

Person Specification: Core Teacher

Criteria	Essential	Desirable
Education, experience and achievements	<ul style="list-style-type: none"> • Educated to degree level. • Recognised CELTA/Trinity ELT qualification • Minimum 1 year teaching experience, preferably with young learners • English as a first language and the right to work in the UK 	<ul style="list-style-type: none"> • Demonstrable experience in a comparable professional role • Experience working with teenagers • Experience in course writing and development
Skills, knowledge and understanding	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Driving licence and access to own vehicle • Experience using desktop publishing software (Microsoft Publisher)
Personal attributes	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Drive to learn and develop within a small team environment