

CICERO LANGUAGES INTERNATIONAL LIMITED

JOB DESCRIPTION

TEACHER OF ENGLISH TO YOUNG LEARNERS AND ACTIVITY LEADER

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. Assisting the Director of Studies or Centre Manager in his or her daily duties
6. Keeping students' attendance and progress records and any other records which may be requested
7. Producing student leaving certificates if requested
8. Ensuring that each classroom is left in a clean and tidy condition after each lesson and that all books and equipment are returned to the staff room
9. Performance of any other duties which may reasonably be required in the furtherance of Cicero's teaching or other operations. You also agree that you and Cicero may vary these duties from time to time by mutual agreement

ACTIVITIES LEADER

Duties as an activities leader include:

1. Accompanying the students on activities and outings on their programme as agreed with the Centre Manager
2. Ensuring the safety of all students during activities
3. Carrying out any necessary preparation before each activity
4. Explaining the activities to the students in a clear and positive manner and keeping them well informed
5. Giving the students information in a clear and positive manner about the places they see on any sightseeing trips or town tours
6. Ensuring that activities start and finish punctually
7. Clearly explaining meeting points and times
8. Clearly giving the students the emergency telephone number for the activity staff
9. Checking that one leader has collected and is carrying a First Aid Box
10. Carrying and answering the activity emergency phone
11. Logging any accidents in the Accident Book
12. Putting away any equipment and leaving premises in a tidy condition after each activity
13. Informing the Centre Manager about any problems during any activities
14. Informing the Centre Manager about any accidents which occurred / First Aid that was provided
15. Providing feedback on the activities and outings to the Centre Manager
16. Any other duties which may be reasonably requested

