

## **Job Description of a Practical English Teacher**

The responsibilities will include:

### **1. Teaching**

Practical English teachers are expected to teach their assigned courses in accordance with the course outlines (Practical English Syllabus) in order to meet the objectives stated. To ensure consistency, teachers are to use at least some of the recommended textbooks (or equivalents) for most of their teaching. Their language classes should integrate all language skills (listening, speaking, reading, and writing) with main focus on one of them according to the name of the course (e.g. Writing). Teaching should stress communicative effectiveness, but accuracy should also be considered important; ideally students should be competent both linguistically and communicatively. Teachers must teach the assigned number of hours in a semester (12+). Classes must be well-prepared and include enough challenge for students.

### **2. Evaluation**

Students should be motivated to work hard; one of the ways to motivate them is frequent evaluation. It is recommended that the students should be given at least 3 or 4 grades in a semester so that the final grade given to students at the end of a semester should be a fair reflection of their learning. Also, practical English teachers should be involved in the teaching towards (and the preparation of) Practical English end-of-the-year exams, the purpose of which is to evaluate the students' progress objectively and eliminate those whose performance in written or spoken English is below an accepted standard.

### **3. Co-operation**

Apart from to the Department Head, Practical English teachers are answerable to the administrators responsible for teaching (deputy Head) and language training (Practical English Coordinator). Although Practical English teachers should address most professional queries to them, they are encouraged to co-operate with other teachers as closely as possible. Such co-operation should include: the co-ordination of topics, materials, the discussion of problem students, preparation of tests and exams, and peer observation. Essential co-operation is that of teachers teaching the same course to different groups (e.g. First Year Writing groups A, B, C, D), the same course type to different years/levels (e.g. Conversation year I, II, III), or closely interrelated courses (e.g. Phonetics and Conversation, or Writing and Practical Grammar).

In addition, Practical English Teachers will be asked to respect the following policies:

## Professional conduct

It should be remembered that teacher-student relationships tend to be formal. This should be reflected in a teacher's dress, classroom behavior and teacher-student contacts after classes. Although there is no special dress code, teachers are discouraged from wearing very casual clothes in class. Teachers are expected to be friendly towards students, but it should be kept in mind that a very informal attitude towards students may be mistaken by the students for a lack of professionalism and result in loss of respect. Romantic relationships between teaching staff and English Department students should not take place.

## Use of the Department resources

Universities in general are underfinanced and Nicolaus Copernicus University is no exception. Although well-equipped and stocked, the English Department tries to save money. Consequently, all teachers are required to protect the equipment from damage (through responsible use) and theft (through locking the classrooms and the staff room when unused and not leaving students unsupervised). Care must be taken of the library books; when using class sets of books, teachers should count how many books are taken to class and returned after it. Copying paper and toner are expensive and should be used reasonably. Whenever possible students should use available books. If copies have to be made, they should be shared and preferably recycled for other classes. Also, a master copy can be left in the library for students to make copies at their own expense; alternatively, teaching materials could be uploaded and made available on the Internet.

## Student discipline

Studies at the Department are free and it is the responsibility of teachers to make sure that the taxpayers' money is not wasted. Students are expected to work hard and progress; student unpreparedness for class and absenteeism should not be tolerated.

## Extra curricular activities

Practical English teachers are encouraged to get involved in starting and running extra curricular activities such as a student journal, a drama or film club, or special events such as sing along, poetry reading, Halloween or Christmas celebration, etc, etc.