



ST. ANDREW'S COLLEGE  
Cambridge

**ESL TEACHER – CANDIDATE INFORMATION**

**JOB DESCRIPTION**

We are seeking an experienced ESL teacher to prepare students for the PTE Academic exam. There may also be additional work preparing students for the IELTS test, depending on student numbers.

- Hours: 15-20 hours per week, Monday - Friday
- Start date: September 2022

**TASKS & RESPONSIBILITIES**

In common with all other staff:

- To support the College's mission, vision, values and strategic objectives.
- To teach on appropriate courses within the College's programme.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- An understanding of and commitment to Equality and Diversity and Safeguarding .
- Organising and delivering classroom lesson to international students.
- Evaluating students' class work and assignments.
- Preparing classroom and coursework materials, homework assignments, and handouts.
- Recording and maintaining accurate student attendance records and grades using college software.
- Classroom management.
- Developing subject lesson plans.
- Maintaining discipline in the classroom.
- Creating a vibrant teaching and learning atmosphere.

**PERSON SPECIFICATION**

- Wide ranging teaching experience in a related subject.
- An understanding of the key national and local issues affecting participation and achievement in post-16 education.
- An ability to set and monitor high standards of teaching and learning, and an understanding of quality principles and practices in Further Education, with the ability to set and monitor performance targets.
- A high level of written and oral communication skills.
- Proven organisational skills including an ability to work to deadlines and to use a range of software packages.

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• CELTA or equivalent</li> <li>• Experience preparing students for exams such as PTE Academic and IELTS</li> </ul>	<ul style="list-style-type: none"> <li>• DELTA or equivalent</li> </ul>

St.Andrew's College is committed to safeguarding and child protection and an enhanced DBS check and Right to Work check will be required.