

JOB DESCRIPTION

Teacher Training

The job aims of a Teacher Trainer is: To prepare and deliver training in the teaching of English language in order to develop the teaching skills of the Teacher Training and Teacher Development Centre's customers and clients. To enhance the Centre's reputation as a foremost ELT training provider.

Education

- MA in ELT/Education
- Approved Cambridge ESOL CELTA/DELTA/CELTYL tutor

Experience and Special Skills

- At least 3 years full-time experience in ELT teacher training
- Proven track record of delivering Cambridge ESOL Teaching Awards
- Knowledge of contemporary ELT teaching practices and integration of educational technology ELT

Language

- Fluent in written and spoken English.

Duties and Responsibilities

- Plan, prepare and deliver ELT teacher training courses, workshops and presentations to teachers in the state system, private sector and within the HCT. These can be at any HCT campus or off campus.
 - Prepare, develop and evaluate training materials for courses and workshops, adapting where necessary and ensuring the session materials reflect current thinking re-ELT methodology.
 - Monitor and give feedback to course and workshop representatives online or in hardcopy.
 - Mark all written work and provide written feedback and reports.
 - Assess portfolios for Cambridge ESOL Teaching Awards.
 - Ensure class registers are maintained in hard copy and/or electronic format, class data for certificates is passed to the Centre's administrative staff.
 - Ensure Cambridge ESOL standards are met for CELTA/DELTA/YL/TKT courses
 - Complete related Cambridge ESOL administrative & training centre duties and customer service tasks & ensure all administration for teacher training courses and Cambridge ESOL Teaching Awards is complete and accurate.
 - Inform and advise potential and existing customers of the Teacher Training & Teacher Development products through telephone or face-to-face counselling, e-mail or publicity material.
 - Support the Centre's marketing and promotional strategy.
 - Promote teaching practice classes for CELTA/DELTA/CELTYL courses, testing and enrolling students as required.
 - Keep updated professionally to ensure high standards of course delivery and administration are maintained so that the Centre remains at the forefront of ELT training.
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Communications

- Extensive communication with management, faculty, support staff, customers and clients of the Centre/College & other HCT colleges. Further communications with visitors from the education & business community.

Other Factors

- The post holder should demonstrate the following attributes
- Recognised as an exemplar of excellent practice in ELT teacher training.
- Proactive and critically reflective of their own professional practices.
- Customer/client-focussed in their professional orientation.
- Cross-cultural sensitivity.
- Possesses a high level of organizational skills.

Supervision Received

- Report to the Centre's Associate Dean
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