



**IELTS Preparation Teacher
(Residential or Non-Residential)
JOB DESCRIPTION 2024**

ABOUT STAFFORD HOUSE

Stafford House has over 70 years' experience in providing international students with great English language study experiences in the UK. Our mission is to educate, inspire and help our students enjoy our locations, empowering them with confidence to realise their personal potential. Stafford House comprises 2 brands, Stafford House International and Stafford House Study Holidays.

Stafford House Study Holidays offers study experiences in the summer in a variety of locations, including our CATS Global Schools locations globally and partner summer venues at prestigious boarding schools and universities. We also offer a variety of non-ELT summer programmes studying Arts, Sciences and Business.

Stafford House International has 3 year-round locations in Cambridge, Canterbury, and London. These schools' benefit from being co-located with other schools in CATS Global Schools allowing us to deliver a high-quality service to students and staff. We deliver our signature Professional Certificate courses and Business English programmes in London and IELTS preparation in all three locations, and our General English programme is enhanced by our module courses in the afternoons in all three locations. All three schools deliver programmes from groups booked through Study Holidays throughout the year.

We offer a true experience for our students, and it takes dedicated and special employees to help deliver that. Our 'Lions' are part of the Stafford House family from the start as we quickly integrate people into the team and look to build individuals' skills to allow them to truly excel in their role and push on to greater things. Once a lion, always a lion!

IELTS Teacher

- Teach 22.5 hours of well-prepared EFL classes according to our syllabus and guidelines, and learner needs
- Familiarise students with the format and content of IELTS tests
- Prepare students to succeed in IELTS by developing their skills in all 4 papers
- Complete all required marking and administration to a high standard
- Assist in preparing and leading activities and excursions as required (optional – pay rate TBC)
- Free accommodation and meals are available upon request

Department:	Academic
Reports to:	Director of Studies
Contract:	Temporary, fixed term
Hours:	22.5 hours per week over 5 days
Salary Scale:	Residential/Non-residential Teacher – £675.00 per week (£30.00 per hour) + holiday entitlement
(Hourly rate includes all preparation and marking)	

YOUR PROFILE AND RESPONSIBILITIES

1. To have read and understood the staff handbook and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty, staff are responsible for the care, welfare and safety of students whilst also ensuring they are following school rules.
2. Teach English to a high standard, following our in-house syllabus, with an emphasis on oral communication.
3. Assist in the running of the student placement test as directed.
4. Provide pre- and post-excursion class time to enable students to get the most out of their excursions.
5. High standard completion of all academic paperwork, including registers and weekly plans, as directed by the DOS.
6. Be observed by the Director of Studies or Senior Teacher. Additional feedback may be given at the end of the course.
7. Attend meetings as arranged by the Director of Studies.
8. Administration duties as designated by the Director of Studies.
9. Employees with specialist qualifications that are eligible for increments will be required to undertake these duties.
10. If applicable, lead students on excursions, taking care for their safety and welfare as well as providing them with information to help them get the maximum benefit from their stay (see Staff Handbook).
11. Lanyards and ID badges must be worn at all times whilst on duty and company T-shirts must be worn on excursions and transfers (all provided).

12. Ensure that all Stafford House Health & Safety policies are implemented and monitored.
13. Reasonable additional duties as required.

ABOUT YOU

Essential

- Cambridge CELTA **or** Trinity Cert. TESOL **or** Qualified Teacher Status (QTS) in English or MFL, or equivalent*
- Level of spoken and written English equivalent to CEFR level C2/CPE/IELTS 8.0
- Degree or equivalent
- Genuine interest in both the teaching and welfare of young students
- Extensive experience of successfully preparing students for IELTS tests
- Professional appearance and attitude
- Flexibility, and a willingness to undertake any duty in the job description
- Enthusiastic approach

Desirable

- Cambridge DELTA **or** Trinity Diploma in TESOL **and/or** PGCE TEFL/TESOL with QTS
- Experience of working in an EFL summer school
- Experience in an EAP teaching environment
- Good IT and administration skills
- Current First Aid certificate**

** Other TEFL qualifications may be acceptable if they have been validated by an external body, include a minimum of 6 hours of supervised teaching practice with genuine learners and 100 hours of input. Please note that one-day, weekend, online and distance learning courses are not considered equivalent.*

*** A £10 per week increment is payable to qualified staff who are prepared to take on first aid duties.*

COMMITMENT TO INCLUSION AND DIVERSITY

We are committed to diversity, inclusion and belonging. Building on our core values – Pioneering, Persevering, People – we pledge to deliver a series of events, guest speakers and focus groups to make CATS Global Schools an employer of choice for all.

ABOUT CATS GLOBAL SCHOOLS

CGS is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Worthgate School, Canterbury and Guildhouse School, London; CATS Academy in Boston; CATS China; Bournemouth Collegiate School, Bosworth Independent College and St Michael's School, Llanelli; Cambridge School of Visual and Performing Arts (CSVPA) and Stafford House English language schools and Study Holidays. We benefit from being part of a global team focused on teaching and learning.

AND FINALLY

CATS Global Schools are committed to safeguarding and promoting the welfare of our students and expect everyone connected with the organisation to share this commitment. All positions are subject to the satisfactory completion of safer recruitment pre-employment checks in line with KCSIE guidelines. **All shortlisted candidates will be required to complete a criminal declaration form prior to interview and be subject to online checks which may include social media checks in addition to** an enhanced DBS check (DBS process paid for by CATS Global Schools), references and if applicable, an overseas police check.