



1.0 ESSENTIAL SERVICE REQUIREMENTS FROM EFL TEACHERS AND TRAINERS – SUMMER SCHOOL AND SHORT COURSES

Foyle International are looking to collaborate with individual EFL teachers and trainers who can deliver the following service criteria. For further information, please contact Kelley at kelley@foyle.eu.

1.1 GENERAL

- To be able and willing to teach all levels (A1–C1) and class sizes (1–15) as required to meet the operational needs of Foyle International, especially during busy periods.
- To know and implement important school policies and procedures on Safeguarding, Health and Safety, Behaviour, and the appropriate use of IT.
- To agree to be observed, with and without prior warning, according to Foyle International’s Observations Policy, or at the request of our accrediting body, The British Council.
- To submit via email to the Academic Manager or HR contact (as agreed) a digital copy of your invoice by midday on the second last working day of each month.
- To assist students and other staff in case of accident, illness, or emergency and to monitor the pastoral needs of students in accordance with the school's policies.
- To ensure that all relationships with students are always entirely professional, including outside school.
- To maintain a tidy work area and a positive atmosphere.
- To dress in a presentable manner (refer to dress code document).
- Not to act in any way that might bring Foyle International, or its staff, into disrepute.

1.2 BEFORE CLASS

- To plan and sequence a lesson or series of lessons, according to good practice and agreed educational principles.
- To keep one day ahead in lesson planning at all times. This includes having all materials, resources, books, photocopies and technology ready for the next morning's class.
- To arrive at school on time and be in the classroom to welcome students and start class at 9.30am.
- To display the planned learning objectives/class activities for that day on the wall.
- To check before class starts that everything is ready and to hand for the lesson, including all resources, materials and technology.

1.3 DURING CLASS

- At the very start of the lesson, to complete the register and to keep it with you *at all times*.
- To supervise and actively monitor students at all times. Not to leave the classroom to photocopy, look for materials, or for any other purpose that can be addressed outside class time.
- At the start of the lesson, to explicitly point out the day's learning objectives/class activities to the students.
- To employ teaching techniques appropriate to the level and needs of the students.
- To create a positive learning environment that ensures steps are taken to so students participate purposefully and enthusiastically.
- To deliver a lesson with communicative content, skills development and (most days, except for a revision classes) at least one thing students can learn to do that they couldn't at the start of class.
- To manage the class so as to vary interaction patterns (teacher-led, pair work, group work, etc) and maximize fair and even student participation.
- To provide a balance of activities to allow focus on specific target language, specific language skills, and performance activities.
- To systematically correct, teach and give practice in English pronunciation according to good practice and agreed educational principles.

- To avoid long classes entirely consisting of fluency practice with occasional incidental vocabulary.
- To provide oral feedback (positive reinforcement, error correction, etc) according to good practice.
- To maintain reasonable standards of behaviour in accordance with the Behaviour Policy.
- Unless in occasional circumstances (e.g. if students are taking a test), not to mark homework or complete student reports in class.

1.4 AFTER CLASS / DURING CLASS BREAKS

- To complete daily administration tasks, including the day's record of work and class register.
- To return all borrowed materials, books, resources and the class register, to the agreed location.
- To evaluate the lesson, (formally or informally) to determine whether learning aims and objectives were met so as to make any necessary changes to subsequent lessons.
- To advise the Academic Manager or ADOS of any issues or problems that arose during class relating to students, their assigned level, class or building resources, or technology.
- To correct homework according to good practice and agreed educational principles. (For Summer school or short courses of 3-weeks duration or less, homework should be returned the next day, or at the very most within 2 days.)