

# (Senior) English Language Teacher

Regent's University London is a private university with a highly cosmopolitan community based in royal Regent's Park. With around 140 student and staff nationalities on campus, the university offers an exclusive and inspiring learning environment, with easy access to the wealth of professional and cultural opportunities of London.

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## Job Description

### 1. Position Details

- **Job Title**  
(Senior) English Language Teacher
- **Grade**  
Casual/hourly paid
- **Department**  
Regent's School of English
- **Line Manager Job Title**  
Head of Regent's School of English

### 2. Job Purpose

The purpose of the job is to teach English as a foreign language to international students and to support the work of Regent's School of English, including testing and evaluating students' progress and completing all the teaching-related administrative tasks.

## The Regent's Way

The Regent's Way reflects our identity as a commercial, entrepreneurial, challenger institution in higher education with a compassionate, supportive community.

It's represented with five dynamics. These are coexisting, not contraries. They guide how we work and interact with others on a daily basis. And they're a measure of how we grow and progress as individuals and as an organisation.

We're different to mainstream universities. The Regent's Way celebrates our unique offering, our ambition, our strengths, challenges, and our willingness to fail, learn and continuously improve.



## Main Responsibilities

- 1 To teach English language courses at various levels (from beginners to C2), implementing a range of teaching methodologies in order to enable students to receive a high-quality educational experience.
- 2 To plan lessons and courses, using a range of suitable materials including authentic materials and maintaining VLE sites for the courses taught in line with the university and departmental guidelines and requirements.
- 3 To define individual's and groups of students' learning objectives, to monitor students' progress and provide them with constructive and meaningful feedback, including regular progress testing, one-to-one tutorials and progress reports. To provide continuous feedback to the Head of Regent's School of English with regard to students' performance and level progression.
- 4 To complete course and student administration, ensuring that the right documentation (e.g. attendance registers, weekly schemes of work, progress reports, records of work etc.) is completed to a required standard and in a timely manner.
- 5 To promote and participate in extra-curricular activities for students as part of their integration into Regent's University London and London, and take students on class trips on a monthly basis.
- 6 To attend departmental meetings, and other meetings as reasonably deemed appropriate by the department and university.
- 7 To prepare and support Regent's School of English staff in preparation for accreditation inspections (e.g. British Council).
- 8 To participate in staff development. This includes appraisals, regular teaching observations, peer observations, and attendance at relevant staff development activities within the university and the department, as well as attending professional external seminars where appropriate.
- 9 Actively seek to implement the University's Health and safety policy and give due regard to the health and safety of themselves and others when carrying out duties.
- 10 Actively seek to implement the University's Equal Opportunities Policy and promote equality of opportunity in relation to the duties of the post.
- 11 To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post.

# Person Specification

## 1. Position Details

<b>Job Title: (Senior) English Language Teacher</b>
<b>Grade: casual/hourly paid</b>
<b>Department: Regent's School of English</b>
<b>Line Manager Job Title: Head of Regent's School of English</b>

## 2. Person Requirements

Job Requirements	Assessment Criteria	
	(E)ssential	(D)esirable
<b>Qualifications &amp; training</b>		
Certificate in Teaching English as a Foreign Language to Adults (CELTA level 5 or equivalent)	E	
An undergraduate degree	E	
Diploma in Teaching English (DELTA level 7, DipTESOL or equivalent)		D
Master's Degree in Applied Linguistics/TESOL or a related subject (or equivalent)		D
<b>Experience</b>		
Experience of teaching English as a foreign language in a multilingual environment in a university or a language school	E	
Experience of planning and creating lessons from a range of resources, including authentic materials	E	
Experience of teaching multilingual classes	E	
Experience of teaching skills-based classes	E	
Experience of teaching courses with continuous enrolment	E	
Experience of teaching examination classes (IELTS, FCE, CAE, etc.)		D
Experience of teaching English for Academic Purposes (e.g. pre-sessional and in-sessional courses)		D
Experience of teaching Business English		D
<b>Knowledge, skills &amp; competencies</b>		
Highly proficient user of written and spoken English	E	
Excellent communication skills, including being able to grade language appropriately.	E	
A wide knowledge and range of effective language teaching methodologies and classroom activities	E	
Excellent knowledge of English lexical, grammatical and phonological functions and related meta language.	E	

Excellent knowledge and ability to use e-learning tools and online resources	E	
Ability to use Word, PowerPoint, Excel, Zoom, MS Teams interactive whiteboards and similar tools	E	
<b>General attributes &amp; personal qualities</b>		
Flexible approach to work	E	
Ability to work effectively both independently as well as with colleagues	E	
Proven ability to deal with a wide range of students with various levels of English, from various countries and cultural and educational backgrounds	E	
<b>Other / special requirements</b>		
Willing to undertake further professional training and development.	E	
Ability to be flexible and to meet deadlines	E	

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