

LCF Teacher Job Description

Job Description

Title: Part time LCF CLUBS language teacher

Work Location: Primary schools and community halls in and around your city

Main Purpose: To introduce the foreign language and culture to children between the ages of 2 and 12 years and to seek to do this in a fun and enjoyable way.

Scope of Job: Responsible to your Club Manager

Responsible for course materials and equipment.

Main Duties:

1. Thoroughly prepare for every club before teaching commences. Ensure all lessons and activities are prepared according to the guidelines provided in the course lesson plans.
2. Arrive at the club location at least 5 minutes before the club is due to commence.
3. Check all required equipment is available in place and operational before each club session commences.
4. Prepare photocopies required for the number in each club and keep a record of the number of photocopies made.
5. Dress in an appropriate manner for teaching young children fun educational activities.
6. Keep registers of attendance.
7. Ensure each child is handed over to their nominated guardian/parent before leaving the premises.
8. Discuss a child's needs and progress with parents/guardians when appropriate.
9. Organise regular "performances" for parents to observe as set out in the course modules. (e.g. a song, a short play)
10. Keep a diary of any problems or concerns
11. Collect any money paid by parents and pass onto your Club Manager within one week of receipt.
12. Become aware and comply with the host's rules and ethos of conduct
13. Make yourself aware of location of fire exits, fire extinguishers and emergency procedures. Familiarise yourself with first aid procedure in that location.
14. Attend meetings and training sessions which will occur from time to time