



**CATS Boston**  
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Head of School: Steven Bliss

## **JOB DESCRIPTION**

### **ESL Teacher**

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|-------------|--|
| Job Title:  | ESL Teacher  |
| Department: | Academic   |
| Reports to: | Department Chair; Assistant Head of School for Academics |
| Location:   | CATS Academy Boston                                      |
| Deadline:   | Until filled   |

### **Main Responsibilities**

- Teach a full course load, serve as an advisor, and satisfy extracurricular (activity/athletic) responsibilities as defined by administration.
- Plan, prepare, and teach well developed lessons which enthuse and inspire students, and promote enjoyment of learning.
- Effectively and appropriately differentiate instruction so as to meet all students' learning styles with an appreciation for students' learning differences.
- Select and sequence appropriate materials, resources, and approaches according to the course/content area and audience of learners.
- Assess, track, and provide relevant and timely feedback on achievement (performance and growth) and developmental needs to students, academic, and other managers/colleagues.
- Accommodate (in an extraordinary instance) independent study to be completed outside of class (in collaboration with line manager).
- Write reports on students with clear formative comments and targets as to how to improve work by defined deadlines given, and provide regular estimated grades and feedback on assessments.
- Maintain current lesson plans, assessment data (i.e., grades), and attendance records using a defined school-sanctioned electronic interface.
- Design, administer, and evaluate a range of formative and summative assessments as appropriate.
- Complete administrative tasks as define and by set deadlines.
- Induct students appropriately to provide academic advice, counselling, educational guidance, and advisory support, including individual learning plans, as directed.
- Supervise students' attendance and behavior and follow up as appropriate, in accordance with the Student Handbook.

- Provide work for study hall when a student has not completed assignments, notify Department Chair or relevant staff, and ensure work is graded promptly.
- Develop materials and resources, implement, support and/or lead in the production and improvement of curriculum planning as appropriate, and undertake other academic project work as directed.
- Ensure lessons are in line with planning and their respective objectives, and that segments of lessons are shared with students, as appropriate.
- Provide feedback on materials, courses, and lessons to academic and other managers/colleagues as requested.
- Utilize learning spaces and tools effectively (i.e., notice boards, displays).
- Attend academic, departmental, and school meetings when required, and attend/deliver professional development sessions as directed.
- Satisfy extracurricular commitments as defined annually.
- Supervise and accompany students on excursions, as appropriate, ensuring their safety and welfare at all times.
- Encourage students to participate in all sports and social activities.
- Adhere to standards and procedures detailed in the Staff Handbook.
- Address and respond to student issues/emergencies as needed.
- Be aware of your responsibility to promote and safeguard the welfare of children and young persons you are responsible for/come into contact with during your employment, and be fully aware of the School Safeguarding Policy.
- Participate in evaluation process consistent with defined parameters.

### **Education**

- Bachelor's degree (Master's preferred) from an accredited college/university

### **Experience**

- Teaching/tutoring students of high school age desired
- Working within a diverse environment of active learners

### **Skills**

- Excellent oral and writing skills
- Problem-solving capability
- Capacity for prioritizing conflicting demands
- Acuity for balancing the normal demands of a range of work and responsibilities without disruption to other team members or school staff
- Ability to gather facts and to analyze situations objectively, accurately, and in an organized fashion
- Demonstrates good critical thinking skills to understand student and staff issues
- Excellent listening and questioning skills
- Attentive to deadlines
- Flexible
- Basic computer literacy

### **Behaviours**

- Supports the aims, objectives, goals, ethos, and mission of the school

- Proactively plans for situations and circumstances
- Acts on her/his own initiative within defined and acceptable parameters
- Assumes responsibility and ownership for work issues and problems of a primary operational nature
- Projects appropriate professional image
- Imparts a positive impact with student and staff
- Speaks clearly, sensitively, and persuasively when interacting with stakeholders
- Acts rationally and maturely without undue bias or reliance on emotional responses
- Punctual

**ADOPTED: April 2016**