

More activities

- 1. Constructing your Career Routes**
- 2. ESOL Teacher**
- 3. Teacher Trainer**
- 4. ELT Manager**
- 5. Career Route Template**

Constructing your Career Routes

1. Look at the sample Career Routes for an ESOL Teacher, a Teacher Trainer and ELT Manager. Annotate them with your immediate reactions. To what extent do they meet or contradict your expectations?
2. Using the blank template as a guide, make one or more of your own career routes which more clearly represents the career stages which you have experienced, and which you hope to experience in the future.
3. What Continuing Professional Development Activities have you undertaken which have helped you along your Career Route so far? Which will be feasible in the future?
4. What conclusions do you draw about your own career?

ESOL Teacher

Career Route	Knowledge and Skills Evaluation	Examples of CPD activities undertaken	Evidence of CPD undertaken filed in CPD Portfolio (Verification Source)
<p>Career launch</p> <ul style="list-style-type: none"> ▪ Teaching low level, multi-lingual adult General English classes 	<ul style="list-style-type: none"> ▪ P: Skill in adapting and creating resources ▪ I: Confidence to discuss classroom practice with colleagues 	<ul style="list-style-type: none"> ▪ Reading IATEFL newsletters and discussing in weekly professional development meetings 	<ul style="list-style-type: none"> ▪ Flip chart notes from team brainstorming session, handouts etc (L)
<p>Becoming competent in key skills</p> <ul style="list-style-type: none"> ▪ Teaching all levels of mono- and multi lingual adult groups ▪ Teaching exam classes 	<ul style="list-style-type: none"> ▪ F: Knowledge of international ESOL exams ▪ F: Knowledge of ESOL exam resources ▪ I: Counselling skills 	<ul style="list-style-type: none"> ▪ Team teaching exam class with Assistant Director of Studies ▪ Attend in-house teacher development session on teaching exam classes ▪ Observe and give feedback by DoS when handling disruptive students 	<ul style="list-style-type: none"> ▪ Log or journal, schedule, feedback sheets (L) ▪ Paper, audio or video comments, reflections and evaluations of your lessons or work performance. (L) ▪ Flip chart notes from team brainstorming session, handouts etc (L)
<p>Diversifying</p> <ul style="list-style-type: none"> ▪ Teaching Business English and general English and ESOL exam classes ▪ In charge of students' Learning Centre 	<ul style="list-style-type: none"> ▪ P: Materials writing and evaluation skills ▪ P: Methodology update ▪ P: Report writing skills ▪ I: Time management skills 	<ul style="list-style-type: none"> ▪ Co-write a report on changes to time tabling and materials for exam classes, with the DoS. ▪ Attend a book launch of new methodology title ▪ Read time management book from library 	<ul style="list-style-type: none"> ▪ Report (L) ▪ Hand outs, session plan, evaluation sheets (O) ▪ Reading outline, schedule, evaluation sheets (L)
<p>Expertise</p> <ul style="list-style-type: none"> ▪ Specialising teaching in Business English ▪ Mentor for new teachers 	<ul style="list-style-type: none"> ▪ P: Knowledge of business world update ▪ F: Mentoring skills 	<ul style="list-style-type: none"> ▪ Guided reading programme and in-house presentation on new developments in Business English ▪ Attend teacher training seminar 	<ul style="list-style-type: none"> ▪ Reading outline, schedule, evaluation sheets (L) ▪ Hand outs, session plan, evaluation sheets, certificate of attendance (O)
<p>Preparing for retirement</p> <ul style="list-style-type: none"> ▪ Teaching one-to-one Business English part time 	<ul style="list-style-type: none"> ▪ F: Knowledge and skills for teaching one-to-one at home 	<ul style="list-style-type: none"> ▪ Take qualification in Teaching One-to-one 	<ul style="list-style-type: none"> ▪ Course outline, schedule, evaluation sheets, certificate of attendance or of completion. (E)

Teacher Trainer

Career Route	Knowledge and Skills Evaluation	Examples of CPD activities undertaken	Evidence of CPD undertaken filed in CPD Portfolio (Verification Source)
ESOL Teacher <ul style="list-style-type: none"> ▪ Be observed by Certificate TESOL trainees and chat to them afterwards about your lesson 	<ul style="list-style-type: none"> ▪ P: Knowledge of up to date teaching models ▪ F: Different approaches to giving feedback ▪ I: Motivational skills 	<ul style="list-style-type: none"> ▪ Take the Trinity Licentiate Diploma or the RSA/ UCLES DELTA ▪ Peer observe and team teach ESOL classes 	<ul style="list-style-type: none"> ▪ Course outline, schedule, evaluation sheets, certificate of attendance or of completion (E) ▪ Paper, audio or video comments, reflections and evaluations of your lessons or work performance (L)
Teaching Practice Tutor (Cert. TESOL) <ul style="list-style-type: none"> ▪ Observe trainees teaching and give them feedback 	<ul style="list-style-type: none"> ▪ P: Knowledge of CALL ▪ F: Develop computer skills 	<ul style="list-style-type: none"> ▪ Attend seminar on CALL ▪ Take computer training course 	<ul style="list-style-type: none"> ▪ Hand outs, session plan, evaluation sheets, certificate of attendance (O) ▪ Course outline, schedule, evaluation sheets, certificate of attendance or of completion (E)
Input Tutor (Cert. TESOL) <ul style="list-style-type: none"> ▪ Teach input sessions on methodology and language awareness 	<ul style="list-style-type: none"> ▪ I: Team building skills ▪ F: Time management skills 	<ul style="list-style-type: none"> ▪ Research, write and present staff team-building session with the head of Department ▪ Read a time management book and start prioritising daily tasks 	<ul style="list-style-type: none"> ▪ Report (L) ▪ Hand outs, session plan, evaluation sheets, certificate of attendance (O) ▪ Reading outline, schedule, evaluation sheets (L)
Course Director (Cert. TESOL) <ul style="list-style-type: none"> ▪ Lead courses in the UK and in an overseas centre ▪ Standardise course tutors 	<ul style="list-style-type: none"> ▪ P: Data collection and evaluation skills ▪ F: Methodology knowledge and skills update 	<ul style="list-style-type: none"> ▪ Read classroom based research title, to create system for comparing teacher training courses ▪ Present finding at national ELT conference 	<ul style="list-style-type: none"> ▪ Reading outline, schedule, evaluation sheets (L) ▪ Hand outs, session plan, evaluation sheets, certificate of attendance (O)
Course Director (Cert. TESOL) <ul style="list-style-type: none"> ▪ Lead courses in the UK and in an overseas centre ▪ Standardise course tutors 	<ul style="list-style-type: none"> ▪ F: Mentoring skills ▪ I: Stress management skills 	<ul style="list-style-type: none"> ▪ Shadow and be shadowed while mentoring new teacher trainers ▪ Read stress management book 	<ul style="list-style-type: none"> ▪ Job, task, role description, schedule, timetable, feedback sheets (L) ▪ Reading outline, schedule, evaluation sheets (L)

ELT Manager

Career Route	Knowledge and Skills Evaluation	Examples of CPD activities undertaken	Evidence of CPD undertaken filed in CPD Portfolio (Verification Source)
<ul style="list-style-type: none"> ESOL Teacher 	<ul style="list-style-type: none"> F: Mentoring and coaching skills F: Job interviewing skills 	<ul style="list-style-type: none"> Shadow other mentor and be observed mentoring Attend seminar on teacher interviewing and selection skills and procedures 	<ul style="list-style-type: none"> Job, task, role description, schedule, timetable, feedback sheets (L) Hand outs, session plan, evaluation sheets, certificate of attendance (O)
<ul style="list-style-type: none"> Be an assistant, cover or summer Director of Studies 	<ul style="list-style-type: none"> P: Organisational and planning skills I: Listening skills I: Counselling skills 	<ul style="list-style-type: none"> Shadow DoS Time table weekly classes Attend counselling skills seminar 	<ul style="list-style-type: none"> Job, task, role description, schedule, timetable, feedback sheets (L) Hand outs, session plan, evaluation sheets, certificate of attendance (O)
<ul style="list-style-type: none"> Be a Director of Studies 	<ul style="list-style-type: none"> P: Goal setting skills F: Knowledge of appraisal systems and their evaluation P: Health and safety knowledge 	<ul style="list-style-type: none"> Take an ELT Management Diploma Read school health and safety handbook and make a quiz for staff on main issues 	<ul style="list-style-type: none"> Course outline, schedule, evaluation sheets, certificate of attendance or of completion (E) Reading outline, schedule, quiz and evaluation sheets (L)
<ul style="list-style-type: none"> Be an Academic Director 	<ul style="list-style-type: none"> F: Financial planning knowledge F: Computer skills - spread sheets I: Managing teams skills 	<ul style="list-style-type: none"> Take an active part in a Director of Studies Association Take a computer skills (spread sheets) course Read ELT management book sections on school financial planning 	<ul style="list-style-type: none"> Attendance certificate, record of attendance at meetings (E) Course outline, schedule, evaluation sheets, certificate of attendance or of completion (E) Reading outline and evaluation sheets (L)
<ul style="list-style-type: none"> Be a Principal 	<ul style="list-style-type: none"> F: Knowledge of employment legislation F: Knowledge of marketing 	<ul style="list-style-type: none"> Take an MBA 	<ul style="list-style-type: none"> Course outline, schedule, evaluation sheets, certificate of attendance or of completion (E)

Career Route Template

Title: _____

Career Route	Knowledge and Skills Evaluation	Examples of CPD activities undertaken	Evidence of CPD undertaken filed in CPD Portfolio (Verification Source)