



# Position Description

Position Details			
<b>Business Entity</b>	Kaplan International English	<b>Department</b>	Academic
<b>Job Title</b>	EFL Teacher	<b>Location</b>	Brisbane
<b>Reports To</b>	Director of Studies	<b>Direct Reports</b>	Nil

Overall Purpose
To plan and deliver high quality General English lessons to students whilst supporting the business in meeting its administrative and compliance obligations.

## Key Responsibilities

- To efficiently plan and deliver up to 25 hours per week of high quality General English lessons, as directed.
- 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 other Senior Academic Staff as directed.
- To work on Self Access Centre development.
- Help to create a team environment within the Academic Department and contribute to the effective delivery of quality English language courses offered to international students.
- Being a productive member of the Kaplan team by displaying the Company values through your day to day role
- Adherence to Company Policy and Procedure

## Qualifications and Skills

### Essential

- Possess appropriate tertiary qualifications and CELTA qualification
- Hold a valid Working with Children Check
- Possess the ability to both educate and engage with students
- Show outstanding written and oral communication skills
- Be available to cover Monday-Friday mornings and afternoons

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Manager Signature \_\_\_\_\_

Date \_\_\_\_\_