

Senior Teacher vacancy

Basil Paterson is currently recruiting for a Senior Teacher.

The Senior Teacher will support the Academic Manager in leading the teaching team and academic life of the EFL department. The position requires full-time support during summer months and holiday cover, with administrative support throughout the year.

Responsibilities may include:

- Testing and placing students
- Ensuring all documentation and records are kept up-to- date
- Observing teachers and giving feedback
- Providing support to teachers
- Managing teaching materials
- Delivering teacher development sessions
- Logging attendance and following-up student absences
- Developing course plans
- Assisting with recruitment, interviewing and induction
- Dealing with student enquiries and responding to requests/complaints
- Submitting payroll on a weekly basis
- Conducting teachers' meetings
- Arranging teaching cover

Requirements:

Essential

Qualified to diploma level or undertaking diploma studies in 2018
Substantial experience teaching a range of different courses and levels
Proven commitment to continuous professional development
Record of excellent student feedback
Flexibility

Desirable

Administrative experience
Experience of leading teacher training sessions

Please apply by emailing covering letter and CV to:

clare.hayward@basilpaterson.co.uk

Proposed start date: February 2017