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CASUAL EFL TEACHER Xcel Groups, Cambridge

Reviewed: 19.10.22

Join the EngXcel family!

Xcel Groups welcomes groups of high-school students year-round for short stays of 6-14 nights.

Successful applicants will be employed by EngXcel Ltd.

Note: this position is non-residential.

Job title	EFL Teacher
Location	Cambridge
Reporting to	Academic Manager
Responsible for	N/A
Contract type	Casual Staff
Probation period	3 months
Salary	£17 per teaching contact hour, plus holiday pay Additional non-teaching work (e.g. activity leading) will be paid at £12 per hour, plus holiday pay.
Hours of work	Hours are set by negotiation and in accordance with business levels / confirmed group bookings. Due to the nature of this role, there are no set or standard hours of work. You are not guaranteed a minimum number of hours of work each week and in a particular week you may receive no work at all from the Company. However, the Company will endeavor to give you advance notice of the hours that you will be offered to work in a particular week. You are not obliged to accept the hours of work offered and the Company has no obligation to offer you work on an ongoing basis.
Annual leave	The annual holiday entitlement for a full-time equivalent employee is 28 days in each holiday year which includes statutory and public holidays. You will be paid holiday as accrued each time you work.
Pension eligibility	The Company offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.

EngXcel Ltd is registered in England No. 13642156
Registered office: 115 Fitzgerald Place, Cambridge, CB4 1WA

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Mission Statement & Values



MAKE
IT HAPPEN



WORK
TOGETHER



MOVE
FORWARD



BE
CARING



CELEBRATE
DIFFERENCE

EngXcel's mission is to respect equality, diversity and inclusion in helping people from the global community to learn English.

We aim to provide a supportive and welcoming environment which enables all our students to develop their English language skills to the full and to explore British life and values, as well as encouraging tolerance and cultural awareness amongst all our staff, students and partners.

Ensuring comfort, safety and wellbeing in our school community is at the heart of everything we do.

Overview

Xcel Groups offers tailor-made group stays perfectly suited to visiting overseas high-schools, corporate groups, groups of friends, clubs and associations. These often consist of morning English-language tuition alongside a varied social and cultural activity programme. The school operates Monday-Friday – no evenings or weekends!

Classes are usually monolingual, with approximately 15 participants in each.

Following level assessments in advance of arrival, students are grouped into classes appropriate to their age and level of English, using the Common European Framework of Reference for Languages (A1-C2).

EngXcel's seasonal centres offer excellent classroom and teaching facilities.

Purpose of Post

EFL Teachers report to the Academic Manager and are responsible for facilitating language development through a variety of approaches, for an array of English-language needs. The post-holder will continue to innovate and explore opportunities within their role for an enhanced service with the aim of providing an excellent experience for students, staff and visitors.

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Key Responsibilities

• **EFL Teaching**

- Lesson preparation and planning are integral parts of the Teacher’s duties. These are to be completed outside of student/teacher contact hours.
 - Preparation – plan age-appropriate lessons, activities and creative exercises in accordance with the syllabus, considering available resources and student needs and levels.
 - Demonstrate adaptability with regard to varying levels and student needs, ensuring class objectives are met.
 - Lessons must be lively and interactive, engaging all participants. Use of available technology is essential.
 - Incorporating key British Values into the course is a must. In addition, synergy between the academic and extracurricular programme must also be considered – e.g. topic based lessons, preparing for an excursion to London.
- Record keeping
 - Create and submit lesson plans and schemes of work on a weekly basis (not retrospectively).
 - Monitor student attendance and punctuality, including keeping a daily register to be submitted at the end of each week.
 - Monitor student progress
 - Continually assess student levels in accordance with CEFR guidelines
 - Highlight any candidates who may need to change level.
- Communications
 - Attend pre-course planning meeting.
 - Collaborate with other Teachers and Academic Manager to ensure syllabus is followed and group leader requests are delivered.
 - If any problems/concerns arise in class, report in a timely way to the Academic Manager who will assist in handling or referring as necessary.

• **Safeguarding, Welfare and Supervision**

- Adhering to the Company’s safeguarding, welfare and supervision policies and procedures.
- Ensuring students are in the right place at the right time.
- Reporting all incidents and accidents in accordance with training and Company procedures.
- Attending First Aid, Prevent & Safeguarding training as necessary.

• **Sample Class Schedule**

Mon	Tues	Weds	Thurs	Fri	Sat	Sun
Lessons 09:00-11.00	Lessons 09:00-11.00	Lessons 09:00-11.00	Lessons 09:00-11.00	Lessons 09:00-11.00		
BREAK	BREAK	BREAK	BREAK	BREAK		
Lessons 11:30 – 12:30						

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• **General Information**

- Teach classes of junior or adult EFL students (grouped by age and CEFR level), in accordance with a syllabus, incorporating the desired skills focus and learning outcomes of each individual group. You will be responsible for planning and delivering your lessons.
- Lessons run from 09.30-12.30 with a mid-morning break or breaks.
- Courses may run mid-week to mid-week, according to group arrival/departure dates.
- Classes are normally monolingual.

Person Specification

	Essential	Desirable
Education/qualifications	<ul style="list-style-type: none"> • Educated to A-level. GCSE passes in Mathematics and English • CELTA, DELTA or equivalent 	<ul style="list-style-type: none"> • A degree, diploma or equivalent in a relevant subject • Appropriate, valid First Aid certificate
Experience	<ul style="list-style-type: none"> • Previous experience in a similar role and/or working with young people • Relevant in-classroom teaching experience • Experience of working within a team where there is a culture of continuous improvement 	<ul style="list-style-type: none"> • Experience of working in a child protection/safeguarding environment • Knowledge of fire, health and safety regulations
Skills/Knowledge	<ul style="list-style-type: none"> • Excellent English-language skills • Excellent team-working skills • Well organised, methodical and thorough • Experience in multi-skilling and strong time management skills • Robust classroom management skills 	<ul style="list-style-type: none"> • Excellent IT skills; proficient in the use of Microsoft programmes • Experience in using interactive smart board technology in a teaching environment • Ability to suggest and lead on extracurricular activities – e.g. drama, sports etc.
Personal attributes	<ul style="list-style-type: none"> • Native speaker • Outstanding communication skills • Excellent interpersonal skills • Ability to motivate others and build rapport within the classroom and with colleagues • Flexibility to adjust to change • Attention to detail 	

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Any offer of employment will be subject to:

- any gaps in employment history being satisfactorily explained.
- on date of commencement, you are contractually free to join EngXcel Ltd. Also, that you are not subject to any contractual term that would be breached by you commencing work with us;
- receipt of two references in terms acceptable to the Company;
- a satisfactory enhanced Disclosure and Barring Service check;
- on or before the date you join us, your supplying us with the relevant documents proving your legal right to work in the United Kingdom;
- your undertaking and completing the Company's 'Prevent' and 'Safeguarding' training

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the Company.