

# Learn English at Dublin City University



## EFL Teachers Required - Summer 2017

DCU Language Services is seeking to employ a number of EFL Teachers for its busy language school. These are summer-only vacancies. Positions are available in both our Adult-learning Centres and in our Junior-learning Centres.

### Key responsibilities include:

- Teaching, lesson planning, homework management, testing; student guidance, etc.
- Education administration duties related to attendance, progress reports, materials etc.
- Active engagement in professional development processes.
- Positive participation in customer service practices.
- Attendance at all relevant meetings.

### Adult Learning Programmes: July – August 2017

- Courses include General English, Business English, EAP and exam preparation.
- Programmes typically involve 20 classroom-contact hours per week.
- Classes may be scheduled in the morning or afternoon. Flexibility in respect of scheduling is required from successful candidates.

### Junior Learning Programmes: June – August 2017

- Most courses are closed-group General English programmes of 1-3 weeks' duration.
- Programmes typically involve 15-20 classroom-contact hours per week.
- Classes may be scheduled in the morning or afternoon. Tuition timetables for certain groups may include Saturdays- in lieu of a weekday.

### Applicant profile:

- Highly-motivated & performance-driven.
- Positive “can-do” approach and committed to team-work.
- Organized and with an ability to meet tight deadlines.
- Well-developed interpersonal skills.

### Minimum requirements:

#### Essential:

- Both a primary degree and a QQI-ACELS recognized TEFL qualification.
- Adult School: Minimum of 2 years fulltime EFL experience.

#### Desirable:

- DELTA/RSA DIP TEFLA
- Certificate of Training relevant to Child Protection Legislation and Practices

### Please Note:

1. *On-line TEFL qualifications do not meet our minimum requirements*
2. *Candidates must be legally-entitled to work in Ireland*

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## Application procedure:

- Please email your application to [dculs.recruitment@dcu.ie](mailto:dculs.recruitment@dcu.ie)
- Email subject bar should specify “**EFL Recruitment Summer 2017 - Adult Centre**” or “**EFL Recruitment Summer 2017 - Junior Centre**”

## Applications **must** include:

- **CV** with current postal address, daytime contact number and email address.
- **Full contact details of 2 referees** known to the applicant **in an EFL employment** capacity, including their **name, position held, e-mail address and phone** number. Referees should hold a senior/managerial position.
- **Cover letter** outlining **suitability** and reasons for applying for the position.
- **Scans of relevant qualifications** (Degrees and TEFL qualifications).

## Contract Details

Contract Type: Part-time temporary.

Location: Classes are based at various DCU campuses and seasonal centres.

Induction: Successful applicants must attend pre-service induction.

Probation: Employment is dependent on probationary criteria being fully met and on Garda Vetting clearance.

Pay Rates: Competitive rates. Details available on application.  
Not eligible for relocation expenses

***Please note: Incomplete applications or applications from individuals without the minimum qualifications and relevant experience will not receive a reply.***

***Dublin City University Language Services is an equal opportunities employer and a member of MEI and QQI-ACELS.***