

Applicants – Part –time Foreign Language Trainer 2010-11

(self –employed or sessional contract status)

Thank you for your interest in teaching for fluentintuition

Fluentintuition Ltd

We are a language course, events and experience provider based in the heart of Woking. We organise group courses for adults, bespoke programmes, corporate work and bespoke programmes for children in French, Spanish, Italian, Russian, Mandarin, Polish and other languages on request. Visit www.fluentintuition.co.uk.

Learning takes place in house at our venue in central Woking, but also at clients' premises.

Our teachers are both self-employed practitioners, and employed on a sessional contract basis. We are currently looking for a trainer/teacher/tutor to join our foreign language team and expanding programmes.

Our courses for adults focus on a communicative teaching approach and generally take place in the evening, and last approximately 6 weeks per module (9 glh). Bespoke courses by their nature can be any time of the week/weekend depending on client requests. We also run intensive week and weekend courses. We are looking to extend our range of lunchtime courses to corporate clients.

We are currently seeking to fill a vacancy for a language trainer to adults as outlined above, but it is important the applicant is able to cover the other sectors . We are seeking an applicant not only with the right experience and the right talents, but also a long term commitment to teaching, teaching excellence and fluentintuition.

Skills and Qualifications - mandatory

- Native speaker/fluent speaker with good working knowledge of English
- Permits and clearance to work in UK
- Self-employed status/or National insurance no.
- Graduate level education or equivalent
- Teaching qualification – e.g. TCFL or equivalent
- CRB certificate of screening

Skills and Qualifications - desired

- Specialised adult teaching qualification or equivalent experience of Life long learning
- Experience teaching all levels from ab-initio to advanced learners groups and 1-to-1
- Professional membership e.g. IFL, CIL,
- Experience working with corporate clients
- Experience teaching accredited courses
- Experience working with children
- Able to use range of IT /interactive resources/virtual platforms
- Own transport – able to travel independently to clients

Professional services/responsibilities

Part-time language trainer

Role description

1. Rate: £22-30 (this may be negotiable depending on the skills and experience of the right candidate)

2. The responsibilities of the service you provide covered by your hourly rate will include some of the following:

Formal Scheduled Teaching and Assessment; Curriculum Development; Administration and Tracking of progress and achievement to include:

designing, planning, preparing, delivering, assessing, evaluating, administrating language events and courses.

i. Formal Scheduled Teaching:

Formal scheduled teaching relates to scheduled courses for clients; bespoke programmes for clients, face to face teaching; distance learning, open learning, teaching via virtual learning environments, virtual platforms, on – line and blended models of teaching, and training consultancy. It includes provision and /or implementation of educational guidance and tutorial activity, examination, summative and formative assessment and schemes of accreditation.

ii. Curriculum Development

Curriculum development relates to the management of learning programmes, evaluation and planning of courses, materials and courseware, review and evaluation of courses and events, assistance and participation in team meetings, quality assurance and control as it relates to continuous quality improvements.

iii. Administration & Tracking

Administration and tracking services relate to the prompt completion of key planning/health and safety/statistical documentation as required, to include registers, lesson plans, schemes of work, initial assessment, induction programmes, mid and end of course evaluation. It may include progress reports, assessments, completion of tracking forms as required by the various accreditation and examining bodies.

iv. Other duties.

Marking and assessment of intersessional study/ homework /independent study/exam papers. Care of all equipment in your charge and proper conduct of the event(s) or class(es). Other services may include marketing activities, interviews, educational advice and counselling.

The Company expects you to maintain the highest professional standards and to promote and implement the Company's policies to ensure the efficient operation of its business and the welfare and interests of its clients and employees.

Fluentintuition Ltd Little Gorsewood Cottage, Saunders Lane, Mayford, Surrey GU22 0NT reg. no 6335096 Cardiff

Centres :Fielding House 41 Chobham Road, Woking, Surrey GU21 6JD Director N Oliver Pentucci BEd Cert Ed ACIL

tel:+44(0)1483 768500 +44(0)844 800 9835 email:info@fluentintuition.co.uk www.fluentintuition.co.uk