###

**CELTA Trainer**

**JOB DESCRIPTION**

### 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!

JOB TITLE

CELTA Tutor

OVERVIEW OF THE JOB

Tutors on CELTA courses are involved in all aspects of the course and are responsible for the day-to-day running and administration of the course. They are responsible for adhering to the CELTA syllabus and following all assessment guidelines, as well as managing all aspects of learning.

### YOUR PROFILE AND RESPONSIBILITIES

* Candidate selection, interviews and processing
* CELTA Course Administration
* Planning and delivering input sessions
* Teaching Practice and Feedback
* Assisted Lesson Planning
* Tutorials
* Marking written assignments
* Liaising with other tutors
* Dealing with the assessor
* Writing End of Course Reports
* Maintaining the CELTA library and course materials
* Mentoring Trainers-in-Training

### ABOUT YOU

Education

• First degree

• DELTA or equivalent Diploma

• Approved and Active Teacher Trainer status for CELTA/Cert TESOL

Experience

• Experience of CELTA candidate selection

• Experience on three or more courses

• Broad range of teaching experience, Exam courses, EAP, Business

Skills

• Good working knowledge of Microsoft Office packages

• Proven organisational, administrative and interpersonal skills

• Accuracy and attention to detail

• Ability to work well within a team

Behaviours

• Flexibility and a positive attitude

• Highly motivated self-starter

## 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.