

Job Description

Job Title	BSN Language Centre Teacher
Department & School	BSN Language Centre
Responsible to	BSN Language Centre Department Coordinator

Job Purpose

The BSN Language Centre provides language tuition to adults and children, and the post-holder is expected to fully contribute to the delivery of this teaching programme at all levels within the BSN Language Centre and to work towards achievement of the mission, purpose and aims of the school through the delivery of effective teaching leading to high quality learning for students.

Main Responsibilities

Preparing, teaching and supporting

- A teacher employed by the BSN Language Centre, shall carry out the professional duties of a teacher as circumstances may require under the reasonable direction of The BSN Language Centre management.
- Planning and preparing courses and lessons.
- Teaching students according to their educational needs including the setting and marking of course work.
- Teaching a variety of timetables and courses, e.g. In-company and Private tuition (Adult education).
- Assessing, recording and reporting on students' development and progress.

Other activities

- Promoting the general progress and well-being of individual students and of any class or group of students assigned to him/her.
- Providing guidance and advice to students during their studies and on their further course of study at the end of each course.
- Registering the attendance of students and issuing a certificate to each student at the end of each course.
- Communicating and consulting with various customers.
- Communicating and co-operating with persons or bodies outside the School.
- Participating in Open Registration Days and level placement (Adult education).
- Participating in meetings arranged for any of the purposes described above.

Reporting and testing

Providing or contributing to oral and written assessments, reports and references relating to individual students or group of students.

Training and development

- Periodic lesson observation and review of teaching methodology and approaches.
- Attending and contributing to teacher development meetings/trainings.
- Participating in arrangements such as peer observation for his/her further training and development as a teacher.

Course development

- Liaising with Language Centre management and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment.

Personal responsibilities

- Maintaining good order and discipline among students and safeguarding their health and safety.
- Maintain an appropriate awareness of and work effectively within the policies and procedures of the BSN participating in appropriate processes, e.g. performance review, in-service training, etc.
- Operate safely within the workplace and maintain a high standard of housekeeping.
- Act in a professional manner at all times and maintain confidentiality of information.

Contacts

Internal
Colleagues

External
Students
(International) companies & organisations

Qualifications and experience

CRITERIA	ESSENTIAL	DESIRABLE
Education / Training / Professional Qualifications	<p>English Language Teachers (Adult Education)</p> <ul style="list-style-type: none"> - Recognised Teaching English as a Foreign Language (TEFL) teaching qualification: ✓ Cambridge ESOL CELTA ✓ Trinity College Certificate <p>Dutch Language Teachers (Adult Education)</p> <ul style="list-style-type: none"> - Recognised teaching qualification <p>BSN Club Language Teachers</p> <ul style="list-style-type: none"> - Recognised teaching qualification 	<p>First Aid qualification</p> <p>English Language Teachers (Adult Education)</p> <ul style="list-style-type: none"> - Cambridge ESOL DELTA (Diploma in English Language Teaching to Adults) or equivalent - Business teaching qualification (LCCI CertTEB or equivalent) - Young Learner's Teaching Certificate (CELTYL) - M.A TEFL/Applied Linguistics - First degree (B.A.) <p>Dutch Language Teachers (Adult Education)</p> <ul style="list-style-type: none"> - Qualified Dutch language teacher - University or HBO degree in Dutch language - Post-HBO qualification NT2 <p>BSN Club Language Teachers</p> <ul style="list-style-type: none"> - Recognised language teaching qualification
Skills & Abilities	<ul style="list-style-type: none"> - Native-speaker or native-speaker competency in the target language - A clear and confident communicator in the English language 	<ul style="list-style-type: none"> - Use of ICT in an educational context including the use of interactive whiteboards

	<p>Awareness of up-to-date developments in language teaching and methodology</p> <ul style="list-style-type: none"> - Ability to relate to students from a variety of cultural backgrounds - Strong team player - Good interpersonal and communication skills - Ability to work in a calm and patient manner 	
Knowledge/Experience	<p>English and Dutch Language Teachers (Adult education)</p> <ul style="list-style-type: none"> - Experience teaching to adults at different levels. <ul style="list-style-type: none"> - Confident user of Microsoft Office Applications and Outlook - Relevant classroom experience - Knowledge of current teaching materials 	<p>English and Dutch Language Teachers (Adult education)</p> <ul style="list-style-type: none"> - Experience teaching adults for specific purposes, In-company or one-to-one courses. <p>English Language Teachers (Adult education)</p> <ul style="list-style-type: none"> - Oral Examiner (ESOL Schemes) <p>Dutch Language Teachers (Adult education)</p> <ul style="list-style-type: none"> - Experience teaching NT2 to adults - Familiarity with Staatsexamen NT2. <p>BSN Club Language Teachers</p> <ul style="list-style-type: none"> - Experience working in an international school environment - Experience teaching a first or foreign language to children
Other	<ul style="list-style-type: none"> - Professional demeanor - Confident, well organized and flexible - Friendly and outgoing nature - Ability to improvise and demonstrate creative problem solving 	