

# **CICERO LANGUAGES INTERNATIONAL LIMITED**

## **JOB DESCRIPTION**

### **TEACHER OF ENGLISH AS A FOREIGN LANGUAGE**

#### **TEACHER**

Duties as a teacher include:

1. Teaching English to groups and/or individual students as requested by the Director of Studies
2. Ensuring that lessons start and finish punctually
3. Ensuring that any materials or equipment are in place before the lesson is due to start
4. Testing of students and assisting with the placement of students in classes
5. Keeping students' attendance and progress records and any other records which may be requested by the Director of Studies
6. Producing student progress reports and certificates if requested
7. Ensuring that each classroom is left in a clean and tidy condition after each lesson and that all books except the two classroom dictionaries are returned to the staff room
8. Performance of any other duties which may reasonably be required in the furtherance of Cicero's teaching or other operations.

