

## (Summer Term) English Language Teacher: General English

### Person specification

NOTE: Short-listing is carried out against essential criteria. However, should CSE receive a high volume of applications short-listing may also be against desirable criteria.

CRITERIA	ESSENTIAL / DESIRABLE	ASSESSMENT STAGE
<b>EDUCATION &amp; QUALIFICATIONS</b>		
<b>First degree or equivalent</b>	<b>Essential</b>	Application form
<b>Cambridge CELTA or Trinity Cert. TESOL (TEFL-I)</b> Externally validated by a reputable examination body and includes: <ul style="list-style-type: none"> <li>• at least 6 hours' supervised teaching practice</li> <li>• at least 100 hours of ELT/TESOL input</li> </ul>	<b>Essential</b>	Application form
<b>Recognised diploma in ELT (TEFL-Q)</b>	<b>Desirable</b>	Application form
<b>EXPERIENCE</b>		
<b>Experience planning, preparing and delivering General English lessons to</b> <ul style="list-style-type: none"> <li>• multilingual classes</li> <li>• learners aged 16+</li> <li>• a range of levels (A1-C2)</li> </ul>	<b>Desirable</b>	Application form and interview
<b>Experience of working in an ELT summer school in the UK</b>	<b>Desirable</b>	Application form
<b>SKILLS &amp; KNOWLEDGE</b>		
<b>Language competencies:</b> <ul style="list-style-type: none"> <li>• native level in English</li> <li>• Excellent written and oral communication skills in English</li> </ul>	<b>Essential</b>	Application form and interview
<b>Teaching competencies:</b> <b>Lesson planning</b> - Plan lessons with content and tasks that are appropriate to the aims, age range and needs of the learners  <b>Classroom management</b> – plan, control and facilitate interaction in the classroom that is appropriate to the activity, promotes learning, takes into account the different needs and abilities of learners and demonstrates an awareness of equal opportunities and diversity issues.  <b>Subject knowledge</b> – able to analyse and describe language systems (lexis, discourse, grammar and phonology) and language use (spoken and written).  <b>Understanding learners</b> - Aware of and understand learner needs, styles and progress.	<b>Essential</b>	Pre-Interview Task and interview
<b>Have an understanding of the role of safeguarding and the welfare of young people and vulnerable adults.</b> Especially with regard to good practice and the professional obligations.	<b>Essential</b>	Interview
<b>PERSONAL QUALITIES</b>		
<b>Good team worker:</b> Ability to create working relationships with CSE staff.	<b>Essential</b>	Interview
<b>Culturally sensitive and aware:</b> Respect and value the different experiences, ideas and backgrounds of others.	<b>Essential</b>	Interview

<b>Good organisational and administrative skills:</b> Ability to complete administrative tasks related to teaching to CSE's standards.	<b>Essential</b>	Recruitment deadlines and interview
<b>Motivated to continuing professional development (CPD):</b> A willingness to engage in CPD.	<b>Essential</b>	Interview
<b>Flexible:</b> A willingness to adapt to work within CSE's procedures and to meet the required standards.	<b>Essential</b>	Interview
<b>LEGAL REQUIREMENTS</b>		
<b>Legally entitled to live and work in the UK.</b>	<b>Essential</b>	Application Form
<b>DBS check:</b> Have or willing for CSE to apply to Disclosure & Barring Service/Disclosure Scotland for a Disclosure & Barring Certificate. Or willing to supply a Certificate of Good Character.	<b>Essential</b>	Application Form