

(Summer Term) English Language Teacher: General English

Job description

Job Title	(Summer Term) English Language Teacher: General English		
Department	Academic	Line Manager(s)	Katarzyna Rytczak, Director of Studies
Contract details	17 th June / 24 th June / 1 st July / 8 th July Fixed term, initial 4 weeks with the possibility to extend	Contact hours per week	30-hours (9:00m-12:15pm & 13:45-17:00) 26.25 hours (9:00-12:15, 12:45-13:30 & 13:45-15:15) or 10:45-12:15, 12:30-13:30 & 13:45-17:00) 18.75 hours (9:00-12:15 & 12:45-13:30 or 12:30-13:30 & 13:45-17:00)
Location of post	Bournemouth, England Main site: Capital School of English, 324 Wimborne Road, Winton, Bournemouth Summer centre: Bournemouth University campus, 19 Christchurch Rd, Lansdowne, Bournemouth		
Purpose of job			
To plan, prepare and deliver exceptional General English lessons that meet CSE's organisational standards, and the needs and expectations of the learners throughout their time in your lessons.			
Capital School of English (CSE)			
CSE's mission statement is: "To provide an exceptional standard of English language education and to maximise the individual potential of each overseas student seeking assurances in terms of value, quality and opportunity."			
Accountabilities			
To support CSE's mission statement by:			
<ul style="list-style-type: none"> Delivering teaching to exceptional standards of ELT. Enhancing CSE's reputation within the field of ELT. 			
Responsibilities			
<ul style="list-style-type: none"> Ensure teaching meets learners' needs and expectations. Ensure teaching meets CSE's organisational standards. See 'Teaching and Learning Policy' http://capitalschool.co.uk/privacy-policy-statements/ Develop and maintain good working relationships with colleagues, learners and external partners. 			
Main duties			
<ol style="list-style-type: none"> Plan, prepare and deliver lessons with clear teaching objectives that meet the needs of the learners, considering individual learning styles, differentiation within the group, appropriacy of content, and teaching techniques, guided by CSE's syllabus. Assess learner progress and provide regular feedback to assist continued improvement throughout their course, and encourage learner autonomy and learning opportunities available outside the classroom. Contribute to the development, evaluation and improvement of CSE's courses and materials, in order to meet learners' needs by being an active member of the Academic Team. Complete administrative tasks related to teaching to CSE's standards. These include: <ul style="list-style-type: none"> Complete and submit weekly lesson plans. Maintain accurate and up-to-date work records on a daily basis. 			

- Inform the Academic Administrator or Reception about student absences.
 - When required, write End of Course reports.
5. Participate in continuing professional development (CPD) sessions to ensure CSE's standards in teaching and learning are maintained.
6. Ensure safeguarding and the welfare of young people and vulnerable adults is maintained to CSE's standard. See 'Safeguarding' policy

Other important features or requirements of the job (e.g. accommodation, restrictions of employment)

- Attend a paid staff induction day on Saturday, June 29th 2019 from midday to 5pm.
- CSE's syllabi are designed based on industry standard course books. Teachers are encouraged to supplement with appropriate resources and their own materials. Lessons should focus on Reading, Writing, Listening, Speaking, Grammar and Vocabulary.
- Attend compulsory CPD sessions which may occur during the contract period.

Key relationships

Internal:

- Academic Team (DOS, Academic Administrator and other teachers).
- The CSE administration team

External:

- Learners
- Partners (homestay providers, Educational Travel Operators, group leaders and parents)

Remuneration

Pay (per contact hour): £13.50 – £15.00

Accommodation

Private en-suite accommodation can be arranged by CSE. It is available from June 23th 2019 – August 25th 2019.

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

Good organisational and administrative skills: Ability to complete administrative tasks related to teaching to CSE's standards.	Essential	Recruitment deadlines and interview
Motivated to continuing professional development (CPD): A willingness to engage in CPD.	Essential	Interview
Flexible: A willingness to adapt to work within CSE's procedures and to meet the required standards.	Essential	Interview
LEGAL REQUIREMENTS		
Legally entitled to live and work in the UK.	Essential	Application Form
DBS check: 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 Conduct.	Essential	Application Form