

Job Description



EFL Teacher (Adult School, Summer)

This post is responsible to the Director of Studies

Requirements

Minimum RSA CELTA / Trinity Cert. TESOL (or recognised equivalent) plus experience.

Lewis School of English

We are the only British Council accredited school in Southampton and, although we are the city's biggest private language school, we maintain a warm, friendly working atmosphere. We offer an excellent environment in which to grow and develop as an EFL teacher. A programme of INSET training runs on a monthly basis along with regular, constructive observations. Our training programmes are flexible and practical in their approach.

Duties

- To teach from 15 to 30 hours per week; must be available to teach between the hours of 9.30 and 17.30
- To prepare and teach lessons in accordance with our syllabus
- To complete attendance registers, lesson plan summaries, student and course records and to write student reports
- To attend all staff meetings and in-service training sessions as required by the Director of Studies
- To be alert to any welfare or academic problem a student may have and to notify the relevant staff member
- To assist, attend or organise, from time to time, school social activities; this includes leading at least one full-day weekend trip during the summer
- To be punctual for classes and meetings at all times
- To comply with organisational guidelines as set out in the Employee Handbook

How to Apply

Please complete and send our application form, with a covering letter, to:

Jonathan Park (Recruitment)
Lewis School of English
33 Palmerston Road
Southampton SO14 1LL
UK

You can download our application form from our website, www.lewis-school.co.uk