

ABBAY COLLEGE CAMBRIDGE

TEACHER OF ENGLISH - JANUARY 2021



'The students are very friendly and cooperative; lessons are intimate and offer many opportunities which are not available in other schools such as the ability to work one-to-one with every student regularly; the staff are also very friendly and welcoming.'



'My time at Abbey College Cambridge has made me more mature in my outlook towards life in general. The teachers pay a lot of attention to details and they always give a 100% to their students. They are always there for you when you need help, so you feel academically secure.'



α+ Alpha Plus
group

the **Gold Standard** in education

ABBNEY COLLEGE CAMBRIDGE

ABOUT US

Abbey College Cambridge is continually expanding with over 400 students from more than 40 countries currently study with us. They are united by one ambition: to enter one of the top universities in the UK. Our students, working with our experienced, professional, highly skilled staff, form a vibrant community.

During this growth our educational ethos has remained very clear: outstanding achievement for all and to provide the best possible start for every child in our care.

Our staff come from a diverse range of backgrounds, many have enjoyed previous careers in academia, government service, industry and commerce. Many of our teachers have been educated at the UK's top universities, and we are fortunate to have both senior and assistant examiners in the staff body.



We know that the staff are our greatest asset so we are constantly on the look out for individuals with the skills and perspective to support our ethos. We invest heavily in staff training and development as this is absolutely fundamental to what we do.

We have 56 fully equipped classrooms including 12 laboratory spaces, an art studio, music rehearsal room, and performance spaces.

'The teachers really interact with you and help you achieve the best you can. They have pushed me to test my limits and surpass them. I've made great friends and lived in a city with such prestige.'



'There is a diverse community of students and caring teachers who always try their best to guide me and helping with my university application. I hope to study Medicine and work as a doctor. The college has provided me with guidance in choosing the best possible route.'

TEACHING AT ABBEY COLLEGE CAMBRIDGE

We specialise in providing high quality teaching to classes of around ten students. Our student body is made up of students from many countries who study A-levels, International Foundation, GCSE and pre-sessional courses focussed on English Language.

Such students are often able and ambitious and usually aspire to gain entry to top UK universities after completing their studies with us. The college has a track record of helping such students to do just that. As an illustration, three Abbey College Cambridge alumni entered undergraduate courses at Oxford and Cambridge universities in 2020, with a third of other applicants from our college entering top UK universities.

Staff at Abbey College Cambridge share key values. We agree to:

- Value every student and member of staff
- Work constantly to raise expectations
- Develop learning and teaching strategies suited to each student
- Work in close partnership with students, parents, guardians and agents
- Nurture, share and celebrate the successes of every member of the community.



The English Department

The English department at Abbey College prides itself on its strong interest in developing the English language abilities of international students with the specific aims of: improving performance on Abbey College's academic programmes; and helping students to achieve the IGCSE/IELTS scores demanded by their chosen university.

The department is lively - teachers are encouraged to discuss techniques and share resources for both the improvement of themselves and students. We are professional and hard-working but always work with good humour. Teachers feel that they can make a difference and help students progress; there are opportunities to work with other academic areas and a strong element of satisfaction in a job well done.

Personal tutoring

Abbey salaried teachers take the role of a Personal Tutor for a group of Abbey students, with whom they meet on a regular basis to review progress and to assist with the delivery of PSHEE and citizenship programmes.

ABOUT THE ROLE

It is the collective responsibility of all members of staff to create a friendly, stimulating, and secure environment in which every student in the college has the opportunity to develop personally, socially, and academically.

Main duties and Key Responsibilities:

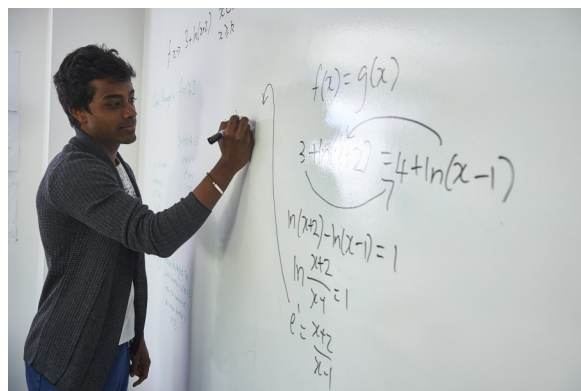
Comply with all policies of Abbey College Cambridge and Alpha Plus Group Ltd. These documents are available on the staff portal.

Undertake all duties in a responsible and professional manner. Issue instructions clearly and without ambiguity. Listen to students and stimulate dialogue. Always seek to encourage students and provide specific and helpful feedback.

Responsible, for the complete, sufficiently detailed and timely delivery of the subject syllabus and any relevant coursework.

You and the Head of Department should liaise closely with the Examinations Officer with regard to deadlines and any other necessary administration.

Through close liaison with your Head of Department, you should ensure that your course is adequately resourced. In particular, the necessity for course textbooks should be made known to the Heads of Department well in advance of the commencement of the course.



Set homework regularly. Homework should be assessed and returned promptly to the student.

The regular testing programme at the college has a high priority in the organisation of a sound, comprehensive work programme for the students. You should assist students as much as possible, both in making special preparations for the test and in analysing the results, providing constructive feedback and, where necessary, preparing appropriate follow-up work.

Deal promptly with any aspect of student behaviour that is to the detriment of the development of other students in the group or the college as a whole.

You will record the attendance of each student at the beginning of each class in the attendance register. You should set excellent standards of punctuality.

Ensure the classroom is always neat, tidy, safe and a pleasant place to work in.



CANDIDATES

We are looking for flexible and enthusiast individuals to join our vibrant team.



Qualifications

Essential: A good honours degree in an appropriate subject.

Desirable:

- Teaching qualification.
- Other post graduate qualification.

Experience

Essential: A minimum of two years teaching experience for those without a teaching qualification. We accept applications from NQTs and provide a programme to support their QTS year at the college.

Desirable: Experience of teaching Academic English to international students.

Knowledge

Essential: Suitable subject knowledge.

Desirable:

- Knowledge of alternative examination boards for this subject.
- Knowledge of other associated curricula.
- You will have experience or knowledge of a CLIL approach to teaching EAL

Personal skills and qualities:

Essential:

- Good communication, presentation, planning and organisational skills.
- Commitment to on-going professional development and training to develop outstanding classroom practice.
- A high degree of personal accountability and the capacity to use judgement and initiative.

Desirable:

- A proficiency in ICT and its application to learning and teaching.
- An ability to relate to students from a wide range of backgrounds and cultures.

Equal Opportunities

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



THE BENEFITS

Holiday Entitlement:

A salaried teacher works during term time of the standard academic year. The standard academic year runs from the first Monday of September to the last Friday of June. An additional 5 weeks of commitment are also given to help with activities including catch-up lessons for late arriving students, Easter revisions classes, extended summer term for the students who started in January, and Summer School. Department teams agree amongst themselves on the distribution of this work. Remaining non-term time (around 12 weeks) is taken as holiday.

Salary:

A salary of £25,845 - £45,265 per annum is offered to the successful candidate depending on qualifications and experience.

Hours:

9:00 – 17:30 Monday to Friday



Benefits

- Employee assistance programme.
- Sports groups (yoga, circuits, etc..) and free on site gym facilities.
- Alpha Plus Group personal pension plan, 6% employer contribution.
- Season ticket train travel discount and loans.
- Ongoing training opportunities
- Cycle to work scheme.
- Discounted school fees.
- Staff music groups.
- Language classes.
- Regular social events.
- Discounted beauty treatments.
- On Campus restaurant serving discounted meals (Breakfast, Lunch and Dinner).





the **Gold Standard** in education

ABOUT THE ALPHA PLUS GROUP

The Alpha Plus Group was founded in 1931 and currently comprises twenty independent schools and colleges. The schools and colleges within the group have developed a longstanding reputation for delivering premium quality education.

Alpha Plus staff are dedicated to providing top quality provision for every student. All students are welcomed into the local college and we ensure that each individual has an exceptional experience.



ABBEY COLLEGE CAMBRIDGE



ABBEY COLLEGE MANCHESTER



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The Alpha Plus 'Gold Standard'

The Gold Standard is the Group's vision of educational excellence. It has two dimensions:

- Cultural - fostering high aspirations and expectations of staff and pupils, always recognising that excellence is a never-ending pursuit.
- Operational - robust governance through which Schools, Colleges and central services are simultaneously supported and challenged in their pursuit of excellence.

Alpha Plus recognises that great schools have their own identity and ethos and we seek to preserve such independent values. Whilst the interpretation and execution of 'excellence' may therefore vary across the Group, many elements, such as outstanding leadership, and passion and pride in teaching and learning, are common to all.

In addition to academic attainment, our cultural aspirations are rooted in the following common principles:

- Achievement defined according to the needs and potential of the child.
- Development of character and resilience, leading to more rounded and grounded children who will be well-placed to contribute and thrive in the world.

Effective partnerships with parents, including advice and help with the most suitable subsequent educational placement, for each child. Mutual trust in these shared principles is what defines being part of the Alpha Plus Group.



YOUR APPLICATION

How to Apply

Please visit our recruitment website to apply. Complete the application in full and enclose your CV and a detailed personal statement stating why you think you have the necessary skills to be successful in this position.

Interview Process

We will approach one referee before interview for each shortlisted candidate for information to verify particular experience or qualifications.

You will be required to conduct a lesson as part of the selection process. Details of the lesson will be provided to shortlisted candidates prior to the interview date.

Interviews will take place on the 19th and 20th November 2020.

Safeguarding

APG is committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you will be expected to share this commitment. The safeguarding of our students is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

Checks and Training

- Enhanced DBS checks to ascertain your suitability to work with children will be carried out. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- Three written & verbal references from previous employers will be sought. Your referees will be asked about your suitability to work with children and whether they know of any disciplinary offences relating to children or young persons and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.
- Your full employment history will be checked, any significant gaps will require explanation and proof of any relevant qualifications will need to be provided.
- You will be required to complete Child Protection Training via e-learning prior to commencing employment.
- Pre-employment health screening.

Passing on concerns

There may be times when it is necessary to pass on details of concerns about an applicant to the police and/or DfE Children's Safeguarding Operation Unit. This might be because the candidate is barred or disqualified from working with children; has provided false information in or in support of his/her application; there are serious concerns about the candidate's suitability to work with children.