

## **JOB DESCRIPTION**

**Job Title:** CELTA Teacher Trainer (Lecturer)  
**Directorate:** Employment & Skills  
**Centre:** International Office  
**Reporting To:** Manager – Cambridge International Centre  
**Date JD produced/revised:** January 2012  
**Ref:** SMT 234

### **The primary purpose of this job role is to:**

Contribute to the development and coordination of the College CELTA provision, both part-time and full-time.

Teach and assess on the CELTA programme.

Teach a range of EFL/ESP/ESOL programmes from beginner to advanced level both at College and off campus.

Be responsible for supporting international students on programmes across College, both pastorally and academically.

### **The primary duties, tasks and responsibilities of this job role are to:**

- 1. Deliver high quality teaching and learning to a timetable that may include evening, weekend and summer periods.**
  - 1.1 Deliver inspirational teaching including 1:1 tuition and tutorials.
  - 1.2 Process application forms and interview successful candidates.
  - 1.3 Provide and maintain teaching materials including handouts, assignments, booklists and assessment papers.
  - 1.4 Prepare Schemes of Work and Schemes of Assessment.
  - 1.5 Undertake the necessary administrative tasks required for effective operation of programmes including monitoring student progress and performance and maintaining accurate student records eg. attendance, punctuality and assessment.
  - 1.6 Help develop CELTA provision and liaise with appropriate external organisations.
  - 1.7 Assume responsibility for managing specific aspects of the CELTA provision.
- 2. Undertake tutorial responsibilities**
  - 2.1 Act as a course tutor with responsibility for identifying necessary support for CELTA trainees and make arrangements for that support so as to ensure that the students are successful and achieve their goals.
  - 2.2 Track and review student programmes and maintain student records including maintaining accurate records of assessment, attendance and punctuality.
  - 2.3 Act as an advocate for the College CELTA trainees in respect of their pastoral and academic experiences.
- 3. Assist in the recruitment and admission of new students**
  - 3.1 Attend promotional events to publicise College and Centre activities.
  - 3.2 Contribute to the compilation of publicity materials.

- 4. Team Administration, liaison and development**
  - 4.1 Communicate effectively with other team members including liaising with colleagues at the International Office on matters of teaching, assessment, reporting and profiling.
  - 4.2 Participate in course team reviews and evaluation.
  - 4.3 Respond to curriculum development and new course initiatives originating from within the International Office/College.
  - 4.4 Advise on resource requirements for effective implementation of programmes.
  - 4.5 Liaise with examination boards.
  - 4.6 Provide leadership in relation to specific aspects of the CELTA provision.
  - 4.7 Attend course team meetings and participate in the development of programmes in the Cambridge School of English.
- 5. Professional development**
  - 5.1 Develop links with other Institutions regarding work placement opportunities for the College CELTA trainees
  - 5.2 Maintain personal research or professional practice in own specialist area for own personal professional development.
  - 5.3 Familiarise yourself with and adhere to College procedures.
- 6. Undertake health and safety duties and responsibilities as appropriate to the post.**
- 7. To actively advance equality of opportunity and foster good relations within the College community**
- 8. To adhere to College equal opportunities policies, procedures and practices.**
- 9. Undertake such other duties as may be require to commensurate with the grade, at the initial place of work or at any other College site, as agreed with the Academy Manager including School of English Health and Safety Representative.**

**The resource management responsibilities of this role are:**

Financial: NA

People Management NA

Other:

**Special conditions or working arrangements applicable to this role are;**

This post is defined as regulated activity. The postholder is required to hold an enhanced CRB disclosure check deemed acceptable to the College and to be re-checked every 4 years.

The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.

Please note that this job description is current as at the date shown above. In consultation with you, it is liable to change to reflect changes in the job.

## Applicable to Teaching Staff and Curriculum Managers Only

As an organisation we are committed to supporting all our teaching staff in achieving formal teaching qualifications and will provide training and support to enable you to do so where you do not already hold a Certificate in Education, PGCE or equivalent qualification.

Teaching staff whose employment commenced on or after 1 September 2001 are required and contracted by the College to either have upon commencement of employment, or to obtain within a specified period after commencement, certain teaching qualifications as specified by the Further Education Teachers' Qualifications Regulations 2001 or by the FE Teachers qualifications (England) regulations 2007. The type of qualification required and the time period for acquiring it, depend on a number of factors including the type of post that is held, the teaching undertaken and hours of work.

<b>Terms and Conditions</b>	<b>Details</b>
<b>Salary Scale</b>	Lecturer Scale
<b>Salary: (to be pro rated if part-time)</b>	£23,482 - £33,377 p.a.
<b>Superannuation Scheme:</b>	Teachers Pension Scheme
<b>Number of hours to be worked per week</b>	37 hours per week
<b>Full year or term time only contract</b>	Full Year
<b>Contract Type</b>	Permanent
<b>Annual Leave Entitlement</b>	42 days per annum

## EMPLOYEE PROFILE

Post: CELTA Teacher Trainer (Lecturer)

ATTRIBUTES	ESSENTIAL ATTRIBUTES CANDIDATES MUST HAVE ON ENTERING THE ROLE	ADDITIONAL KEY ATTRIBUTES ALREADY HELD OR TO BE DEVELOPED TO PERFORM THE ROLE	ASSESSMENT METHOD  e.g., application form, interview, tests
<b>Qualifications</b>	<p>Degree in English Language or Linguistics or TESOL</p> <p>DELTA or DTEFLA or an equivalent in-service ELT award with assessed practical teacher training</p> <p>Teaching qualification or willing to work towards.</p>	<p>Ability to demonstrate professional commitment by being involved in staff development, attending conferences etc.</p>	<p>Application Form Certificates</p>
<b>Related Experience</b>	<p>Extensive EFL/ESOL/ESP Teaching</p> <p>Current or recent experience of teaching on CELTA/DELTA programmes preferably with PTTLs</p>	<p>Experience of teaching at all levels</p> <p>Proven experience in preparing students for IELTS and ESOL exams</p> <p>Successful experience in teaching University Foundation Programmes</p> <p>Experience of coordinating/ managing CELTA courses</p>	<p>Application Form Interview References</p>
<b>Special Circumstances</b>	<p>Prepared to work during July, August, evenings, weekends and outside college ( e.g. overseas)</p>		<p>Interview</p>
<b>Knowledge, skills and abilities</b>	<p>Competent user of IT</p> <p>Excellent communication skills</p> <p>Good administration skills</p> <p>Team player</p> <p>Responsive to the needs of international students</p>	<p>External examiner</p> <p>Able to prepare ESP courses/summer school programmes</p> <p>Ability to develop curriculum and course materials</p> <p>Able to write EFL proposals</p>	<p>Interview/Selection Activities</p> <p>References</p>

<b>Disposition and approach</b>	<p>Able to support international students and ventures and projects</p> <p>Able to contribute to extra curricular activities</p> <p>Professional Approach</p> <p>To promote and safeguard the welfare of children and vulnerable Adults.</p> <p>Commitment to equality &amp; diversity</p>	<p>Ability to respond to the commercial demands of EFL</p>	<p>Interview</p> <p>References</p>
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