- To develop the use of ICT to support and enhance teaching and learning.
- To exercise professional skills and judgement.
- To impact on the educational progress of all ESL pupils in the school.
- To work with others to ensure the most appropriate links are made to ensure that the ESL Curriculum meets the individual students' needs.
- To maintain accurate records of all assessments and feedback of all students.

#### Teaching and learning

- Ensure thorough understanding about learning objectives, understand the sequence of teaching and learning in ESL and communicate this to students.
- Select the most appropriate teaching and learning methods and resources to meet the needs of the full range of pupils.
- Address all aspects of communication through appropriate instruction that develops each student's ability to read, write, speak and listen.
- Employ a variety of instructional techniques and strategies to meet different aptitudes and interests of students.
- Provide a nurturing and supportive learning environment that encourages student responsibility and incorporates challenging instructional strategies.



- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement in line with school policy.
- Analysis of results and assessment data

#### **Other professional requirements**

- Establish and maintain effective working relationships with professional colleagues and other teachers to develop cross curricular links and creative approaches to learning.
- Establish effective relationships with parents and inform them of developments and practices relating to the teaching of the Curriculum.
- Participate in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post.
- Be aware of the need to take responsibility for your own professional development.
- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- Undertake any other duty as specified by Principal not mentioned in the above.

#### **Other Specific Duties:**

- Any other duties as required by the Principal

## **Person Specification – ESL Teacher**

### **Person Specification for ESL Teacher**

#### **A. Qualifications and Experience**

- Qualified Teacher Status (QTS)
- ESL Training or equivalent
- Degree, or equivalent, in specialist subject or a related subject
- A proven track record of outstanding teaching
- At least 5 years' experience
- Experience and Familiarity with International education essential
- Evidence of appropriate in-service training

#### **B. Knowledge, Understanding, Skills and Abilities**

- A clear and proven commitment to the ethos and values contained in the SMM ethos statements and capacity to develop and promote this within the school
- A sound understanding of how students learn, how teachers can best teach and how to achieve high standards
- Knowledge and understanding of schools; knowledge and understanding of legislation and ongoing developments in education in the International Sector
- Ability to demonstrate a commitment to safeguarding, pastoral care and the promotion of high standards of positive behaviour
- High levels of communication skills both oral, written and in ICT

#### **C. Leadership/Personal Qualities**



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- A team player respected by others
- Ability to act quickly and sensitively under pressure, to keep calm in difficult situations, deal with stress and absorb pressure
- Ability to manage own workload appropriately, with the enthusiasm, stamina and passion to enthuse and motivate others with regard to all aspects of the education of the school.
- Open and constructive, accepting of feedback and always willing to learn
- Excellent interpersonal skills, a sense of humour and a willingness to make him/herself approachable to all members of the school and the wider community; a 'can do' positive approach
- The ability to prioritise, evaluate and manage financial and human resource