



BISHOPSTROW  
COLLEGE

Job Pack

# English Language Teacher



# Bishopstrow College Overview

Bishopstrow College is an independent international boarding school for students wishing to enter top UK boarding schools. We provide intensive English language and academic pathway programmes covering Key Stages 2, 3 and 4, to prepare international students, aged 7-17, for boarding school entry.

Through our Destination Schools Programme, we provide individually tailored programmes to assist international students with applications, entrance examinations and interviews to UK schools, as well as Cambridge English Language Assessment qualifications.

## Job Overview

### **Overview:**

English language teachers provide tuition in Cambridge English exams such as Key, Preliminary and First, as well as IGCSE English as a Second Language and content and language integrated learning modules. Teachers act as a tutor, working with students to set academic targets and support learners in meeting them. Teachers also take on a significant responsibility for the safeguarding and welfare of their students. As such, the role of English language teacher at Bishopstrow College is very demanding yet rewarding in many ways.

### **Experience and Qualifications:**

We require a degree level qualification and a CELTA or equivalent qualification as minimum. Candidates must be able to demonstrate excellent organisational skills, precision in lesson planning and confident, enthusiastic classroom delivery. Experience of teaching Cambridge English exams is desirable, as is experience of working in a busy department where expectations of both students and teachers are high.

## Salary

- Point 1: CELTA or equivalent: £31,000.
- Point 2: CELTA + DELTA or equivalent with up to 4 years' post qualification experience: £36,000.
- Point 3: CELTA + DELTA or equivalent with 5+ years' post qualification experience: £39,000.

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## Hours

This a full time, permanent role to commence **Monday, 16 June 2025.**

A full time teacher's contracted working hours are between the hours 8.30am - 4.50pm, Monday - Friday. A full-time teacher will be expected to be in attendance at the College for at least 37.5 hours a week, spread over five (5) working days. Twenty-five (25) of these hours are deemed as contact time; twelve-and-a-half (12.5) hours deemed as non-contact time.

## Reporting Line

Reporting to the Director of Studies.

**Contact details for any queries** - If you have any questions or queries about the role please contact Chris Lewis, [chrisl@bishosptrow.com](mailto:chrisl@bishosptrow.com)



# Job Description

## Teaching

- Planning, preparing and recording schemes of work, courses and lessons including homework;
- Teaching, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the students in College and elsewhere;
- Assessing, recording and reporting on the development, progress and attainment of students as directed by the Principal or Director of Studies.
- To fulfil other reasonable teaching duties which may arise as appropriate to the needs of the College. This may involve, but is not limited to, teaching a range of ages from Lower College (KS2) to the Upper College (KS4) during one term and delivering the College's PSHEE and RSE provision.
- Participating in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examination.

## Other Activities

- Promoting the general progress and well-being of individual students and of any class or group of students assigned to him/her;
- Providing guidance and advice to students on educational and social matters and on their further education and future careers including information about sources of more expert advice on specific questions;
- Making records of and reports on the personal and social needs of students;
- Communicating and co-operating with parents and other such persons or bodies outside the College as may be approved by the Principal or Director of Studies;
- To fulfil other activities which may arise as appropriate to the needs of the College.

## Assessments and Reports

- Providing or contributing to oral and written assessments, reports and references relating to individual pupils and groups of pupils.

## Staff Development/Training/Reviews/Meetings

- Participating in meetings arranged for any teaching staff or other activities;
- Participating, if required, in any scheme of staff development and performance review.
- Reviewing regularly his/her methods of teaching and programmes of work;

# Job Description

- Participating in arrangements for his/her further training and professional development in their role at the College, including Performance Development Reviews.
- Advising and co-operating with the Principal, Director of Studies, and other teachers on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

## Discipline, Health and Safety

- Maintaining good order and discipline among students in accordance with the policies of the College and safeguarding their health and safety both when they are authorised to be on the College premises and when they are engaged in authorised College activities elsewhere.

## Administration

- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the College and the ordering and allocation of equipment and materials;
- Leading assemblies when required;
- Registering the attendance of students and supervising students, whether these duties are to be performed before, during or after College sessions.

## Working Hours

- Normal working days shall be Mondays to Fridays inclusive.
- You may on occasion be required to work additional contact or non-contact hours as is considered necessary to meet the needs of the College. Such additional hours will be agreed with the Director of Studies or the Principal.
- The Annual Closures are not working time and these days will be designated as holiday. The dates of the Annual Closures will be determined by the Principal and you will usually be advised of them approximately four (4) months in advance of each new academic year.



# Person Specification

Essential	Desirable	Method of Assessment
Qualifications		
Good honours degree	Qualifications in Education Management	Application form, Certificates
TEFLI qualification: CELTA or equivalent.	Master's Degree TEFLQ qualification: DELTA or equivalent. Post graduate qualification in subject or PGCE/QTS	
Experience		
Effective working with young people of a range of ages and abilities	Experience of working with EAL students at British boarding schools	Application form
Evidence of making an effective contribution to a team	Evidence of syllabus development and management	
Evidence of success in delivering Cambridge exams such as KET, PET, and FCE.	Experience of a management role in an academic department	
	Experience of delivering a PSHEE provision	
Skills and Attributes		
Ability to deliver a high quality learning experience to all students in the subject area	Ability to design and adapt schemes of work to the needs of the students	Application form, Interview, References
Ability to work with small groups to offer an individual focus on improvement	Experience of tracking student progress to inform teaching and learning	
Excellent communication skills (both verbal and written) at all levels to a variety of audiences e.g. students and staff	Experience of managing communication between academic management and teaching faculty	
Proficiency in time management	Experience of balancing a full teaching load with academic management duties	
Experience of teaching technologies such as interactive whiteboards and virtual learning environments		
Potential for professional progression	Desire to study towards a higher level teaching qualification, if appropriate	
Commitment to extra-curricular activities and boarding education		
A high level of competency in ICT and knowledge of Excel, Word and other MS software	Knowledge of ISAMS or other management of information systems.	

# Person Specification

Professional Values		
Responsible approach to working with children and young people		Application form, interview, references
Understanding of safeguarding issues and willing and able to actively promote the welfare of children and young people	Experience of designing PSHE schemes of work that meet specific criteria	
Personal Characteristics		
Dynamic “can do” approach		Application form, Interview, References
Capacity to work alongside colleagues, contributing effectively to a team	Ability to work in a leading role of a wider team to continually develop the syllabus and forge cross-curricular links	
Ability to quickly establish and maintain positive relationships with students and staff		
Special Requirements		
Be willing to undergo an Enhanced Disclosure and Barring Service check		Interview





# How to Apply

If you would like to apply for the role, please complete the following forms:

**Application Form:** <https://form.jotform.com/250224981661356>

**Equality and Diversity Monitoring Form:**  
<https://form.jotform.com/250155228813049>

## Application Deadline

The deadline for application is 5pm on Friday, 2 May 2025.

Early applications are encouraged and as we reserve the right to offer the post at any stage in the appointment process or not to offer the post.

## Recruitment Policies

[Application and Recruitment Process Explanatory Note](#)

[Recruitment Privacy Notice](#)

[Safer Recruitment Policy](#)

[Policy on the Recruitment of Ex Offenders](#)

## Safeguarding Statement

Bishopstrow College, implements safeguarding protocols in all aspects of our working practices and is committed to safeguarding and promoting the welfare of children and young people. All successful applicants will be required to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service, this may include social media checks.

