

# ABBHEY COLLEGE MANCHESTER



**Information Pack:**

**EAL Teacher**

**April 2025**

## **About Abbey College Manchester**

Abbey College Manchester was founded in 1990 and over the past thirty plus has become one of the leading providers of independent sixth form education in Greater Manchester. There are normally about 200-220 students in the college. Within this around 30% are from the Manchester area with the remainder coming from 40 different countries across Europe; Africa; Asia and the Americas.

We aim to:

- guide our students to achieve academic success and fulfil their aspirations
- respect and value each student providing a friendly, safe, supportive environment where students are happy and grow in confidence
- show a sensitive understanding of the challenges facing young people in the 21st Century by empowering students to make informed decisions and have the determination to achieve their goals
- prepare our students for university, their future careers and to make a positive contribution to the community.

We are a dynamic, exciting college, situated in the heart of Manchester providing high quality, flexible A Level, International Foundation and GCSE programmes. We have recently introduced two unique programmes to complement our offering; these being the Combined Studies Programme and the Academic Studies with Football, Tennis or Cycling Training Programme. Our modern building provides an environment conducive to study and in our small classes each student can develop their individual aptitudes aided by a strong system of tutorial guidance.

Teaching and learning is rigorous, whilst being creative and responsive to individual need. Our enrichment activities include sport, voluntary work, charity events and many other opportunities led by the students and staff. We encourage students to raise their own expectations and standards to the highest possible level. Staff, students and families get to know each other well and enjoy working together.

At Abbey College Manchester we offer a unique alternative to the traditional school whilst maintaining a strong academic ethos. Everyone contributes, everyone is appreciated; our committed teachers love their subjects and seek to inspire their students, in their turn, to love learning and value the acquisition of knowledge.

## **The English and Creative Arts Faculty**

Most international students study EAL to support their studies and have timetabled IELTS or Academic English lessons as an integral part of their timetables. Where timetabling allows, students are streamed by ability and the department is adept at supporting students through IELTS exams. All domestic students and an increasing number of international students do the English GCSE course in 1 year. We currently teach the AQA specification.

The Head of Faculty is extremely experienced and innovative. This is an opportunity to make a contribution to respond to the needs of our dynamic college population and contribute to the faculty.

## **Description of the post**

The primary responsibility is for the effective delivery of the curriculum to students and to ensure that students realise their full potential in the subject area. Ideally, the post holder will have a CELTA, DELTA or PGCE. The ability to teach IELTS is essential. Flexibility of approach and style are needed to best support the students' needs.

Teachers should be aware of the college's academic targets and be able to contribute to achieving them. Close liaison with the Directors of Faculty, Heads of Department, Tutors and Heads of Year is essential. Staff should make themselves familiar with College Policies and Abbey DLD Colleges Ltd policies.

## **Responsibilities**

- Preparation of lessons and schemes of work for classes and students in consultation with the Head of Department
- Delivery of curriculum to students within timescale including the provision of notes, learning materials etc. in accordance with demands of the examination boards, departmental schemes of work and department policy
- Delivery of lessons to accommodate students with moderate learning and language difficulties using the college's support systems
- Assessment of student work and monitoring of effort for lesson work and independent study and input of the data into SIMS as part of the reporting cycle
- Preparation and marking of tests, homework and mock examinations.
- Preparation of reports to parents.
- Completing registers at the start of every lesson on SIMS
- Reporting student performance to Tutors/Heads of Year and Director of Faculty
- Maintaining a record of marks and grades obtained by individual students.
- Communicating concerns about students to the appropriate person
- Carrying out invigilation duties where required in place of normal teaching hours.
- Attendance at department meetings, staff meetings and other college CPD
- Attendance at relevant training courses as advised or requested by Head of Department
- Discussing examination entries with the Head of Department.
- Selection of learning/teaching resources to be used in lessons as approved by the Heads of Department/Director of Faculty
- Meeting all college deadlines
- Participation in the college CPD cycle and review of targets set on an annual basis
- Contribution to the general marketing of the college through participation in college events
- Contribution to the recruitment of students
- To report on and be trained in Safeguarding
- Report Health & Safety concerns, ICT or building faults to the appropriate officer in writing or by email. Use of ICT in line with the college policy
- Contribution to the overall wellbeing and good behaviour of students in and around college/online

If a problem arises with regard to any aspect of a teacher's working day, then a teacher should seek advice, in the first instance, from the Director of Faculty.

Staff may be asked from time to time by the Principal to carry out additional duties that allow for the smooth running of the college.

**Note:** This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the college evolve over time and their features vary from year to year.

## **Person specification**

### **1. Personal skills and qualities**

- High levels of personal and professional integrity
- Commitment to academic excellence
- High degrees of self-confidence, personal energy and dynamism
- Personal warmth, good rapport with students, colleagues and parents
- Excellent organisational skills
- Appropriate levels of personal presentation
- Confident use of ICT and Teams
- Confident oral and written English skills

### **2. Knowledge and experience**

#### **Qualifications**

- Good academic achievement including a TEFL qualification (ideally CELTA or DELTA) and a relevant honours degree.
- This position is ideal for someone experienced who is looking for a new challenge

#### **Teaching and Learning**

- Experience of teaching EAL
- Evidence of creative and innovative approach to teaching and learning
- Commitment to improving, monitoring and evaluating teaching and learning
- Commitment to assessment for learning
- Commitment to reasonable adjustments for those students requiring additional support
- Ability to teach at the pace
- Ability to adapt teaching style to accommodate the needs of students whose second language is English

#### **Philosophy and Ethos**

- High expectations for student attainment, personal development and conduct
- Commitment to delivering the curriculum for students of a range of abilities and with a range of English levels
- Commitment to best practice in pastoral support and student welfare
- Commitment to delivering the enrichment curriculum when required

#### **Reporting to:**

The Assistant Principal/Director of Faculty

#### **About Abbey DLD Colleges Ltd**

The Abbey DLD Colleges Ltd is the parent company of Abbey College Manchester and two other colleges. It was founded in 1931 under the name Davies, Laing and Dick. The colleges within the group have developed a longstanding reputation for delivering premium quality education.

In all its educational establishments, Abbey DLD Colleges Ltd aims to provide a supportive and controlled environment in which children and young people are encouraged to pursue high academic and personal goals as happy and secure individuals. The Group expects that all its

staff will be alert to the needs of its pupils and students - including their need for safety and protection - and will always put the interests of children and young people first.

Each school and college retains its own identity, with the Principal's afforded significant management authority, but with the benefits of financial security, camaraderie and opportunities for sharing best practice

## The selection process

### Job title: Teacher of EAL

| Activity                             | Date                                   |
|--------------------------------------|----------------------------------------|
| Deadline for receipt of applications | Friday 25 <sup>th</sup> April 2025     |
| Shortlisting of candidates           | w/c Monday 28 <sup>th</sup> April 2025 |
| Interview dates                      | TBC shortly afterwards                 |
| Start date                           | 1 <sup>st</sup> September 2025         |

**Applications will only be accepted from candidates completing the TES Application and Equal Opportunities Monitoring Forms.**

**We reserve the right to close this advertisement early and appoint at any point in this process or not appoint**

### Safeguarding Statement

Candidates should be aware that all posts in the college involve responsibility for safeguarding children. **The Abbey College Manchester Safeguarding Statement** is as follows: "We recognise our moral and statutory responsibility to safeguard and promote the welfare of all students. We endeavour to provide a safe and welcoming environment where children and young people are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children and young people receive effective support, protection and justice".

### Rehabilitation of Offenders Act, 1974

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. Please provide full details in a sealed envelope marked 'Confidential'. The letter will be opened after shortlisting, prior to interview.

### References

These will be taken up prior to interview. As part of this 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 (whether the disciplinary sanction is current or time expired) 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.

## **Interview**

If you are invited to attend an **interview** this will be conducted in person and will include questioning on your suitability to work with children. All candidates must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). All candidates invited to interview must also bring their passport or photo ID and proof of the right to work in the UK.

## **Terms and conditions**

### **Remuneration**

- The starting salary is £30,000

### **Hours of work**

- The post is full-time

### **Holidays**

- All college holidays

### **Pension provision**

Abbey College Manchester is part of the Abbey DLD Colleges Ltd and automatically enrol all new employees (unless requested not to by the employee) onto the **company pension scheme**. Notification of the pension plan (and all further details including opt out / opt in rights) will be provided.

### **Offer of appointment**

Any **offer of appointment** is conditional on receipt of satisfactory references, an enhanced DBS clearance, the interrogation of qualifications and proof of the right to work in the UK.

We are committed to safeguarding and promoting the welfare of children and young people.

We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.