



## OZFORD ENGLISH LANGUAGE CENTRE Job Description

### Position Description

**POSITION TITLE:** ELICOS Teacher  
**REPORTS TO:** English Language Centre ADOS / Coordinator  
**DATE:** 2017

### Purpose of the Position

The ELICOS teacher will be responsible for teaching classes in the language centre. The teacher will also be responsible for curriculum development and delivery, assessment of student work and reporting results.

### General Duties of the Position

#### Daily Organisation

- Preparation of lessons. Preparation time is incorporated into the weekly salary
- Effective teaching practices including preparation of resources
- Teaching timetabled classes
- Setting and assessing regular homework
- Assessing student work on a regular basis including digital literacy and independent study
- Reporting student results including to the Coordinator on a needs basis for monitoring of student progress
- Formal reporting of student results each week
- Extra classes on a needs basis as allocated by the Coordinator
- Responsible for effective communication between staff and students
- Participating in extra curricula activities
- Recording daily lessons on Ozford Daily Class Record template
- Attending ELICOS meetings/professional development sessions as scheduled
- Facilitating promotion tests.

#### Curriculum

- Efficient delivery of Ozford-approved curriculum. Ongoing development of curriculum
- Implementing and participating in curriculum reviews on a regular basis or as instructed by the Coordinator
- Ongoing professional development and maintaining a professional development register
- Reporting to the Coordinator the resources and ideas gained through external professional development and sharing ideas with other staff.

## Student Management

- Ensuring student academic performance is maximised
- Building a positive rapport with students
- Monitoring student academic performance closely and making recommendations to the Coordinator
- Implementing student policies outlined by Ozford English Language Centre in relation to student attendance
- Implementing strategies to motivate student learning.

## Perform any other tasks requested by the Centre management.

All materials prepared for Ozford English Language Centre remain the intellectual property of the Centre on cessation of the employment contract by either parties.

Copyright regulations must be adhered to by all members of the Centre. Copyright regulations are available to all staff and are posted next to the staff photocopier.

### Qualifications Required

A qualified TESOL teacher that has the following qualifications:

- Bachelor of Education, Master of Education or Master of Teaching with TESL/TESOL as a method; or
- Bachelor degree plus recognised 120 hour TESOL qualification (CELTA, TEFL TESOL etc); or
- Diploma of Education with TESL/TESOL as a method; or
- TESL/TESOL within Graduate Certificate in Education; or
- Graduate Certificate in TESL/TESOL; or
- Graduate Diploma in TESL/TESOL; or
- Masters degrees which include a TESOL specialisation such as Masters of Arts (TESL/TESOL), Masters of Teaching, Masters of Applied Linguistics or MTESOL.

### Experience / Knowledge Required

- Experience and qualified in teaching international EAL students.
- Strong IT skills and digital literacy experience.

### Specific Annual Results to be Achieved:

- Maximising student engagement and satisfaction
- Ensuring student academic performance is maximised.

### Working Conditions and Equipment

A shared computer and shared desk as seen in staff induction.

### DECLARATION

I (full name) \_\_\_\_\_ declare that I have read and understood the duties and Job Description detailed above and accept them fully.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_