

## GSH EFL TEACHER – PARTICULARS

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| Job title             | EFL Teacher  |
| Location              | ABC Languages, The Cambridge Union Society, 9a Bridge Street, Cambridge, CB2 1UB   |
| Reporting to          | Academic Team Leader (ATL) & Operations Manager  |
| Responsible for       | N/A  |
| Length of appointment | Appointment is on a contract basis, either fixed term or casual.   |
| Probation period      | NIL  |
| Salary                | £17 per contact hour + holiday pay   |
| Hours of work         | The normal hours of work for this position are between 09.00-12.30 or 09:00-13:30 on weekdays with a 30-minute break within these class times.<br><br>However, in accordance with the Working Time Regulations, you may on occasion be asked to work such additional hours in excess of your normal hours of work as are reasonably necessary for the proper performance of your duties and to meet the needs of the Company's business. |
| Annual leave          | The annual holiday entitlement for a full-time equivalent employee is 30 days in each holiday year which includes statutory and public holidays. Any accrued holiday pay is paid on the last working Friday of each month following successful completion of a contract.   |
| Pension eligibility   | The Company offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.  |

### **Purpose of Post**

EFL Teachers report to the Academic Team Leader and Operations Manager and is responsible for facilitating language development through a variety of approaches, for a variety of English-language needs. The post-holder will continue to innovate and explore opportunities within their role for an enhanced service with the aim of providing an excellent experience for students, staff and visitors.

### **Key Responsibilities**

- **EFL Teaching**
  - Lesson preparation and planning are integral parts of the teacher's duties. These are to be completed outside of the teacher's paid hours
    - Preparation – organise lessons which suit the needs of the students considering student level in accordance with the course plan
    - Plan appropriate activities and creative exercises, being responsive to the age and levels of students within the class
    - Create appropriate schemes of work and lesson plans
  - Record keeping
    - Submit lesson plans and schemes of work on a weekly basis
    - Provide additional copies of all lesson plans and materials for Group Leaders' folders
    - Monitor student attendance and punctuality
    - Monitor student progress
    - Keep a daily register of attendance to be submitted at the end of the course

- Communications
  - Attendance and participation at weekly teachers' meeting, flagging any urgent academic issues with the ATL as required
  - Collaborate with other teachers to ensure syllabus is followed
  - If any problems/concerns arise in lessons, report to the ATL who will assist in handling or refer to senior management as necessary
- **General Information**
  - Teaching classes of high school students in accordance with a course plan devised in conjunction with their own teachers. You will be responsible for planning your own lessons within this framework.
  - Teachers are required to be on site at least 15 minutes before the start of lessons.
  - Dress code: smart casual – no ripped jeans, flip-flops, facial piercings or tattoos.
  - Each Monday teachers will be expected to assist with welcoming new arrivals, divide into (pre-selected) groups and escort students to their classrooms.
  - Each day, teachers are required to escort student to and from the breakroom at breaktime, and to escort students to the breakroom at lunchtime.
  - Attendance at one pre-course planning meeting is required and will be paid at a rate of £12 per hour.

**Any offer of employment will be subject to:**

- on date of commencement you are contractually free to join ABC Languages. Also that you are not subject to any contractual term that would be breached by you commencing work with us;
- receipt of two references in terms acceptable to the Company;
- a satisfactory enhanced Disclosure and Barring Service check;
- on or before the date you join us, you supplying us with the relevant documents proving your legal right to work in the United Kingdom;
- your undertaking and completing the Company's 'Prevent' training

## Person Specification

|                          | <b>Essential</b>  | <b>Desirable</b>  |
|--------------------------|---|---|
| Education/qualifications | <ul style="list-style-type: none"> <li>• Educated to A-level. GCSE passes in Mathematics and English</li> <li>• CELTA, DELTA or equivalent</li> </ul>   | <ul style="list-style-type: none"> <li>• A degree, diploma or equivalent in a relevant subject</li> <li>• Appropriate, valid First Aid certificate</li> </ul>   |
| Experience               | <ul style="list-style-type: none"> <li>• Previous experience in a similar role and/or working with young people</li> <li>• Relevant in-classroom teaching experience</li> <li>• Experience of working within a team where there is a culture of continuous improvement</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of working in an activity leading role</li> <li>• Knowledge of fire, health and safety regulations</li> <li>• Experience of working in a child protection/safeguarding environment</li> </ul> |
| Skills/Knowledge         | <ul style="list-style-type: none"> <li>• Excellent English-language skills</li> <li>• Excellent team-working skills</li> <li>• Well organised, methodical and thorough</li> <li>• Experience in multi-skilling and strong time management skills</li> <li>• Robust classroom management skills</li> </ul>                           | <ul style="list-style-type: none"> <li>• Excellent IT skills; proficient in the use of Microsoft programmes</li> <li>• Ability to suggest and lead on extracurricular activities – e.g. drama, sports etc.</li> </ul>                             |
| Personal attributes      | <ul style="list-style-type: none"> <li>• Native speaker</li> <li>• Outstanding communication skills</li> <li>• Excellent interpersonal skills</li> <li>• Ability to motivate others and build rapport within the classroom and with colleagues</li> <li>• Flexibility to adjust to change</li> <li>• Attention to detail</li> </ul> |   |

## **Application Process**

To apply for this vacancy, please complete an application form online and include a covering letter outlining the reasons for applying for the role. This includes an Equality and Diversity form. These should be completed online [abclanguages.com/apply](https://abclanguages.com/apply). The closing date for applications is Friday 18 May at midday.

For additional information or an informal discussion about this post, please contact us by email [office@abclanguages.com](mailto:office@abclanguages.com).

## **The Company**

ABC Languages is based in the iconic Cambridge University Union Society building in the heart of the historic city centre.

ABC was set up in Cambridge in 1986, and is still owned and managed by the same family, with the same aim – to provide top-quality English-language teaching, putting the student, first.

Our programmes are flexible, students can choose the course that suits them, whether that's full-time, part-time, in a group, one-to-one..... taking an exam or just for fun. Our students study English for their work, to live in England, to go to University - even to travel - but they all have one thing in common: they're serious about wanting to improve their language.

Our small team is experienced, and teachers are well qualified, with a wide range of professional experience which enables them to provide specialist as well as general courses. Most importantly, they love what they do and work very hard to help students achieve their personal goals.

ABC Languages is accredited by [ABLS](#), a government-approved body which assures quality in the private language teaching sector, and compliance with the law and government immigration policy.

We're especially proud of our student welfare provision, which has been awarded Gold Status by TravelSafe International, which sets the benchmark for safe and secure educational travel.

ABC offers the following programmes and services:

- A wide range of general and specialist [English as a Foreign Language](#) programmes
- [Cambridge International Summer School](#) – adult, junior and family programmes
- [Group Study Holidays](#) for school and agency groups.

ABC Languages is a trading name of Group Study Holidays (GSH) Limited registered in England and Wales under No. 9660364. Group Study Holidays (GSH) Limited is the company providing this position.