



CITY AND ISLINGTON
COLLEGE

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JOB DESCRIPTION

A. TITLE OF POST:	CELTA Trainer
RESPONSIBLE TO:	Deputy Director Skills Development and Progression
GRADE:	Main Grade Lecturer
SALARY:	£26.84 per hour (including holiday pay)
CLOSING DATE:	17 th September 2017

B. PURPOSE OF THE JOB

- To teach on CELTA teacher training course and to carry out related duties in terms of marking and preparation, course delivery, curriculum development, course administration, exam preparation and student tracking, lesson observation and act as a pastoral tutor.

C. MAIN DUTIES AND RESPONSIBILITIES

- To teach on the CELTA teacher training course
- To carry out all duties necessary for the Cambridge CELTA course including lesson observations, oral and written feedback to trainees, completion of all Cambridge University Examination board. Internal and external moderation
- To act as a pastoral tutor / personal tutor
- To implement curriculum and course development in the area of work in conjunction with the relevant Deputy Director
- To participate in course team meetings as required and to be a pro- active member of the team
- To monitor and evaluate student progress and achievement and to keep accurate and updated learning plans and student records, including registers, reports, assessment records, trainee observation records, statistical data and course files

- To work with the course team to review and develop the course as required and to participate in the College quality assurance cycle
- To develop and use up to date learning materials and resources in line with the aims, objectives, mode of assessment and accreditation of the course
- To provide course and student information and statistics required by the College
- To identify students requiring extra support and refer them appropriately
- To monitor attendance, timekeeping, homework and performance and to deal with those students who are not performing to required standards effectively
- To work with the team to develop and involve students in enrichment activities and appropriate work related activity
- To carry out the work in the post described at any of the College's sites/ or where the College delivers courses offsite

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the College policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work
- Contribute to effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the College's quality assurance procedures and systems
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation

D. PERSON SPECIFICATION

Qualifications and Experience

1. Possession of appropriate teaching qualification e.g. DELTA, *DTELLS*, PGCE ESOL
2. To be a recognized and qualified CELTA trainer
3. To have at least two years' experience delivering CELTA training
4. Varied and extensive ESOL and/or EFL teaching experience

Knowledge and Understanding

1. Knowledge of recent curriculum and accreditation developments within CELTA
2. Understanding of how to adapt and vary teaching methods in order to make learning more effective for students of different age groups
3. Understanding of the assessment and accreditation requirements for the CELTA qualification and a knowledge of other modes of accreditation eg Functional skills
4. An understanding of and commitment to the College's policies on equality of opportunity and a willingness to promote these in all aspects of the work

Skills and Abilities

1. Proven experience as a teacher of ESOL and or EFL
2. The ability to design and deliver an effective and vibrant CELTA course using a variety of up to date resources and methods including a VLE.
3. The ability to assess the abilities and needs of trainee teachers in accordance to CELTA criteria
4. Be able to monitor students' progress, set appropriate targets and achieve high levels of student success and outcomes
5. The ability to communicate effectively with and act as a pastoral tutor to students and refer to College support services as appropriate
6. An ability to maintain good working relationships with colleagues and to work as part of a team
7. High level of organising and administrative skills and an ability to carry out admin and student support/ tracking duties consistently and to a very high standard

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.