



**Senior EFL Teacher  
(Residential or Non-Residential)  
JOB DESCRIPTION 2024**

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## 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!

### Senior EFL Teacher

- Teach well prepared EFL classes according to our syllabus and guidelines.
- Assist the Director of Studies with academic administration and support.
- Assist in preparing and leading activities and excursions as required.
- Welfare duties on a rota basis
- Typical breakdown of hours:

Teaching	15 hours*
Other duties (as outlined above)	25 hours
Teaching admin (including meetings, paperwork, etc.)	2 hours
Total hours per week	42 hours

*\* In certain circumstances you may be asked to teach up to 30 hours per week*

Department:	Academic
Reports to:	Director of Studies
Contract:	Temporary, fixed term
Hours:	42 hours over 6 days per week

Salary Scale: Basic rate of £511.05 per week for residential positions and £543.75 for non-residential positions, For non-residential positions at London Bloomsbury, please consult us, plus holiday entitlement. Increments available.

*The above rates will be reviewed in early 2024, in line with government-led increases.*

## 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 ensuring they are following school rules.
2. Participate in the Staff Induction Day (paid as part of your regular weekly hours) and assist the DOS in the induction day for teachers.
3. Proactively mentor and support newly qualified or new SHS teachers.
4. Be pro-active in giving support to other teachers in the planning and implementation of lessons. This may include (though not exclusively) helping with lesson plans, giving advice, observations and preparing materials.
5. Run or assist in running the student placement test as directed.
6. Teach English to a high standard, following our in-house syllabus, with an emphasis on oral communication. If you are required to teach more than 15 hours per week, this will be offset by fewer additional duties.

7. Provide pre- and post-excursion class time materials to enable students to get the most out of their excursions.
8. Complete documentation as required, including registers and weekly plan.
9. Attend meetings as arranged by the Director of Studies.
10. Deputise for the DOS when necessary.
11. Assist the Director of Studies in the testing, time-tabling and academic welfare of students.
12. Administrative tasks e.g., syllabus and materials development, Trinity exams, monitoring the use of resources, etc.
13. Assist with preparing and presenting Group Leader Sessions and Teacher Seminars.
14. Be observed by the Director of Studies. Additional feedback may be given at the end of the course.
15. When necessary, actively assist in the supervision of sports, games, arts and crafts, and social activities on a rota basis, both on and off campus.
16. 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).
17. Carry out mealtime, free-time, and lights-out supervision duties on a rota basis.
18. Assist with airport transfers and student arrivals and departures.
19. Ensure that all Stafford House Health & Safety policies are implemented and monitored.
20. Employees with specialist qualifications that are eligible for increments will be required to undertake these duties.
21. Other duties as required.

## ABOUT YOU

- Degree or equivalent
- RSA CELTA **or** Trinity TESOL certificate **and/or** Qualified Teacher Status (QTS) in English or MFL, or equivalent\*
- Level of spoken and written English equivalent to CEF level C2/CPE/IELTS 8.0
- 3 years' full-time experience
- Effective communicator
- Professional appearance

### Desirable

- RSA DELTA **or** Trinity Diploma in TESOL **and/or** PGCE TEFL/TESOL with experience
- Previous experience working with/supervising teenagers.
- Previous summer school experience
- Previous Senior Teacher experience
- Good IT skills
- Previous experience of academic management

*\*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*

## 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.