**Person Specification: Core Teacher**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Education, experience and achievements** | * Educated to degree level. * Recognised CELTA/Trinity ELT qualification * Minimum 1 year teaching experience, preferably with young learners | * Demonstrable experience in a comparable professional role * Experience working with young learners aged 10-18 * First Aider |
| **Skills, knowledge and understanding** | * Excellent Administrative skills * Excellent written and oral communication skills * Excellent time management skills * High level of competency in IT, particularly Word, Excel and Outlook * Confidence to plan independent lessons | * Experience using desktop publishing software (Microsoft Publisher) * Experience of British Council inspections |
| **Personal attributes** | * Ability to work well and remain calm under pressure * Ability to be flexible and adapt to changing needs * Organised and methodical * Ability to work well independently without close supervision, as part of a team with a shared goal * Ability to exercise judgement in making decisions (following established procedures) or referring to others. * Maturity to offer support and understanding to others * Excellent level of accuracy and attention to detail * Willingness to contribute to all aspects of the day to day running of the office * Willingness to work as part of a small team | * Drive to learn and develop within a small team environment |

The English Experience is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

* Excellent Administrative skills