



ELC Teacher, English Language Centre (elcbristol.co.uk)

£26,289.51 - £27,789.58 full-time per annum (depending on experience)

ELC Bristol is a year-round language school providing quality English language education to students from around the world. This school believes that progress in language learning is achieved by creating a stimulating, supportive and active learning environment in which the needs of each individual student can be met. The students are the key focus and every member of staff is here to help them get the most out of their time in the UK, treat them with the utmost respect and offer them all the support they need. This role will involve a full teaching timetable each week as well as involvement in the running or participating in social program activities.

About Us

Established in 1969, ELC Bristol is a family-run English Language School in Bristol. The school is part of the Clifton College Education Group and our staff and students benefit in many ways from being part of, and having the support of, a bigger organisation and having access to some of the College's wonderful facilities.

ELC Bristol believes that progress in language learning is achieved by creating a stimulating, supportive and active learning environment in which the needs of each individual student can be met. The students are the most important people in the school and every member of staff is here to treat them with the utmost respect and offer them all the support they need. [In the EL Gazette 2023-2024 UK Language Centre Rankings](#), ELC was named as the UK's joint number 1 English language school, based on British Council inspectors' publishable statements.

About You

We are looking for an enthusiastic, organised and creative EFL Teacher to join ELC Bristol. As an EFL Teacher, you will guide students on their journey to fluency and proficiency in the English language. The ideal candidate will be dedicated, diligent and have the ability to tailor teaching to support individual learning needs and styles. You will also be able to create an engaging and effective classroom environment for students from diverse backgrounds to thrive.



Teaching Responsibilities:

- Planning, preparing, and delivering lessons using course materials and supplementary resources.
- Helping students improve language skills in listening, speaking, reading, and writing, along with grammar, pronunciation, and vocabulary.
- Checking and assessing students' work.
- Writing progress reports.
- Attending weekly teacher meetings and professional development sessions.

Administrative Responsibilities:

- Conducting regular Friday interviews and testing students.
- Keeping teaching administration up to date, including registers, lesson records, interview notes, test scores, and academic records.
- Running or participating in social program activities.
- Administering Cambridge mock exam speaking interviews.
- Adhering to school safeguarding policies and procedures and code of conduct.

Required Qualifications, Skills & Experience

- Degree, CELTA or Trinity Cert Tesol and preferably, at least 2 years of TEFL classroom experience
- Highly conscientious and committed to the highest standards of professional service.
- Excellent communication and organisational skills.
- Caring and motivated by the best interests of students.
- Genuine fascination with language, interest in people, empathy with learners and a lot of creativity.
- Willing to engage in ongoing professional development.
- Ability to relate well to and be sensitive towards students of different ages (including under 18s), cultural backgrounds and ability levels.
- Positive attitude and the ability to manage a full range of classes successfully.
- Team-player who can collaborate with colleagues.



How we Recruit and our commitment to Safeguarding

Clifton College is committed to Safeguarding and Keeping Children Safe in Education (KCSIE). That's why we apply stringent selection principles to our recruitment. If you're invited to interview, you'll be asked to complete an application form (but it's OK if you want to send us your CV too). Although not all the roles at Clifton College are pupil-facing, we treat all roles as regulated activity. This means we can be safe in the knowledge that we have applied the most stringent recruitment checks to safeguard our pupils.

If you join us, we'll expect you to maintain an up-to-date knowledge of Safeguarding legislation, and our safeguarding policies and procedures. We'll also ask you to maintain an up-to-date knowledge of Equality and Diversity legislation and associated policies, as well as Health & Safety legislation. But don't worry because we'll provide training to do this!

What's in it for you

£26,289.51 - £27,789.58 full-time per annum (depending on experience) • Free Holiday Club • Free lunch • Onsite gym membership with swimming pool • Pension scheme & Life Assurance • Cycle to work scheme • Confidential counselling • Employee Assistance • Opportunities for career development • Pop Up Bicycle Servicing • Wellbeing Week

How to apply

Please send your CV and a covering email explaining why you are interested in and suitable for the role. If you're invited to interview, we'll ask you to complete an application form which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE)

Clifton College are committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment. Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.



Equal Opportunities & Safeguarding

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups. Clifton College is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.