

JOB DESCRIPTION – CELTA Teacher Trainer

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

JOB DESCRIPTION	
Title of Post	CELTA Teacher Trainer (accredited Main Course Tutor/Assistant Course Tutor)
Purpose of Role	To contribute to the development and coordination of the College CELTA provision, as well as train and assess on both full-time and part-time courses
Department	St Clare's, Oxford – Teacher Professional Development Courses
Reporting Structure	Reports directly to Director of Teacher Professional Development Courses
Key Responsibilities	<ol style="list-style-type: none"> 1. To continuously develop the CELTA course, including adaption of timetables, planning of teacher training tuition and tutorials, and keeping administrative records of the course. 2. To process application forms, interview candidates, and liaise with the Admissions Registrar on onboarding the trainees. 3. To deliver each course with energy and enthusiasm, aiming high, and providing a learning process that is both challenging and engaging. 4. To prepare schemes of work and assessment, provide and maintain teaching materials, including handouts, assignments, and booklists. 5. To monitor and keep records of trainee progress and performance, attendance, punctuality, and assessment. 6. To liaise with external organisations and stakeholders where appropriate and necessary. 7. To act as main or assistant course tutor, identify necessary support for trainees and provide support to ensure that trainees achieve their goals. 8. To attend staff meetings as directed by the Director of Teacher Professional Development Courses, and to participate in teacher development workshops as appropriate. 9. Contribute to the development of marketing and publicity materials. 10. To be actively involved in the 'safeguarding' and 'duty of care' aspects of the International College, as well as take an active role in the supervision, welfare, and discipline of students at all times, including ensuring punctuality, supporting the students whilst maintaining a professional distance, completing risk assessments, monitoring student behaviour, and encouraging integration in and out of the classroom as appropriate. 11. To perform other duties as reasonably required to ensure a safe and enjoyable experience for all students including observations and inspections.
TERMS AND CONDITIONS	
Terms of Employment	Casual (zero hour) contract
Hours	This is a casual contract, working hours will be set by your line manager on a monthly basis.



	<p>Examples:</p> <ul style="list-style-type: none"> On a full-time face-to-face 4-week CELTA both MCT and ACT will be required to work 5 days Monday – Friday (between 35-40 hours p.w.) On a part-time face-to-face 14-week CELTA both MCT and ACT will be required to work 2 days Saturday-Sunday(14 hours p.w) On some courses the ACT may have a reduced (30% role) over 2 weeks (around 25 hours p.w.). In some cases, a 'job-share' arrangement may be possible in which the Teaching Practice/input hours are shared between 3 trainers.
Place of Work	3 Bardwell Road, Oxford OX2 6SU and 139/ 135 Banbury Road, Oxford, OX2 7AL
Probationary Period	6 months
Notice Period	During the probationary period, your notice period will be 1 week. Notice period, once probation is completed, will be three months and must coincide with the end of a period of teaching.
Salary / Pay	£31.07 per hour
Holidays	12.07% holiday pay is paid on top of the hourly rate and at the same time as pay for work is undertaken. Work on a number of public holidays may be needed (the College is usually open for all such Bank Holidays, except the period over Christmas and New Year).
Meal	Free lunch is provided in the college dining hall on working days and when students are in residence.
Pension	Enrolment into the national Teachers' Pension Scheme after successful completion of your probationary period.
PERSON SPECIFICATION <i>The successful candidate will have demonstrated the following essential skills and experience:</i>	
Education and qualifications	<ul style="list-style-type: none"> Degree (D) Cambridge DELTA or Trinity Dip TESOL (E) CELTA Trainer approval & accreditation for 2023 (E)
Knowledge, skills, and experience	<ul style="list-style-type: none"> Wide-ranging and varied experience teaching speakers of English as a foreign language (E) Current or recent experience of teaching CELTA or DELTA (E) Desire to participate in and contribute to CPD (E) Experience in coordinating/managing CELTA courses (E)
Personal skills and attributes	<ul style="list-style-type: none"> Dynamic, enthusiastic, adaptable, client-focused Positive attitude, supportive team-player Ability to complete administrative tasks accurately and to deadline Excellent IT skills and competent user of Teams Excellent administration skills
References and Pre-employment Checks <i>St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.</i> <i>Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.</i>	
References	Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.

Identity, right to work and qualifications	Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.
Police checks / DBS	Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.
Health questionnaire	Satisfactory completion of a health questionnaire.
Prohibition order checks	Prohibition order checks will be carried out for all teaching and activity roles and for senior management positions as appropriate

HOW TO APPLY	
Applications	Applications must be made using the College's standard application form which can be found on the College website at www.stclares.ac.uk/contact-us/recruitment-and-careers CVs will only be accepted if accompanied by a St Clare's application form.
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Post	Alternatively, send to: International College Recruitment, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Email: recruitment@stclares.ac.uk Tel: 01865 552031
Deadline for applications	This role will close once suitable applicants are appointed. Early applications are encouraged
Interviews	Interviews will be arranged on a rolling basis. For candidates living locally, face-to-face interviews will be held. For candidates currently living further away, Zoom interviews can be arranged.