

## Adult Summer Centre Teacher of English basic terms and conditions


<b>POST TITLE</b>	Teacher for IH Galway (POSSIBLY RESIDENTIAL)
<b>SALARY</b>	€350-500 gross per week, depending on contact hours and experience, and 8% holiday pay at end of contract (subject to tax and social welfare payments and including holiday pay)
<b>CONTRACT</b>	June 25-August 14/28 2015
<b>REPORTING TO</b>	Director of Studies
<b>PURPOSE OF JOB</b>	To ensure the effective teaching of English on the summer programme for adults at IH Galway summer centre, GMIT, Galway

### Job description

#### Main duties:

*The following duties provide a general outline only and may need to be revised in order to meet the changing needs of the service.*

- Planning of lessons
- Designing motivating and engaging materials, including online
- Effective teaching
- Following the course programme
- Linking the course programme to the activities and excursion programme
- Completing the attendance and work done sheets
- Preparing weekly progress evaluations
- Writing weekly and final reports
- Attendance at weekly admin meetings
- Attendance at CPD sessions

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- Preparing lesson plans for internal and external observations
  - Liaising with DOS to ensure effective communication and high levels of client satisfaction
  - Helping ensure that the student experience from arrival through to departure is a positive one
  - Supervision, support and discipline of students
  - Acting upon feedback and complaints as appropriate
  - Acting according to IH policies and procedures
  - Providing IH Galway with written feedback on this at the end of the summer
  - Dealing with student issues and emergencies as and when they arise

## **Person specification**

### **EDUCATION**

#### **Essential**

- Degree
- CELTA or equivalent

### **EXPERIENCE**

#### **Essential**

- Teaching adults

#### **Desirable**

- Worked in Ireland

### **PERSONAL QUALITIES/SKILLS**

#### **Essential**

- Strong organisational skills
- Communication skills
- Interpersonal skills
- Ability to multi task
- Ability to work under pressure
- IT Literate
- Flexibility

**Please note that if you are successful at the interview stage all offers are subject to two references and Police Check**