



**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!

### EFL Teacher

- Teach well prepared EFL classes according to our syllabus and guidelines
- Assist in preparing and leading activities and excursions as required
- Welfare duties on a rota basis if residential
- Taking part in excursions/activities as required if over 16 hours per week
  
- Typical breakdown of hours **if 42 hours a week:**  
Teaching - 15-30 hours, in line with the needs of the centre  
Other duties (Taking part in Student Welfare, Excursions and Activities) - 10-25 hours  
Teaching admin (including meetings, paperwork etc.) - 2 hours  
Total hours per week - 42 hours  
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- Typical breakdown of hours **if 32 hours a week**  
Teaching - 15-30 hours, in line with the needs of the centre  
Other duties (Taking part in Student Welfare, Excursions and Activities) – 0 - 15  
Teaching admin (including meetings, paperwork etc.) – 2 hours  
Total hours per week - 32 hours  
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- Typical breakdown **if 16 hours per week** (15 hours teaching + 1 hour admin respectively)

Department: Academic  
Reports to: Director of Studies  
Contract: Temporary, fixed term  
Hours: As above  
Salary Scale:

#### **42 hours per week over 6 days**

Residential Teacher – £519.17 per week + holiday entitlement  
Residential Teacher + 1 year experience - £524.75 per week + holiday entitlement  
Residential Teacher 3+ years' experience - £534.75 per week + holiday entitlement  
Non-Residential Teacher - £562.16 per week + holiday entitlement

#### **32 hours per week over 5 days**

Non-residential Teacher at London Bloomsbury - £519.75 per week + holiday entitlement  
Non-residential Teacher at all other centres - £462.00 per week + holiday entitlement

#### **16 hours per week over 5 days**

Non-residential Teacher at London Bloomsbury - £288.75 per week + holiday entitlement  
Non-residential Teacher at all other centres - £250.00 per week + holiday entitlement

## 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. Admin 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. Actively assist in the supervision of sports and/or games or arts and crafts, and social activities on a rota basis, both on and off campus.
11. Encourage the involvement of students in activities and events, leading by example.
12. 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).
13. If applicable, carry out mealtime and free-time supervision duties on a rota basis and if residential, lights out supervision as outlined above.
14. 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).
15. Ensure that all Stafford House Health & Safety policies are implemented and monitored.
16. Assist with airport transfers and student arrivals and departures if necessary.
17. Additional duties as required.

## ABOUT YOU

### Essential

- RSA CELTA or Trinity Cert. TESOL 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
- Degree or equivalent
- Genuine interest in both the teaching and welfare of young students
- Enjoy working with young students in out-of-class activities and excursions
- Professional appearance
- Flexibility, and a willingness to undertake any duty in the job description
- Enthusiastic approach

### Desirable

- RSA DELTA or Trinity Diploma in TESOL and/or PGCE TEFL/TESOL with
- Qualifications in related subjects (e.g. arts, drama, sports coaching etc.) at selected centres
- Current First Aid certificate\*\*
- Experience of working in an EFL summer school
- Experience in a teaching environment
- Knowledge of specific sports/games, arts/crafts or drama
- Good IT skills

*\* 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 and 100 hours of input. Please note that one-day, weekend, online and distance learning courses are not considered equivalent.*

## 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.