Academic Management TEFL Member
Easter Language School 29/03 until 12/04
at South Devon Steiner School

Live & Learn Language Ltd, a local seasonal Language School in Dartington, are looking to hire an Academic Management Team Member with TEFL qualification and experience to join the language school team.

We are looking for an additional member of staff to join us on a self-employed basis. You will be working alongside the language school director and assistant as well as the language school teachers and other language school staff who are driven and motivated. We are looking for a like-minded person to join us.

The purpose of the role will be to join our academic management team and take over responsibilities in regards to the quality of education. You will be involved in a varied role where no two days will be the same. Some of your duties and responsibilities will include the following:

- Recruiting TEFL teachers for our Easter and Summer Language School
- Working partly home-based and partly on site (during the duration of the language courses)
- Joining teacher interviews via Skype or on the phone
- General TEFL management
- Observation of language school TEFL teachers

For this role the following formal qualifications are necessary:

- First degree or equivalent
- Qualifications in ELT/TESOL or other qualifications that qualify teachers to teach English to speakers of other languages (qualification must be externally validated by a reputable examination body)
- ELT/TESOL teaching experience (at least 100 hours of ELT/TESOL teaching)
- At least six hours supervised teaching practice (i.e. teaching practice, where a qualified and standardised assessor observes the trainee teacher teaching real students and gives feedback on his or her performance)
- Ideally you would also hold qualifications in ELT/TESOL management

You will be working as self-employed and a public liability insurance needs to be in place. Ideally, the candidate would hold a DBS check that is less than 3 years old. We strictly follow safer recruitment guidelines when appointing new staff and safeguarding is one of our highest priorities.

Live & Learn Language Ltd. are looking to hear from people who can work independently, who are confident and committed. We are looking to hear from people who are passionate and enthusiastic about languages and other cultures and will share the same values as their colleagues. If you feel you meet the above criteria and are looking for a new challenge, please apply today. Please send you CV to the email address stated below.

Our Easter Language School will run from 29th March until 12th April 2020 and we are also running a long established Summer Language School from 26th July until 16th August 2020. Ideally, the candidate would be able to join us during both courses. The working hours are estimated at a weekly total of 8 hours before, during and after the language school courses. The payment will be £10.50 per hour. If you have any questions, please email us on Jacqueline.buehler@livelearnlanguauge.co.uk or call us on 0049(0)1773397878 or 0044(0)7961487370.