



CHELtenham  
COLLEGE

*Full-time Teacher (Maternity Cover: 1 Year)  
English as an Additional Language (EAL)  
Cheltenham College*



If you would like any further information on the role, please feel free to contact [recruitment@cheltenhamcollege.org](mailto:recruitment@cheltenhamcollege.org)

The closing date for applications is: **Wednesday, 11 March**

Interviews: Expected to take place in week commencing 16 March 2026

***College is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an enhanced DBS check.***

## Message from the Head of Cheltenham College, Nicola Huggett



I am delighted that you are considering a role here at Cheltenham College. I hope that you find this information helpful and we would welcome your application.

The College lies in the heart of one of the country's most beautiful Regency spa towns, only a few short miles from the rural delights of the Cotswolds. This means that as a place to live and work, you truly have the best of both worlds; a cosmopolitan centre with wonderful restaurants, shops and of course, four major cultural festivals a year, in addition to easy access to walks, country pubs and the great outdoors. Having recently moved to Cheltenham myself just a few years ago, with my husband and four children, I can assure you that there is something for everyone here.

Cheltenham College is a thriving community, with over 1100 pupils from the Prep and Senior Schools combined, cared for by 600 support and academic staff. We have high class facilities for academic development, boarding, sport, music and drama, as well as a truly awe-inspiring chapel. We are a 24/7 operation, working a six-day week with Saturday school. With our focus on full boarding (80% of our pupils are boarders) we are able to get to know our pupils very well and that makes inspiring them in and outside the classroom all the more enjoyable.

As staff, we enjoy the very wide range of activities that our pupils enjoy, with access to wonderful sports facilities for you and your family, a beautiful Common room, full IT provision, a thriving staff consultation committee and many staff social events. You will also have a tailored professional development programme and extensive support from our dedicated HR team.

Whilst we may seem a large organisation, we operate very much as a close community with a family feel. I know that as a new member of staff you will find that our focus lies very much in developing you as an individual. Just as we expect you to go the extra mile for your pupils, we will engage with your own professional and personal development from the start. We will ensure that you enjoy and feel valued in your new role as quickly as possible.

We recognise the time and thought that goes into an application and we will certainly give this our serious consideration. If you have any further questions, the HR department via [recruitment@cheltenhamcollege.org](mailto:recruitment@cheltenhamcollege.org) will be happy to help.

With best wishes

*Nicola Huggett*

## **Teacher of English as an Additional Language (EAL) Maternity-cover contract (1 year) Senior School (13-18)**

### **The Appointment**

For a fixed period of 1 year, Cheltenham College is seeking a full-time suitably qualified graduate to teach English as an Additional Language (EAL) across the full age (13-18) range. The post would suit equally an experienced teacher looking for a new challenge, or a teacher beginning his or her career. The successful candidate will be able to stretch the highest attaining pupils whilst also being able to use a range of strategies to teach across the ability range. The job encompasses both the academic and pastoral aspects of boarding school life, and empathy with the pupils is essential. A certificate level TEFL qualification (Cambridge or Trinity) is the minimum requirement. Experience of teaching and/or examining IELTS would be advantageous.

### **The Department**

The EAL Department consists of two members of staff. It is housed in 2 spacious classrooms, both of which have televisions with easy connection to devices. The department is well-resourced with a wide selection of the most recently released EAL materials. There is a shared staff room.

In Lower College (years 9-11), EAL support takes place within the mainstream curriculum in groups (normally in the place of another Modern Foreign Language). The detail of lessons depends on any group's particular needs, as identified through diagnostic testing. However, lessons aim to develop each of the skill areas in English, with a focus on English for the mainstream academic curriculum and on study skills. EAL pupils in Lower College sit IGCSE English Language and Literature. Individual one-to-one lessons are also available if there is need for further support.

Students in Upper College who do not have the prerequisite language qualifications for university entry are entered for the IELTS examination, usually in the Lower Sixth Form, and group classes are held to prepare students for this exam. There is also a self-study element to the course.

The EAL department is also responsible for assessing prospective international pupils; advising members of Common Room on teaching EAL pupils; helping plan and implement the International Induction - a three-day residential programme for new international students before the start of the new academic year; attending the annual International Dinner to celebrate the diverse cultures represented in the College; assisting with the International Pupil Society and its events. It is expected that the successful candidate would involve themselves in these aspects of the EAL department.

### **The Post**

The teacher is responsible, through the Head of Department and ultimately to the Head, for the academic performance, organisation and administration of the teaching to pupils according to the schemes of work. These schemes are flexible, and the teacher must be ready to adapt to the needs of their classes. The teacher should work closely with the Head of Department to liaise with classroom teachers in order to fully support the students in their care. Promotion of the values of Cheltenham College is integral to the role, and it is essential that the successful candidate is a good role model for the pupils, and prepares them to make a positive contribution to society.

## Teaching and Learning

The successful candidate will be accountable to the Head of Department for the quality of their teaching. They will take responsibility for several classes across the age and ability range of the school, and expectations will include, but not be limited to, the following:

- Teach a full timetable of their subject(s) across the ability and age range (currently twenty-seven, forty-minute lessons per week);
- Set and mark work, and provide regular written and verbal feedback to pupils in line with the College and Departmental policies;
- Create opportunities for pupils to develop academically and personally;
- Share resources, and share “best practice” with the rest of the department;
- Communicate with parents over pupil progress both at parents’ meetings and via email or telephone when appropriate;
- Demonstrate an excellent subject knowledge, and show enthusiasm to learn themselves. They will also be expected to reflect on their own practice to allow personal development;
- Show evidence of, and have an interest in professional and personal development. There will be the scope to attend relevant training courses and conferences; and
- Participate in the College’s Performance and Professional Development (PPD) programme.

## Expectations

Members of Common Room are expected to teach their subject[s], to act as tutors, to be attached to day or boarding Houses, to make a substantial contribution to the co-curricular programme and to support the boarding ethos of the College.

Although hours of work are not specified precisely, the working day begins with a registration period at 8.30am and will often include evening commitments during term times. Members of Common Room are expected normally to be on site throughout the working day and to be available even when they have no formal commitments. Saturdays begin at 8.30 am and all full-time members of Common Room are expected to be in College whether or not they are teaching. There are College and/or House-based activities at weekends in which they are also expected to play a part. Outside of the formal term times they are expected to be in College for College or departmental INSET and to be available to fulfil any reasonable duties.

Chapel is central to College life reflecting its Christian foundation. On weekdays members of Common Room are expected to attend the brief morning service.

## Terms and Conditions

- A full-time teacher has approximately 27 lessons per week of forty minutes and is expected to undertake duties and to play an appropriate part in the extra-curricular life of the College.
- Fixed Term Contract – 1 year
- College has its own salary scale.
- College offers a defined contribution Workplace Pension Plan plus a Flexible Benefits Pot. The scheme offered is through APTIS: Aviva Pensions Trust for Independent Schools and includes a generous College contribution.
- Permanent members of staff are entitled to a substantial reduction in fees for their children.

- Members of staff may use the College sports facilities (at staff allocated times).
- Subsidised health scheme membership (Benenden).
- Discounts and offers for College staff from local businesses and retailers.

**Feb 2026**