

Job Description

English Teacher (Native Speaker)

Roles and Responsibilities:

- Teach the ACE course curriculum as outlined in the designated Information Sheet for a given level or course and Provide and grade appropriate assessment tasks
- Develop lesson plans that are consistent with the curriculum, ensuring their availability for the reference of other teachers
- Supervise end of term tests and ensure that test results are recorded on the class register in a timely manner
- Enter test results into the ACE database, provide students with results slips, and provide and grade appropriate assessment tasks
- Provide uninterrupted supervision of classes, arriving to class and completing the class at the designated times
- Maintain accurate and up-to-date attendance records, in a designated folder; submitting these records at the end of term or on request
- Other duties as appropriate to the level of the Letter of Appointment

Key Minimum Requirements:

- Undergraduate degree in any field
- Recognised ESL/EFL teaching qualification (e.g. the CELTA, Delta, Trinity Colleague TESOL)
- Good interpersonal, communication, and organisational skills
- Flexibility (e.g. adjusting to changing circumstances and working on a variety of tasks)
- Demonstrated enthusiasm for learning/professional development
- Strong commitment to professional integrity and ethical conduct
- Ability to work in a cross-cultural environment

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