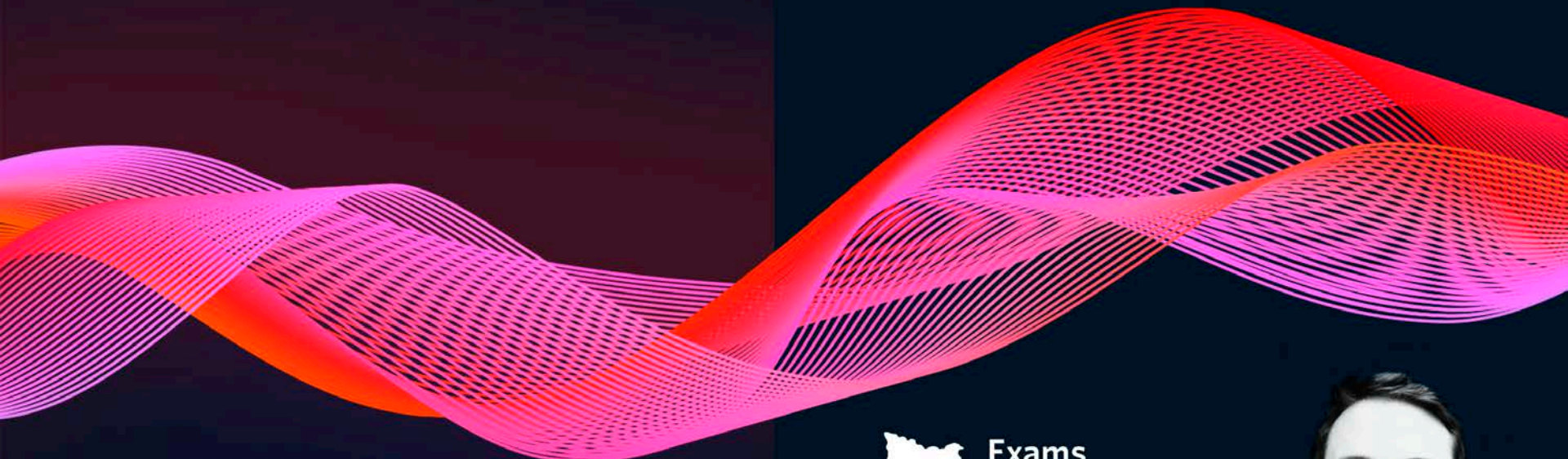


Where do I go from here?

Career paths for English Teachers



ELT CONFERENCE



Dan Shepherd

Writer, Teacher Trainer, Team Leader



Exams
Catalunya

Cambridge English Qualifications



Cambridge Assessment
English

Authorised Platinum Exam Centre



While we wait



Exams
Catalunya
Cambridge English Qualifications



Cambridge Assessment
English

Authorised Platinum Exam Centre

Introduce yourself to the person next to you.

Talk to them about:

- Why you are here
- What your career ambitions are for the next 1, 5 and 10 years.

What to expect



Exams
Catalunya
Cambridge English Qualifications



Cambridge Assessment
English

Authorised Platinum Exam Centre

- Introductions
- We are going to look at academic management, teacher training, examining and materials writing.
 - Characteristics
 - Tips for getting involved
 - Advice from an expert
- Finish with some general tips for professional development and some resources for finding work.

Who am I?





6 ELT CONFERENCE



Exams
Catalunya
Cambridge English Qualifications



Cambridge Assessment
English

Authorised Platinum Exam Centre

After graduating
times were
hard...

Since then I've been busy...



I've taught every type of class imaginable

I've been a YLs coordinator

I spent 3 years as a DoS

I've done some teacher training

I became a speaking examiner and team leader at Exams Catalunya

I started my own business – [Hubbub Labs](#)

I've just created a database of teachers

The highlight of
my career (so
far)...



Academic Management



What are the characteristics of a successful Academic Manager/Director of Studies?

- ★ Has the patience of a saint
- ★ Has a number of years teaching experience and an advanced ELT qualification
- ★ A multitasker and wears many hats (and is good at firefighting)
- ★ Is able to see things from a business and a teaching point of view
- ★ Is a people person and always has time for teachers and students
- ★ Speaks the local language to a B2/C1 level

Academic Management



Tips for getting involved:

- Don't limit yourself to one type of course - put yourself out there. A good DoS can offer advice to ALL the teachers.
- Offer to help with level testing at your school
- Organise an event
- Start with a smaller coordination role or a DoS/ADoS job at a summer camp to see if you like it
- Offer constructive criticism about school/business
- Do a course – DELTA, Leadership in ELT, IDLTM

Advice from an expert



Michael Terry
Centre Manager Exams Catalunya

“My advice would be to grab every opportunity for training or expanding your experience. Put your hand up whenever help is being sought - substitute a class at late notice; contribute lesson plans to a communal folder; offer to do a training session for your colleagues; make suggestions about materials or training events. These things are noticed by those making decisions and often lead to your name being brought up when coordination or management positions are up for discussion. It’s a win-win because even if it doesn’t lead to promotion in your current context, it can all go on your CV if you want to look elsewhere.”

Advice from an expert:



Duncan Foord

Director Oxford TEFL and Oxford House

“Tell your boss (or any other managers you know) that you want to get into management. Get some feedback on whether they think you are cut out for it and, if you are, what you need to do to get there. Then do it!”

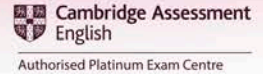
Teacher Training



What are the characteristics of a successful Teacher Trainer?

- ★ Is interested in teaching methodologies and trying new things
- ★ Doesn't mind being observed
- ★ Is good at giving feedback
- ★ Can explain things in a clear way
- ★ Listens to students

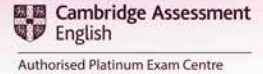
Teacher Training



Tips for getting involved:

- Organise mini workshops at your school
- Try team teaching and peer observations
- Embrace observations and feedback
- Mentor a new teacher
- Take a course - dip TESOL/DELTA, Training the trainer
- Submit a proposal for a conference
- Find teaching work in a school that also run their own initial teaching qualifications (CELTA/Cert TESOL).

Advice from an expert



Anna Stubbs
CELTA Course Director

“First do a Dip.TESOL or DELTA and then get involved in mentoring new(er) teachers to see if it’s something you enjoy. You could also put together a workshop at your school school and present to the staff to see if it’s also something you like doing – it’s like doing input sessions.”

Examining



What are the characteristics of a successful Speaking Examiner?

- ★ Has experience teaching the exam and level
- ★ Is attentive and good at listening
- ★ Makes students feel welcome
- ★ Is calm and collected
- ★ Is organised
- ★ Is able to switch from teacher to examiner

Examining



Tips for getting involved:

- Teach more exam classes and get lots of experience with different exams
- Familiarise yourself with the mark schemes
- Help organise mock exams at your school
- Contact your local exam centre and introduce yourself
- Check out the requirements online

Links:

[Cambridge Assessment English](#)

[IELTS](#)

[Trinity](#)

[Pearson](#)

Advice from an expert



Erin Van de Hey
Head of Support Services

“Becoming an invigilator is a great first step on the ladder to becoming a speaking examiner. Beyond getting more experience and a bit of extra money in your pocket, invigilating shows you what exam day is really like for candidates. This insider view will help you make sure your students are better prepared on the day, which in turn will reflect well on you as a teacher!”

Materials Writing



Exams
Catalunya
Cambridge English Qualifications



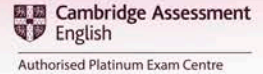
Cambridge Assessment
English

Authorised Platinum Exam Centre

What are the characteristics of a successful Materials Writer?

- ★ Has a passion for writing
- ★ Pays attention to detail
- ★ Is methodical
- ★ Can take criticism
- ★ Is consistent, creative and persistent

Materials Writing



Tips for getting involved:

- Create your own materials in class
- Share materials in the staff room and ask for feedback
- Start a blog
- Write a guest post for someone else's blog
- Join the ELT Teacher2Writer database
- Join a special interest group

Links:

[English Profile](#)

[ELT Teacher2Writer](#)

[Designer Lessons](#)

[MaWSIG](#)

Advice from an expert



David Nunan
Author

“The best way to draw yourself to the attention of a publisher is to offer to review draft materials that are in development. If the publisher likes your review they may ask you (or you may offer) to be involved in writing ancillary materials (workbooks, teachers’ manuals, quizzes, online games etc.) to accompany the main course.”

[Read more here on English.com/blog](https://www.english.com/blog)

Final advice



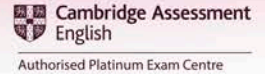
Exams
Catalunya
Cambridge English Qualifications



Cambridge Assessment
English
Authorised Platinum Exam Centre

- Don't do it for the money (at least in the short term)
- You can never have too many contacts
- Say yes more than you say no
- Update your LinkedIn profile - ask for recommendations, include relevant skills, connect with people you meet
- Always offer value first – especially online
- Make your CV standout

Make your CV standout!



DAN SHEPHERD

Teacher, Teacher Trainer and Academic Manager

INFO

Name
Dan Shepherd
NIE: Y1420749F
D.O.B: 10/09/1987

Address
C/ Lluna 6, 2-1
08001
Barcelona

Phone
+34 656 918 018

Email
dan@hubbulabs.com

LinkedIn
<http://www.linkedin.com/in/dan-shepherd>

INTERESTS

SPORT

MOUNTAINS

MAKING MOVIES

LANGUAGES

ENGLISH: Native

SPANISH: Fluent (B2+)

CATALAN: Basic (A2-B1)

REFERENCES

Michael Terry
Centre Exams Manager
Exams Catalunya
m.terry@exams-catalunya.com

WORK EXPERIENCE

- 2017 - Present** **Hubbulabs**
Co-founder and Director of Operations
Oversee the day-to-day management of the business working closely with clients and freelancers around the world.
- 2014 - Present** **Exams Catalunya**
Seminar presenter and Team Leader
Speaking examiner and team leader for main suite exams (KET, PET, FCE, CAE) and have lead seminars in Barcelona and other locations in Catalonia.
- 2014 - 2017** **Oxford House**
Director of Studies
Oversee the learning of over 1000 students and lead a team of 50+ teachers.
- 2013 - 2014** **Oxford House**
Young Learner Coordinator
Responsible for the young learner department at Oxford House. Managed around 10 teachers and 200 children.
- 2010 - 2017** **Oxford House**
English Language teacher
Teaching YL, teen and adult general English and exam classes.

EDUCATION AND COURSES

- 2014 - 2015** **Oxford TEFL, Barcelona**
Leadership in ELT course
- 2013 - 2014** **Oxford TEFL, Barcelona**
Trinity Dip. TESOL
- 2010** **Oxford TEFL, Barcelona**
Trinity CERT. TESOL
- 2006 - 2009** **Bournemouth University**
BSc Forensic and Crime Scene Science

SKILLS AND EXPERTISE

Positivity	=====	Microsoft Office	=====
Adaptability	=====	Social Media	=====
Communication	=====	Networking	=====
Organisation	=====	Events Planning	=====
Teamwork	=====	Public Speaking	=====
Customer relations	=====	Amateur Videos	=====

Where to look for jobs



Exams
Catalunya
Cambridge English Qualifications



Cambridge Assessment
English

Authorised Platinum Exam Centre

- In your own school
- LinkedIn
- [Tefl.com](https://www.tefl.com)
- [Dave's ESL café](https://www.daveseslcafe.com)
- [British Council Jobs](https://www.britishcouncil.org/jobs)
- Local Facebook groups E.g. [Barcelona TEFL Teachers Association](https://www.facebook.com/BarcelonaTEFLTeachersAssociation)
- Publishers websites e.g. <https://pearson.jobs/>

Where to look for jobs



Exams
Catalunya
Cambridge English Qualifications



Cambridge Assessment
English

Authorised Platinum Exam Centre



Tim Geaney ▶ **Barcelona TEFL Teachers Association (BTTA)** ...

1 min · 📷

Hi Everyone! **International House Barcelona** is looking for a DoS in their Extraescolar Department.

'Extrascolares' teaches around 730 students in 15 schools across Barcelona and you'll be managing teachers, and liaising with students with clients, students and schools.

Your Profile:

You have a DELTA or equivalent with at least 5 years EFL teaching and senior teacher/management experience. You speak C1 Spanish and/or Catalan. You have experience in YL teaching and knowledge of Child Protection issues and Special Needs inclusion.

Contract: Fixed

Hours: Full Time 38-hour week (may include a number of teaching hours, 10.30 – 19.00 Monday to Friday). And occasional attendance required on Saturdays (4 or 5 a year)

Location: Calle Trafalgar 14

Salary: Subject to negotiation depending on experience and qualifications.

Start Date: 10th December

Fit the bill and interested?

Send a CV and accompanying letter to our head of HR:

oluna@bcn.ihes.com

Deadline: 25th November

Good luck!

— 🙋 looking for employees.

Where to look for jobs



**Exams
Catalunya**
Cambridge English Qualifications



**Cambridge Assessment
English**

Authorised Platinum Exam Centre

IELTS On-Screen Marking Writing Examiners (KK20149976)

30/11/2018

Flexible Location

Region	European Union
Country / Territory	Flexible Location
Location	Flexible Location
Department	English & Exams
Job Category	Exams
Pay Band	Attachment

Vacancy Description APPLICATIONS – IELTS ON-SCREEN MARKING WRITING EXAMINERS (Germany, Hungary, Romania, Switzerland, Belgium and Portugal)

Where to look for jobs



Exams
Catalunya
Cambridge English Qualifications



Cambridge Assessment
English
Authorised Platinum Exam Centre

TEFL TEACHER TRAINER OPPORTUNITIES IN SOUTHEND-ON-SEA

Deadline: Fri 16 Nov 2018 00:00:00 GMT



United Kingdom: Southend-on-Sea.

The TEFL Academy

Experience: 2 YEARS

Positions: 2

Freelance Position



- [Add to My Jobs folder](#)
- [More jobs from this recruiter](#)
- [More jobs in United Kingdom](#)
- [Email to a friend](#)

Job Summary

This role involves:

Delivering the course by following The TEFL Academy course curriculum

Support students who want to gain a World accredited TEFL qualification to teach English abroad

Guide students with practical teaching and learning skills

Assess students work and offer constructive feedback throughout the 20-hour weekend course

Where to look for jobs



Exam Support Manager

Cambridge Assessment · Cambridge, GB

Posted 2 weeks ago · 86 views

Save

Apply



6 connections can refer you

Get referred to increase your chances of landing an interview.

[Ask for a referral](#)

Job description

Job Title: Exam Support Manager

Contract: Full time and permanent

Salary: £32,100-£43,300

Location: Cambridge

Industry

Marketing & Advertising,
Staffing & Recruiting,
Financial Services

Employment Type

Contract

Where to look for jobs



Content Developer, Test Prep ELT in Harlow, United Kingdom

Content Developer, Test Prep ELT

Description

Position Overview:

The Senior Content Developer leads and manages the content development for a new product component, or leads for the overall content development of revisions, adaptations or transformations of existing products. Working in-house as part of a project team, the Senior Content Developer:

- Executes plans for the writing, editing, and production of content throughout its development
- Leads as necessary on the instructional design, meeting of efficacy goals, and development of prototypes and briefs
- Implements new workflows for the continuous improvement of content development
- Provides appropriate support and training for team members, writers and editors using prescribed content development tools
- Assumes responsibility for delivery of high quality content on time and to budget

The Teacher List



Trying to solve two problems:

1. Teachers find it hard to fill their schedules
2. Schools spend lots of time looking for teachers during the year

The solution?

A database of teachers in and around Barcelona!

[https://danshepherd1.typeform.com/to/
P2Du1W](https://danshepherd1.typeform.com/to/P2Du1W)

Thank you for listening! 😊

dan23iw@gmail.com

<https://www.linkedin.com/in/dan-shepherd/>

6ELT CONFERENCE



Exams
Catalunya

Cambridge English Qualifications



Cambridge Assessment
English

Authorised Platinum Exam Centre

Cambridge English Platinum Examination Centre - ES439 - ES449
Teaching Awards Centre - CELTA Teacher Training
C/ Freixa 5 - 9, 08021. Barcelona
+34 934 111 333

info@exams-catalunya.com