

ESL Teacher Abridged Job Description

Please note that this job description is an abridged version for informational purposes only. The complete and detailed job description will be shared with successful candidates during the onboarding process.

Title: ESL Teacher

Reports To: Course Director and Assistant Course Director.

Summary of position: You will assist with the aims of the academic department in the delivery of a high-quality academic program. PLUS adopts a student-centered, communicative methodology integrating engaging classroom learning with dynamic post-lesson activities that reinforce learning in a fun, social setting.

Our Company

Since 1972, PLUS Ed Ltd has been offering summer English courses in the UK for young overseas students. We are now also operating in America, Malta, Ireland, and Canada. We are one of the biggest summer school providers in the UK and are proud to be market leaders, fully accredited by The British Council. We aim for high standards in our programmes and consequently we are looking for enthusiastic, hard-working individuals to join our team.

Please visit [this page](#) to find out more about our summer programmes.

General Responsibilities

Campus set-up and closure

You will be in charge of your classroom setting it up in a student-friendly manner following the instructions and guidelines delivered to you by your line manager during your induction.

Knowledge, preparation, and development

- Plan and effectively prepare for your lessons, ensuring confidence with all relevant PLUS materials.
- Attend short daily teacher meetings with the Course Director and/or Assistant Course Director so you are fully briefed and prepared for the day.
- Attend a weekly CPD session.

Administrative, operational efficiency, and communication

- Ensure timely submission of the daily class register to the Course Director/Assistant Course Director
- Report absent students (via the established channels) to the Course Director or Assistant Course Director
- Ensure timely submission of daily records of work and weekly class aims and objectives.
- Participate in leavers' ceremonies.
- Prepare end-of-course reports.

Person specifications

- A native speaker level of proficiency in English
- Demonstrates a high-level understanding of English language teaching and learning.
- Focused on quality and student outcomes.
- Team player with the ability to work collaboratively.
- Ability to build strong relationships and trust.
- Excellent organizational, administrative, and time management skills – can work well under pressure and meet tight deadlines.
- An interest in professional development
- Excellent interpersonal and communication skills
- Punctual, reliable and flexible
- Has a proactive approach to delivering exceptional customer service at all times – very solution-driven and quick to solve problems.
- Demonstrates a high level of initiative, enthusiasm, and a positive attitude.
- Culturally sensitive

Essential Qualifications

- Degree
- Trinity TESOL Cert or Cambridge CELTA or equivalent* (B.Ed, PGCE (Primary English/MFL, Secondary English/MFL)

**Courses must be externally validated, and contain at least six hours of teaching practice and a minimum of 100 hours of ELT/TESOL input. Applicants who have completed 100% online courses will not be considered.*

Work Experience and Essential Knowledge

- Previous teaching experience although we do welcome applications from newly qualified teachers.

Desirable

- Previous knowledge and experience of summer schools or short courses.
- Experience of working with young Learners
- Experience in using IT systems

Safeguarding and Eligibility Checks

All current holders of roles involving responsibility for or substantial access to under 18s, and all new appointees to such roles, will have appropriate suitability checks, for example with the Disclosure and Barring Service (in England and Wales) or Protecting Vulnerable Groups Scheme (in Scotland), in line with the organisation's stringent safeguarding policy.

All gaps in employment will need to be explained, and a minimum of two references are required. These can be academic as well as professional. All references will be contacted and specifically asked whether there is any reason that the applicant should not be working with anyone under the age of 18.

Please note that due to post-Brexit restrictions, you must be a UK resident or have UK residency to work in our UK Camps.