



JOB DESCRIPTION - TLC TEACHER

As a teacher with The Turner Learning Center your professional obligation is three-fold. You have a responsibility towards: the students, the parents and the TLC team.

TOWARDS THE STUDENTS

As a TLC teacher you must:

- Prepare your TLC students' lessons 5 weeks in advance: Using the Medium term plans along with the workbooks, readers and other support to clearly understand and be able to confidently deliver your vocabulary – phonetic - grammar and skills learning intentions in medium term blocks of 6 weeks depending on the curriculum. By creating, collecting, sharing resources and teaching ideas with other TLC teachers and respective mentors.
- Complete the online Course overview within the TLC timeframe to ensure that your teaching objectives are in line with TLC's:
- Deliver your TLC students' lessons: Take responsibility for leading your students' progression in acquiring the English language by establishing:
 - A professional learning focused relationship with students.
 - An efficient organisation of learning resources.
 - A positive learning space. explicitly teach phonetics, vocabulary, grammar, reading, writing, speaking and listening learning intentions at the stated and agreed appropriate level for the student/s following the requirements of the TLC curriculum.
- Set challenging purposeful homework equal in length to the class taught. Maintain discipline Link students' knowledge to earlier learning and develop ways to encourage it further. Challenge, motivate and inspire pupils to help them deepen their knowledge and understanding of the English language.
- Assessing students' lessons: Meet TLC requirements for the assessment and recording of pupils' development; Prepare and mark to facilitate positive pupil development. Constantly assess your students' current learning, potential and evaluate the effectiveness of your own teaching and learning methods.
- Monitor and follow up students' and parents' decisions regarding the end of year exam objectives and ensure that everyone included in the process fully understands the commitment, preparation and planning.
- Prepare students for examinations if necessary.
- Complete an online test of the exam or exams you will be preparing your students for by the 15th of November.

TOWARDS THE PARENTS

As a TLC teacher you must ensure that your relationship with parents is professionally friendly and purely focused on your interests in your students' progress of the English language.

As a TLC teachers you are required to:

- Present yourself as a positive thinking, realistic and competent professional (refer to policy).
- Convey total cohesion to and trust in TLC philosophy to the client.
- Apply and repeat TLC's realistic expectations of lesson outcomes.
- Feedback homework expectations if needed on account of age or motivation level of the student.
- Leave the working space in the same state it was in when you entered the room.
- Keep conversation to a professional minimal (one to two minutes).
- Comment on student behaviour using the following phrases only « he/she is a pleasure to teach », « he/she does need some guidance with behaviour» or « he/she is often off-task and we are working on this issue».
- Comment on student academic development using the following phrases only: «the student is on track », « the student is working above expectations» « the student is working below expectations (followed by a one point example of how she is giving additional support to allow him/her to achieve the next step).» It is about saying what he/she does know and the next learning steps, not about what he/she hasn't achieved.
- Respond to other family members and household staff in a respectful and professional manner.
- Refuse any extra curricula activity encouraged by the parents or students without obtaining permission from TLC. Friendly relationships always create a conflict of interest.

MEMBER OF THE TLC TEAM

As a TLC teacher you need to:

- Report on your classes within one day using our internal computer program
- Obtain signatures on signing sheets for each class held.
- Ensure a running dialogue between you and TLC with professional questions, concerns and achievements
- Perform end of month pay policy respecting time frames.
- Attend your three individual staff meetings and 4 group meetings with appropriate paperwork requested.
- Answer urgent phone calls, e-mails and text messages from TLC within three hours.
- Answer non-urgent text messages, phone calls and e-mails from TLC within 24hours
- Inform head office if there is a discrepancy between TLC expectation of a student and a student's ability in a class.

- Keep TLC head office updated with your availabilities for new classes.
- Contact TLC immediately in the case of an exceptional event during a class.
- Cover three classes in the year short notice.
- Independent teachers must provide proof of social charges payment respecting time frames given. (see policy).
- At the end of our working relationship follow TLC departure policy.
- Attend training on the dates indicated on PWII should TLC feel you need training.
- Comply with TLC policies outlined in our TLC Handbook