



Information for candidates
Saturdays EFL programme



Why choose Caxton?

CAXTON COLLEGE is located in Puçol (Valencia), 3 Kilometres from the sea and in ideal climatic surroundings. From the windows of our purpose built Secondary building you can gaze at the Mediterranean, or the mountains of the Sierra Calderona, all against the backdrop of a bright blue sky...always a nice way to start the working day!



The area is easily accessible with the school being situated 19 kms from the thriving city of Valencia, where you can enjoy traditional paella and Flamenco, or visit the famous futuristic Science Park, containing the world's largest aquarium. Valencia's city centre is only twenty minutes away from the school by train, so whether you choose modern city living or the more traditional local lifestyle, there is a Spanish experience to suit everybody.



Our Values

Inquisitive minds  , *creative hands*  , *caring hearts*  .

Keep safe and feel secure

Be healthy and happy

Achieve your potential

Develop strong social skills



Positivity Perseverance Respect Responsibility Resilience Integrity

Person Specification	
Essential	Desirable
<p>Qualified EFL teacher (MA in Language Teaching, CELTA, DELTA, TEFL, or similar).</p> <p>Secure knowledge and understanding of the knowledge, concepts and skills in teaching English.</p> <p>Ability to use appropriately a range of teaching and learning strategies for whole classes, individuals and groups which stimulate, challenge, engage and motivate students.</p> <p>Ability to set clear and appropriate targets, provide feedback to students and make use of assessment information to promote each student's attainment and progress, and to plan future lessons.</p> <p>Effective interpersonal and communication skills.</p> <p>Efficient time management and organisational skills.</p> <p>Highly professional, motivated and positive individual.</p> <p>Ability to work as part of a team that develops and shares resources.</p> <p>Honesty and integrity, individuals who believe in and practise the values that we teach our pupils.</p>	<p>Knowledge of how to give positive and targeted support to students with special educational needs</p> <p>ICT skills and clear ideas about how ICT can improve learning.</p> <p>Experience of using a variety of basic Google APPs in addition to Google classroom, Google drive and Google Calendar.</p> <p>Supportive approach which is firm and fair to all students.</p>
<p>Caxton College is committed to safeguarding and promoting the welfare of children and expects its staff to share this commitment. Successful applicants will be expected to undergo all appropriate preemployment checks including checks with past employers to ensure the safeguarding of our pupils</p>	

Job offer

Dates: 08 October 2022 – 17 June 2023

Working days: Saturdays from 9.30am to 12.30pm

Salary: 55€ net per worked Saturday

End-of-year bonus: 15€ net for each student still enrolled at the end of the school year

Compulsory induction session on 04th October. Time and modality (online or in the school) to be confirmed.

Saturdays Programme Timetable

<i>Time</i>	<i>Activities</i>
9.30 – 10.00	Arrival at school. Get classroom ready, collect copies, etc., and wait for pupils to arrive.
10:00 – 11:00	Class – 1 st session
11:00 – 11:30	Break time
11:30 – 12:30	Class – 2 nd session
12:30	Exit time

Administrative documentation required

- NIE, DNI, TIE or passport
- Documents for employees who have worked in the UK: ACRO Police Certificate.
- Documents for employees who have worked in countries other than Spain and UK: Overseas Policecheck. Sexual offenses clearance certificate from your country.
- Spanish sexual offenses clearance certificate
- Spanish criminal record certificate
- Spanish bank account number
- Social Security number
- Up-to-date curriculum vitae.
<https://caxtoncollege.com/en/work-with-us/>
- Professional contact details of two personal references.

IMPORTANT: All documents must be provided as soon as the job position is confirmed.

Caxton College is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo stringent child protection screening including checks with past employers and an enhanced DBS is required.



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