Our company is growing rapidly and is looking to fill the role of english language instructor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

**Responsibilities for english language instructor**

- To maintain accurate and comprehensive records of work including homework set, lesson plans, peer observations, student records, quizzes and progress/achievement tests
- To effectively administer assessments including high stakes summative achievement tests and carry out invigilation duties as specified in local centre policies and procedures
- To carry out placement testing and assist with other registration duties as required
- To effectively manage the student learning experience and relationship with training centre administration and support staff
- To follow appropriate policies and procedures governing the use of intellectual property and software
- To ensure appropriate storage and corporate branding of in-house produced materials for shared access fully observing copyright laws
- To ensure the health and safety of delegates under your responsibility
- To provide clients with detailed student progress reports containing the assessment, level of competence, attendance and behaviours of the trainees
- To carry out any further duties as directed by the management to ensure the efficient running of the department
- Undertake curriculum development, testing development and / or development of English for Specific Purpose (ESP) course development
• Candidates must possess native or near native English proficiency
• Minimum of five years’ experience teaching adult learners of English as a second language
• Previous experience with an intensive ESL program
• Experience teaching EFL abroad desirable as is mastery of a foreign language
• Familiarity with ESP methodology preferred
• Applicants need to be familiar with technology in the classroom