Student Welfare

Ensure that students are well looked after and enjoy a positive experience during their stay in Malta.

Responsibilities:
• Co-ordinate an ice-breaking activity to welcome students once weekly
• Inform students about leisure activities and accommodation regulations
• Address students’ queries and complaints
• Act as the contact person for emergency calls outside normal school hours
• Ensure that students’ accommodation is always kept clean according to required standards

Requirements:
• Excellent command of written and spoken English
• Excellent people skills
• Excellent managerial and time-keeping skills

Front Office

Interact with students when they approach the desk for information and undertake school administrative duties.

Responsibilities:
• Answer student queries on non-academic matters
• Input data on all school activities using different software packages
• Oversee the utilities on school premises
• Supervise housekeeping
• Handle student invoicing issues
• Co-ordinate the programme evaluation process
• Check arrival and departure transfers
• Conduct basic accounting tasks

Requirements:
• Excellent command of written and spoken English
• Excellent people skills
• Excellent organizational skills
• Excellent ICT skills
Sales and Marketing

Create and implement public relations and marketing strategies.

Responsibilities:
- Build strong relations with key contacts
- Prepare presentations to promote the company’s services and product offering
- Represent the company at local and international fairs
- Conduct post-promotional evaluations and present findings
- Conduct market research to determine market share and define current and future trends/requirements
- Improve company services via web marketing tools

Requirements:
- Certification in sales and marketing
- Excellent grasp of languages, namely English, Italian, French, and preferably German

Academic Management

Manage teachers, monitor their performance, and ensure the smooth running of the school’s academic programme.

Responsibilities:
- Recruit teachers and manage their performance
- Manage student placement, school resources and materials
- Oversee course planning and timetabling
- Organise and manage continuing professional development
- Conduct appraisals of all teachers

Requirements:
- Level 7 qualification in English Language Teaching (e.g. M.A. TESOL, DELTA or Dip. TESOL), or first degree in English and Level 5 qualification in ELT (e.g. CELTA or Cert. TESOL)
- Valid permit issued by the ELT Council

Teacher

Teach English as a foreign language and ensure that students enjoy a positive experience during their stay in Malta.

Responsibilities:
- Plan, prepare and deliver learner-centred lessons to diverse age groups
- Prepare, set and mark tests and examination papers
- Provide appropriate feedback to students on oral and written classwork and homework
- Monitor students’ progress and inform the Director of Studies if a student is experiencing difficulties or missing lessons
- Ensure that students are learning in the most effective manner possible

Requirements:
- An A-Level in English (minimum Grade C) or a pass in the Test of English for Teachers (TELT)
- TEFL Cert
- Spoken English Proficiency Test for Teachers (SEPTT)
- A valid ELT permit issued by the ELT Council

Group Leader

Ensure the safety and well-being of students at all times.

Responsibilities:
- Safeguard students’ wellbeing while on leisure and cultural activities, during school hours, and in places of accommodation
- Assist in welcoming and integrating new students, especially on first day of arrival
- Act as a point of contact, especially in case of emergencies
- Oversee students’ punctuality for both lessons and leisure and cultural activities
- Initiate games and activities during leisure time
- Report disruptive or unruly behaviour to the Juniors Programme Manager

Requirements:
- Excellent knowledge of English, both spoken and written