



INTERNATIONAL SCHOOL OF CREATIVE ARTS

January 2021

JOB DESCRIPTION

Job Title: EFL Tutor

Service Area: Academic

Line Manager: Head of School

Full Time / Part Time: Part time (3 days)

Working Hours: 8:30am to 5:15pm

Job Purpose:

International School of Creative Arts, an independent specialist art school looking for an innovative, inspirational, well qualified TEFL tutor. The successful candidate will teach and support students who are studying for their A-Levels and need to prepare for an IELTS exam and further develop their academic English skills in an art and design context. We are looking for an adaptable and enthusiastic individual who can support students across the curriculum.

Responsibilities:

- Working in partnership with subject tutors to deliver EFL support to targeted students.
- Preparing students to achieve necessary IELTS level for higher education.
- Helping students develop study skills and further academic English for an art and design context.
- Supporting students in registering for IELTS.
- Implementing benchmark testing for all students during induction, and assessing their needs.
- Assessment of target students in order to meet needs and monitor progress.
- Creating and implementing schemes of work to meet targets.
- Building up and manage collections of teaching resources.
- Providing specific individual language support for A-Level subjects and application to higher education.
- Attending school meetings as appropriate and promoting issues relevant to EFL students.
- Leading the development and monitoring of EFL students, evaluating and reviewing targets, maintaining suitable record-keeping and monitoring systems, updating assessment documents, in order to report to relevant parties as appropriate.
- Contributing to the wider curriculum, participating in extra-curricular activities and school journeys and extension activities.
- Participating in the School's Performance Management programme and

International School of Creative Arts, Framewood Road, Wexham, Bucks, SL2 4QS, United Kingdom (UK)

Tel: +44 (0)1753 208820 www.isca.uk.com E-mail: enquiries@isca.uk.com

Continuing Professional Development programme to ensure your own professional and personal development in relation to the School's objectives.

- Participating in the School's annual monitoring and reporting requirements to ensure effective management and administration of the curriculum.
- Safeguard the wellbeing of students in line with School policy
- Work closely with the School's pastoral team and academic study team in order to guide, induct and manage individual learning needs
- Undergo regular lesson observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)
- Maintain professional standards at all times
- Work towards and contribute to the aims and objectives of the School's and department's development plan
- Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate.

Rehabilitation of Offenders Act

“This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”

This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are therefore not entitled to withhold information about convictions, which for other purposes are 'spent' under the provision of the Act.

We are committed to carefully screening all applicants who will work with children, young people and adults with care and support needs [delete where applicable]. All applicants will be expected to undertake employment checks, a Disclosure & Barring Service check and provide previous employment references.

PERSON SPECIFICATION			
CATEGORY	CRITERIA	Essential = E or Desirable = D	HOW ASSESSED
Qualifications	<ul style="list-style-type: none"> • Educated to degree level • CELTA • DELTA • PGCE 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">D</p>	Application / Interview
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • 2 Years full-time teaching experience 	E	Application/Interview
	<ul style="list-style-type: none"> • Be passionate, pro-active and enthusiastic about teaching art and design 	E	Application / Interview
	<ul style="list-style-type: none"> • Well organised with excellent classroom management 	E	Teaching observation
	<ul style="list-style-type: none"> • Ability to work independently 	E	Application /interview
	<ul style="list-style-type: none"> • Ability to work collaboratively in a small team and team teach 	E	Application/Interview
Other Requirements	<ul style="list-style-type: none"> ▪ Enhanced DBS Check. 	E	Interview
	<ul style="list-style-type: none"> ▪ Knowledge of confidentiality. 	E	Interview
	<ul style="list-style-type: none"> ▪ Knowledge of Safeguarding children and young people 	E	Interview