

Appendix A: Job Description – ELICOS Teacher

General Statement of Responsibilities

(1) Mission

Kaplan International English is in the business of education globally. The **purpose** of Kaplan International English is to give students *access to study, cultural interaction, and work opportunities through high quality skills training and work placement.*

Kaplan International English is founded on the following **principles**:

- Our approach is *market-focused*. We respond to the needs and preferences of our customers and to changes in the business environment.
- We search for and find *innovative* solutions and we exploit opportunities creatively.
- We capitalise on our *distinctive capabilities* and those of the Group. To this end we share expertise, and develop the talents of our people.
- We build *quality* systematically into our services and processes. We aim to learn from experience and improve continuously.
- We value and nurture enduring *relationships* with customers, suppliers, and other partners.

For our customers and clients we define quality in terms of their requirements and we will meet or exceed their expectations.

Each person is expected to use her/his specific skills to achieve the school's purpose and assist each student to attain the above their expectations.

(2) Focus of Position

- To efficiently plan and deliver high quality English language instruction.
- To carry out administrative functions in a timely and accurate manner, including but not restricted to recording attendance, providing written feedback on student performance, and providing information for students' achievement certificates.
- To address individual student needs and concerns both in and outside the classroom.
- To participate regularly in professional development activities run by or for the college.
- To assist the Senior Academic Staff as directed.
- To help create a team environment within the Academic Department and contribute to the effective delivery of quality English language courses offered to international students.

(3) Responsible To

Director of Studies

Principal

(4) Liaison With

Director of Studies, Senior Teachers, Student Services, Sales and Marketing Department, your fellow Teachers.

(5) General Contributions to School Life

Supporting the Administration work of all academic staff by being aware of the roles of all Kaplan International English staff and their relevant departments, by maintaining an alert and professional

relationship with the students and by responding to any perceived deficiencies in our service by reporting immediately to the responsible staff.

(6) Community Responsibilities

Representing Kaplan International English in any local international educational industry events.

(7) Specific Responsibilities and Key tasks

- Generally teach to the schedule given to you by the Senior Academic Team
- To carefully plan lessons of value and interest to meet the needs of each particular class
- Carefully record students' attendance
- Complete your record of what you have taught after each class
- Assist students with general enquiries regarding their classes - trouble shoot where needed
- Assist and counsel students where necessary with any questions regarding their course or extra study to compliment their course.
- Liaise with and give input to other staff or students as necessary on student procedures, course information, self-study, attendance, classes etc. for the benefit of the school as a whole.
- Assist the Senior Academic Staff as directed.
- Administer and correct Level tests and accurately record results.
- Complete Individual Student Reports at the end of each five week module, and enter grades for departing students on a weekly basis.

(8) Accountability through Performance Appraisal

All staff will participate in an annual performance appraisal. There is a process for performance appraisal that sees all staff appraised by their immediate supervisor/line manager. The purpose of appraisal is to assist staff to identify professional development needs and to help staff to focus their energy on the goals and objectives stated in the Kaplan International College business plan and other Kaplan International College planning documents. The appraisal system is based on a limited number of agreed targets / outcomes set by the staff member, in consultation with her/his immediate supervisor/line manager. In summary form, the ELICOS Teacher will be performing satisfactorily when:

- The service provided by Kaplan International English Teachers is consistently professional, welcoming and efficient
- Evaluations from students consistently achieve 'excellent' ratings
- A high level of accuracy is demonstrated in all professional Administration duties.
- Agreed professional development objectives are being achieved.
- Deadlines are adhered to.
- Positive feedback is received from clients.

I have read this Letter of Employment and Job Description and I agree to accept the offer made in the letter.

Teacher's Signature



Teacher's Name

Date