



UK COLLEGE
OF BUSINESS AND COMPUTING

Job Title: IELTS Lecturer

Reporting to: English Course Leader

Salary: Competitive

Hours: Part Time

Campuses: Dubai International Academic City

This is an opportunity for a self - driven, independent & experienced English Language tutor to work on an exciting opportunity for a newly set up UAE branch of a UK based College.

The UK College of Business and Computing (UKCBC), a flourishing college of UK Higher Education with around 3,500 students, is already a highly reputable HE brand in the UK. The UK College of English, based in London, which is a division of UKCBC, caters to more than hundreds of international and local students.

The College was inaugurated in July with its first intake in Sept 2018. To support the growing student needs of its student recruitment initiatives and expand the suite of offerings, the College is now looking for an experienced EFL teacher to support the English Course Leader in delivering the English Language Training courses for students and working professionals.

Duties and Responsibilities:

- Teach classes focused on both IELTS Academic and IELTS General Training tests.
- Preparing classroom and coursework materials, homework assignments, and classroom management.
- Be able to teach with appropriate methodology to achieve the required score of the students.
- Teaching should be based on students' needs, providing a balance between language systems and skills.
- It is the teachers' responsibility to establish clear learning goals and assist the students in achieving them.
- Consistently assess students using a variety of methods and provide quality & timely feedbacks.
- Promote a positive attitude to teaching and to campus life in general.
- Ensure class registers are kept up to date and absenteeism/ lateness procedure is followed.
- Encourage learner autonomy and demonstrate the ability to manage learning activities and interactions effectively to engage students.
- Show sound knowledge and awareness of the linguistic systems of English and provide appropriate models of both spoken and written English.
- Teach lessons based on a coherent sequence of activities leading to relevant learning outcomes.
- Provide students with essential information about their performance and progress.
- Prepare progress reports (in addition to the end of course delivery reports).
- Liaise regularly with the Academic Manager and other teachers regarding the progress of students.
- Create a vibrant teaching atmosphere.

- Adhere to the code of conduct and practice contained in the Teachers' handbook.
- Participate in periodic program assessment, review, evaluation & survey.
- More duties may be assigned from time to time to support the College's overall growth and community.

Qualifications and Experience:

- Native-level English speaker
- IELTS training experience essential.
- In-depth knowledge of the IELTS exam.
- Degree or equivalent
- TEFLI qualified (TEFL/TESOL/CELTA) with UAE teaching experience

Benefits & Incentives

Staff happiness and progression are at the forefront of employment at UKCBC. Our aim is to provide a space in which employees can enjoy their role and push themselves to reach their full potential. We've proudly cultivated a working environment that encourages participation and a healthy work-life balance through initiatives such as:

- Competitive perks & benefits
- A friendly, compassionate workforce
- Clear career progression goals