

# APPLICANT INFORMATION PACK



## Teacher of English

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## School Director Message



Dear Applicant,

I hope this email finds you well. I am writing to you on behalf of JoStudy, a school that deeply believes in the **potential** that comes with the synergy between studying and traveling. For years, we have welcomed **international students** eager to embark on this adventure from a young age.

When a young individual chooses JoStudy as their point of reference in England – far from their loved ones – it obliges and inspires our entire staff to uphold very **high standards**. We believe it is crucial, even before ensuring the correct academic and non-academic support for our students, to create a **conducive environment** for communication, where the young learner feels welcomed and listened to.

Furthermore, all of us at JoStudy strongly believe in the formative value of such experiences. We strive to continually engage students, **nurturing their youthful curiosity**, which can lead them anywhere. We believe that students need **mentors**, and we aspire to be just that for them.

If you share our passion for fostering a **supportive** and enriching learning environment for students, we would like to invite you to join our team as an English teacher. Your role

will be pivotal in **shaping the educational journey** of our students and helping them thrive in their academic and personal growth.

We are seeking individuals who are not only proficient in teaching English but also possess a genuine interest in **nurturing** the potential of young learners. If you believe you have what it takes to be a mentor and educator at JoStudy, we encourage you to apply.

Please submit your resume. We look forward to hearing from you and discussing how you can contribute to our mission of empowering young minds through education and travel.

School Director

Angela

## Role Details

Accountable to:	<ul style="list-style-type: none"><li>· Royal Leamington Spa College Warwick New Road Leamington Spa Warwickshire CV32 5JE</li><li>· Moreton Morrell College Moreton Morrell Warwick Warwickshire CV35 9BL</li></ul>
Contract type:	
Contract term:	
Job start:	3rd July
Deadline:	14th June 2024 (Please note, the Academy reserves the right to close the advert sooner, depending on the volume and quality of applications received.)

## Job Description

### JOB OVERVIEW

To provide high-quality and motivating English courses, which stimulate learners' interest in mastering the language.

As a teacher, you are responsible for lesson planning and delivering the lesson in an engaging manner. English courses include General English for young learners.

You may also be responsible for occasionally supporting developing materials and documents, testing students' proficiency and CPD sessions.

### RESPONSIBILITIES

- Being a member of academic staff delivering 15-hour of English lesson per week during the mornings, your teaching timetable will vary according to the campus requirements. You will work on an English programme as designated by the Academic Manager considering your skills and experience.
- Additional 3-hour of teaching per week in afternoons on a rota basis delivering English Workshops.
- Safeguarding children is the responsibility of all members of Jo Study staff.
- Liaising with your line manager to prepare a cohesive scheme of work relevant to both the syllabus and students' needs.
- Keeping the detailed records of student attendance and reporting any absences to the line manager on site.
- Keeping detailed class profiles, students' progress and records of lessons taught.
- Reporting any concerns about class dynamics to your line manager.

- Assisting with the delivery of students' feedback questionnaires.
- Assisting in writing students' reports at the end of their course in liaison with your line manager.
- Attending all academic meetings.
- Being available to be observed during class time at times agreed with the academic manager.
- Attend professional development session per week and help delivering these if your experience is appropriate.
- Giving feedback and taking part in an exit interview for appraisal.

## **Person specification**

Essential	Desirable
<u>Qualifications and background</u>	
<ul style="list-style-type: none"> <li>● Recognised Teaching Qualification: CELTA, Cert TESOL, Primary PGCE, English PGCE or equivalent (or other PGCE for teachers of subject based lessons only).</li> <li>● Degree level education or extensive working experience including professional development.</li> </ul>	<ul style="list-style-type: none"> <li>● Previous experience teaching Young Learners/ working with children</li> <li>● Teaching Young Learners' Qualification: CELTP, TYLEC</li> <li>● Secondary PGCE/ experience of teaching KS3/4 curriculum</li> <li>● - Qualified Teacher Status (QTS)</li> <li>● Previous summer school experience</li> <li>● IT skills – use of IWB, incorporating technology into lessons</li> </ul>
<u>Personal values and skills</u>	
<ul style="list-style-type: none"> <li>● Ability to plan and deliver student-centred lessons</li> <li>● Commitment to working with children/ teenagers.</li> <li>● Understanding of and commitment of safeguarding.</li> <li>● Team-working skills and experience</li> <li>● Excellent communication skills.</li> <li>● Organised approach to work with ability to meet deadlines.</li> <li>● Ability to work under pressure.</li> <li>● Flexibility in working hours.</li> <li>● Interest in CPD and willingness to develop teaching skills and practice.</li> <li>● Native level of language proficiency</li> <li>● Classroom managements</li> </ul>	

## How to apply

Our schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and to share this commitment. This role requires an enhanced DBS.

We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.

To apply please visit our website:



**Work with us**  
Work with us We are seeking  
dynamic and motivated...  
[jostudyenglishacademy.com](http://jostudyenglishacademy.com)

Complete the Teacher Staff Application form and send it to [enquiry@jostudy.com](mailto:enquiry@jostudy.com)