



# Full Time Teacher Job Description – Kids and Teens

Title	Full-time Teacher
Reports to	the Director of Studies (DOS) and Centre Director (CD)

Job Role/Key Areas of Responsibility											
<p><b>The Teacher</b> is responsible for delivering EF educational products and courses to students ranging from 3 years to 18 years, and providing a first rate customer experience and positive image of the brand.</p>											
<p><b>Supervision:</b> Reports directly to the Director of Studies (DOS) and Centre Director (CD).</p>	<table border="1" style="width:100%; text-align:center; border-collapse: collapse;"> <tr> <td style="background-color:#f2f2f2;">Building Relations</td> <td style="background-color:#f2f2f2;">Entrepreneurial orientation</td> <td style="background-color:#f2f2f2;">Customer orientation</td> <td style="background-color:#f2f2f2;">Results orientation</td> <td style="background-color:#f2f2f2;">Functional/Industry Knowledge</td> <td style="background-color:#f2f2f2;">Service orientation</td> <td style="background-color:#f2f2f2;">Improving operations</td> <td style="background-color:#f2f2f2;">Thoroughness</td> <td></td><td></td> </tr> </table>	Building Relations	Entrepreneurial orientation	Customer orientation	Results orientation	Functional/Industry Knowledge	Service orientation	Improving operations	Thoroughness		
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### Working hours and locations

- Teachers will be required to work 5 days a week during the non-peak seasons and up to 6 days per week during the peak seasons of summer and winter course production (usually falling within the periods of June to August and January to February respectively every year). Teachers may be asked to work morning and evening shifts in the same day. Teachers may have teaching duties in the center or off-site. The actual working schedule shall be arranged by the Director of Studies.
- Teachers work for 40 hours per week.
- During non-peak seasons, the working month includes up to 130 academic hours (academic hours refers to classroom teaching hours, 1 academic hour is equal to 40 minutes) which equals 87 real hours per month, averaging out to 30 academic hours per week. For calculation purposes, a month is 4.33 weeks.
- During peak seasons, the working hours can rise to up to 169 academic hours (113 real hours) per month, averaging out to 40 academic hours per week.
- Any academic hours carried out by a Teacher beyond the maximum monthly academic hours total is subject to overtime remuneration.
- Teachers can be assigned to any of the EF centers within the city but would generally be based in one center.

### Main Responsibilities:

1. Carry out the timetable of classes assigned by the DOS
2. Give lessons to the highest standards of English language teaching
3. Become familiar with the programs and courses of study at the centre and as directed by EF Education First guidelines
4. Develop and use suitable supplementary materials as necessary
5. Use audio / video materials in classes
6. Expose students to the use of Computer Assisted Language Learning, and the Internet for language learning purposes
7. Begin and end classes on time
8. Prepare lessons and equipment in advance for all classes (approximately 1 ACH to every 3 ACH class)
9. Administer, correct and record the results of progress reports, tests and assessments for students
10. Substitute for absent colleagues, perhaps at short notice, on or off-site
11. Be responsible for students' welfare and progress
12. Inform students of centre aims and objectives
13. Cooperate with the CD and DOS in ensuring the constructive communication and efficient operation of the center
14. Meet regularly with the DOS and/or center colleagues to communicate all relevant information
15. Assist the DOS upon request with the development and marketing of courses and induction of sales, service and teaching staff into the practices of the center



16. Maintain student and class records
17. Assist in the placement testing and interviewing of new students
18. Carry out teaching related responsibilities including, but not limited to demonstration classes, Life Clubs, tutorials, seminars and presentations
19. Take on administrative work and/or projects including, but not limited to, cataloguing supplementary materials, giving workshops and organizing extra-curricular events, as directed by the DOS
20. Keep the teachers' room, equipment and resources well-organized and in good condition
21. Be familiar with the administrative procedures employed in the centre and as directed by EF Education First head office
22. Attend and participate in workshops in teacher development offered by the centre
23. Observe and be observed by the DOS and teaching colleagues
24. Be pro-active in improving teaching skills through sharing knowledge with colleagues, and using teaching resources found in the centre, EF Intranet, Internet and any other available sources

**Career Plan:**

Teacher can develop his/her teaching skills and progress to the Senior Teacher position, or other interest areas within the organization.

**Competency set:**

Be responsible and passionate for the job. Good communication skills. Be patient.