

Edge Hill University

Teaching English as a Foreign Language

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Careers Centre

'Teaching English to non-native speakers offers a fantastic cultural exchange, and allows you to explore your own language from an entirely new perspective. TELF may offer the opportunity to travel the world and impart your knowledge of English upon enthusiastic and motivated students that yearn to interact with a native speaker. This takes you out of your comfort zone and into a job market that is always in need of willing and motivated educators.'

(Jon Barnes, Assistant Director of Curriculum and Educational Services, ELC (HK) Ltd and former Edge Hill student)

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Careers Adviser
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Teaching English as a Foreign Language

Introduction:

Teaching English as a Foreign Language (TEFL), which is also known as Teaching English to Speakers of Other Languages (TESOL) or English Language Teaching (ELT), involves the process of teaching the English language to students whose first language is not English. It can take place in the UK or overseas and can involve teaching students at all ages. English is the official or joint official language in over 75 countries worldwide and is therefore recognised as the language of international communication. As a result of this fact, there is an increasing demand for teachers of English. Increased levels of immigration and the growth in numbers of international students coming into the country to study has also stimulated the demand for teachers within the UK. This is an important factor because, although most people who consider teaching English as a foreign language do so because of the opportunities it provides for living and working abroad, there is also a TEFL need in the UK.

Some Terms and Definitions

The commonly used Acronyms listed below can be confusing and are often used interchangeably (EFL or TEFL terms are mostly used).

As a starting point it is important to distinguish the various terms and acronyms you will encounter in the world of English Language Teaching:

TEFL (Teaching English as a Foreign Language)

This along with ELT (see below) is the most common term used in the UK and refers to Teaching English to students whose first language is not English most often in their country of origin. The students are usually motivated adults whose company will pay for the course or they will pay themselves. Subcategory: **ESP** (teaching English for a specific purposes i.e. fields of medicine, business etc). **EAP**(teaching English for Academic purposes i.e. British Council government funded courses for foreign students wanting to study at English medium institutions in their own country.

ELT see TEFL (English Language Teaching)

Term used commonly by University of Cambridge who publish the Cambridge Certificate (CELTA) course journal.

TESOL (Teaching English to Speakers of Other Languages)

Usually interchanged with TEFL. These learners however live in an English Speaking country who are not native English speakers i.e refugees, immigrants. The courses are funded by the state and supported by the

Learning Skills Council. TESOL Teachers are often qualified in the Trinity College London Certificate/ Licentiate Diploma. TESOL courses provide students with 'integrated' English Language skills that will enable them to communicate in educationally, culturally and in the workplace.

❖ **TESL/TEAL (Teaching English as a Second Language/Teaching English as an additional language)**

English is spoken as a second language in the context of official communication and administration where several language groups exist ie Hong Kong, Singapore, Kenya, Nigeria and India.

TESL is the term used mainly in the USA and English taught here is usually involved with multicultural education and its large demand from immigrants to the USA.

CELTYL (English Language Teaching to Young Learners /TEYL (Teaching English to Young Learners)

These Learners are aged between 4 and 18 yrs old

Routes into Teaching

TEFL certificates

The most common and often 'minimum' qualifications required to teach English as a foreign Language are:

- Certificate of English Language Teaching to Adults (**CELTA**) awarded by University of Cambridge Local Examination Syndicate (UCLES)
(<http://www.cambridgeesol.org/index.php>)
- Certificate in Teaching English to Speakers of Other Languages (**Cert.TESOL**) awarded by Trinity College London
<http://www.trinitycollege.co.uk>

These qualifications can be taken full time or part-time and are worldwide.

Distance learning courses are also possible but owing to the lack of teacher feedback, might not be deemed suitable to many institutions.

TEFL Diplomas

Those EFL teachers with a certificate and at least two years work experience may take a further TEFL professional qualification in the form of a Diploma. These can be part-time courses, distance learning or one year full time courses. Diploma courses include:

- **DELTA** (Diploma in English Language Teaching to Adults) awarded by Cambridge ESOL <http://www.cambridgeesol.org/index.php>
- **Trinity College Licentiate Diploma to TESOL**
<http://www.trinitycollege.co.uk>

BA and MA degrees

After professional diplomas there are many institutions of Higher Education that offer higher level academic qualifications that focus on language teaching. BA and MA courses in TEFL/TESOL are often specialised e.g. MA/Dip in Language Learning and Technology, MA in ELT management/ MA in applied linguistics.

These courses may seem good on paper but may not have the teaching element which is crucial when looking for a job. There are also numerous University certificate courses for people with no teaching experience and others - usually called 'advanced certificates' for qualified teachers. Many private organisations offer these nationally recognised qualifications as well as their own diplomas and certificates.

Teaching English to Young People

Courses in this specialised area of English Language Teaching are validated by Cambridge ESOL and Trinity College London. The Cambridge CELTYL qualification is an appendix qualification to the CELTA course and lasts a further two weeks.

The Trinity College London Certificate TEYL (Teaching English to Young Learners) is a stand-alone qualification similar to the Cert TESOL but with emphasis on skills for teaching children.

As can be seen there are various routes to becoming an English Language teacher and, in rare cases, it is possible to teach English with no formal teaching qualifications at all. However, due to the popularity of the work, it is now widely accepted that a qualification is essential. Beginner's courses can vary from a few days to a few years, but most employers consider externally validated certificates from courses lasting at least four weeks full time, or of a minimum of 100 hours, including teaching practice to be the minimum qualification.

Although it is still possible to obtain posts in the private sector abroad with no training or experience, possession of a degree is often specified and a qualified TEFL teacher will usually be paid a better salary and/or have more favourable terms and conditions attached to a post. In some countries it is necessary to have a TEFL certificate before you can obtain a visa that will allow you to teach English while to teach EFL/ESOL in the UK formal qualifications are essential. Equally, some countries require Qualified Teacher Status (QTS) in addition to a TEFL qualification.

A 'Certificate' course is usually considered to be the pre-service qualification and is the most useful qualification for anyone intending to spend a year or more abroad as an English teacher. The Diploma is usually an in-service course, which is followed by practising EFL teachers with experience of teaching and often seen as the 'Masters' equivalent in TEFL.

The following websites offer comprehensive information on qualifications and training:

- University of Cambridge ESOL Qualifications: <http://www.cambridgeesol.org/>
- Trinity College: <http://www.trinitycollege.co.uk/> Follow tab 'Teaching English'
- The British Council: <http://www.britishcouncil.org/teacherrecruitment-our-work-in-tefl.htm>

Where can I study?

In the North West area, there are many institutions and organisations offering TEFL related courses.

We have listed a range of providers in the Northwest, and have included some examples of their provision but to ensure that the information given here is accurate and up to date, **you should always contact the college yourself before making an application.**

Blackburn College, Gateway Centre, Feilden Street, Blackburn BB2 1LH

Tel: 01254 292 500 email: info@training-people.co.uk

Website: www.training-people.co.uk

Programmes include: **CELTA - English Language Teaching To Adults**

Entry criteria:

- have a standard of education equivalent to that required for entry into higher education.
- 20+ years of age
- have a standard of English which will enable you to teach at a range of levels

Requires part-time attendance one day per week (Tues 9-5pm) and one evening per week (Thurs 5-9pm) from Sept to Dec. Cost at the time of writing about £950 but check with institution for up to date pricing.

Details at:

http://www.blackburn.ac.uk/CELTA_English_Language_Teaching.html

Also offer **Advanced Certificate for ESOL Subject Specialists - Level 5** aimed at ESOL teachers already holding a CELTA cert or equivalent. It will fit together with a generic PGCE to provide a qualification that will allow you to teach ESOL in the Learning & Skills (FE) sector in the UK.

Contact : he-admissions@blackburn.ac.uk or tel: 01254 292340

Blackpool & Fylde College, Ashfield Road, Bispham, FY2 0HB,
Tel: 01253 504043 Direct line or general course enquiries 01253 504343
Email: esol@blackpool.ac.uk
Website: www.blackpool.ac.uk
URL: <http://www.blackpool.ac.uk/course/english-speakers-other-languages-esol-certificate>

Offer part-time and full time ESOL courses. Check with institution for up to date costs (full time course £1305 at time of writing).

Bolton Community College, ESOL Department, New College, Dean Rd
Bolton BL2 1ER,
Tel: 01204 482460/ 01204 484453
Website: www.boltoncollege.ac.uk
Email: info@boltoncc.ac.uk or julie.corcoran@boltoncc.ac.uk

Programmes include: **Teaching ESOL - TESOL Certificate (CELTA)** A full time 4 week course Mon-Fri 9-6pm during July. Cost at time of print approx £900 .

Also if you are already an ESOL or EFL teacher with a Certificate level qualification such as CELTA the University of Bolton offer the level 5 Diploma in ESOL and this pathway is for existing skills for life ESOL specialists who need to gain the diploma as part of the LLUK requirement. Contact www2.bolton.ac.uk for further details.

City College Manchester, Fielden Centre, 141 Barlow Moor Road, West Didsbury M20 2PQ
Tel: 0800 0688585
Website: www.themanchestercollege.ac.uk
Direct line : John Longshaw 0161 9186816

Programmes include: **Trinity College London Certificate in TESOL at leaves 4 and 5.** These courses are designed to equip you with the necessary skills to teach a foreign language to adults either at a college or in a private capacity. Learning is through lectures, workshops, group/pair working and observation. Offered full-time or part time. Full time costs at time of print £1190 but always contact the institution for up to date costs.

Lancaster University, Dept. Linguistics & Modern English Language, Lancaster LA1 4YT
Tel: 01524 593 028 / 01524 593 028
Website: www.lancaster.ac.uk

Programmes include: **M.A. in Teaching English as a Foreign Language (TEFL)** This programme is aimed at those interested in developing a career in teaching English as a foreign language (TEFL), but who have from zero to less than three years' foreign language teaching experience. Teaching is via a mixture of academic study, seminars and workshops. More academic than the Trinity/ Cambridge certificates that are more skills based.

For further information on and/or an application form, please contact: Ms Marjorie Wood (m.f.wood@lancaster.ac.uk) (Postgraduate Secretary), Tel: 01524 593028.

Also on offer is the **MA in TESOL** for experienced TEFL teachers (min 2 yrs) and this can be campus based or via web based distance learning. If interested please contact Elaine Heron on 01524 593050 or e.heron@lancaster.ac.uk

Liverpool Community College, Myrtle Street, Liverpool L7 7DM
Tel; 0151 252 3000
Website: www.liv-coll.ac.uk

LCC offer **CELTA with PTLLS** (Preparation to teach in the lifelong learning sector. The PTLLS is essential if you wish to teach in the public sector in the UK now or in the future.) over 18 weeks (Mon and Wed evenings and 10 daytime sessions). Cost at time of print £1500 which includes the PTLLS qualification.

Further information from: Denia Kincade, Tel: 0151 252 3827
denia.kincade@liv-coll.ac.uk or nicola.karunaratne@liv-coll.ac.uk
Tel: 0151 252 4609

Liverpool University, Applied English Language Studies Unit, Modern Languages Building, Chatham Street, Liverpool L69 7ZR
Tel: 0151 794 2735
Website: www.liv.ac.uk
or contact Dr Tom Hawes on 0151 794 2770 Email: tomhawes@liv.ac.uk

MA in Teaching English to Speakers of Other Languages(1yr full-time Sept – Sept)

This programme is designed for people who are planning to become teachers of English to Speakers of Other Languages/English as a Foreign Language. Applicants will have little or no previous experience of teaching, or may already have begun teaching but feel the need for training to strengthen and extend their professional skills. The overall aim is to enable students to develop the professional skills and knowledge that they will need for a career in the field of TESOL. Applicants will have a first degree, usually in English (but will consider candidates who have studied other subjects). As with the Masters at Lancaster this is an academically based course but it does include modules such as classroom observation and practical classroom techniques. Full details of the Programme at:

http://www.liv.ac.uk/english/ma_courses/post_ma_tesol.htm

Manchester Academy of English, St. Margaret's Chambers, 5 Newton Street, Manchester M1 1HL
Tel: 0161 237 5619
Website: www.manacad.co.uk or info@manacad.co.uk

Cambridge Certificate in English Language Teaching to Adults

(CELTA) Offer four-week full-time and 18-week part-time intensive initial teacher training courses leading to the CELTA qualification.

Website states that “Manchester Academy of English is accredited for the Teaching of English as a Foreign Language (TEFL) by the British Council and a member of English UK, the association for British Council accredited English Language Schools in the UK. CELTA courses are run by Manchester Academy Teacher Training (UK) Ltd, and validated by the University of Cambridge ESOL Examinations (Cambridge ESOL)”

Courses include assessed teaching practice and observation with feedback from tutors as part of the programme. Fees for 2011 quoted as: £1150 but check with institution for the most up to date information.

There is also a new one day **CELTA taster day** which costs £70 but this fee will be deducted should you decide to take up the CELTA qualification. Further information at: <http://www.manacad.co.uk/teacher.html>

The Manchester College, Openshaw Campus, Whitworth House, Ashton Old Rd, Manchester M11 2WH

Tel: 0800 068 8585

Website: www.themanchestercollege.ac.uk

Teaching English to Speakers of Other Languages (TESOL) Trinity Certificate The course is designed to introduce you to the fundamentals of Teaching English to Speakers of Other Languages (ESOL). Offered on a full time and part-time basis . Course fees at time of print were £1190.

Also offer a Level 5 diploma accredited by Trinity designed to encourage the acquisition and development of professional knowledge and expertise, as well as the refinement of practical teaching skills. Further information at:

<http://www.themanchestercollege.ac.uk/options/720/Teaching-English-to-Speakers-of-Other-Languages-ESOL->

Manchester University, English Language Courses, Oddfellows Hall, University Language Centre, The University of Manchester, Oxford Road, Manchester M13 9PL

Tel: 0161 306 3397 Fax: 0161 306 3396

Email: englang@manchester.ac.uk www.ulc.manchester.ac.uk

Trinity Certificate TESOL : Very intensive 4 week offered in July, October and February (130 hours) For specific information contact

TESOL@Manchester.ac.uk

The university website offers useful information re TEFL as a career option

www.ulc.manchester.ac.uk/english

Salford University, School of Languages, Maxwell Building, Greater Manchester M5 4WT
Tel: 0161 295 5065
Website: www.languages.salford.ac.uk/efl

Salford offer two programmes: the **MA/Postgraduate diploma in TEFL** offered on a 1 yr full time basis. Fees at time of print were £4400. This programme focuses on combining theoretical insights in English language teaching (ELT) and learning with practical applications to specified contexts. Also the **MA/Postgraduate diploma in TEFL with Applied Linguistics**,. Check with the institution for up to date costs.

University of Cumbria, Languages Development Centre, Lancaster LA1 3JD
Tel: 01524 384488 Website: www.cumbria.ac.uk

<http://www.cumbria.ac.uk/Courses/Subjects/Education/Short/IntroductiontoTESOL.aspx>

Offer a single module introduction to TESOL with the option of doing further modules as a student on their PGCE programmes.
In 2012 a 1 yr full time MA in TESOL (Lancaster) is also being offered.
www.cumbria.ac.uk/Courses/Subjects/Education/Postgraduate/TESOL.aspx

West Cheshire College, International Study Centre, Eaton Road, Handbridge, Chester CH4 7ER
Tel: 01244 670 568
Website: www.west-cheshire.ac.uk contact e.lake@west-cheshire.ac.uk

Offer the Certificate in English Language Teaching to Adults (CELTA) part-time over 18 weeks costing at time of print £1250. Normally a full time 4 week course is run in July every year but this is dependent on numbers.

Summary

As you can see from the examples the cost of courses varies according to the type of qualification and your mode of attendance (full- or part-time) so you should check with the individual institution or organisation for full up to date details. Sometimes it is possible to get a reduction in fees if you are unwaged and/or in receipt of certain benefits. Typically, a course leading to the CELTA qualification can cost £900 upwards, while exam, registration and moderation fees can be additional to the cost of the training, so always check with the provider exactly what costs will be involved.

There are numerous private providers of short and extended TEFL courses – too many to list here – and you should always consider carefully before committing yourself whether the training and qualifications on offer are of good quality and whether it will actually help you to get a job. It is possible to

do 'distance-learning' TEFL and this method can be convenient and less costly than other courses, but these courses don't always give the opportunity for students to get actual teaching practice. For this reason, some employers, especially in Europe, will not consider you qualified to teach if you have done a distance-learning course.

Learn Direct has a searchable database of course providers:

<http://www.learndirect.com/>

Also useful for comparisons of courses and jobs is Cactus at:

<http://www.cactustefl.com/>

Finding Job Opportunities

Language (also referred to as 'Chain') **Schools** often offer training and placements in affiliate schools and some will find you a position in one of these schools. There is usually a central office of the Language school with branches in different locations. Some of the bigger and well-known names include (all of these have UK offices):

InLingua	www.inlingua-cheltenham.co.uk
Berlitz	www.berlitz.com
Linguarama	www.linguarama.com
Eurocentres	www.eurocentres.com
Nord Anglia International Language Academies	www.language-academies.com

TEFL websites

There are more than one hundred websites dedicated to TEFL jobs, many in Asia. However there are two giants of the TEFL world **eslcafe.com** and **tefl.com** which dominate the field. They offer job discussion forums and links to specific institutes and chains in each country. Please refer to Page 83 of Teaching English Abroad by Susan Griffith for more detailed information. (Available in Ormskirk campus library)

Recruitment Agencies

There are some agencies that specialise in the recruitment of English Language Teachers. **The 'English Language Teaching Guide'** (available in the LRC) and **'Teaching English Abroad'** (have details together with a wide range of other useful information.

British Council and Voluntary Service Overseas (VSO)

Both these organisations hold information about opportunities overseas for teachers of English

The British Council

British Council Information Centre
Bridgewater House
58 Whitworth Street
Manchester M1 6BB

Telephone 0161 957 7755 (9 a.m. - 5.30 p.m.)

E-mail general.enquiries@britishcouncil.org

Web: www.britishcouncil.org

VSO

Head office
Carlton House
27A Carlton Drive
Putney
London
SW15 2BS
UK

Tel: 020 8780 7500

Web: www.vso.org.uk

English Language Camps (HK) Ltd (ELC (HK) Ltd

Edge Hill alumni Jon Barnes who is Assistant Director of Curriculum and Educational Services at this organisation visited Edge Hill to promote opportunities in Hong Kong to our students. His presentation slides can be viewed from the Teaching Zone of the careers website at

<http://www.edgehill.ac.uk/careers/TeachingZone/>

They invite student teachers over for summer camps between July and August and at the time of writing (November 2011) they will subsidise flights and accommodation. This is a great opportunity to try TEFL teaching over the summer to see if it is for you.

ELC Hong Kong Office:
Rm 2201, 22/F, 113 Argyle Street
Mongkok, Kowloon
Hong Kong
Tel: (852) 2715-8201 Fax: (852) 3188-9667
Website: www.elcltd.com

Japan Education & Exchange Scheme (JET)

JET is an established scheme with a single application intake every year, usually between October and November.

Now in its 20th year the JET programme has placed over 44,000 participants from over 44 countries into positions in Japan. The JET Programme, the official government scheme, places graduates in centres in Japan in order to promote international understanding at a grass-roots level and to improve foreign language teaching in their schools.

There are 2 positions available for UK graduates on the JET Programme: **Assistant Language Teacher (ALT)** and **Coordinator for International Relations (CIR- where candidates must speak adequate Japanese)**. However, the majority will work as ALTs – in 2010, for example, about 190 ALTs, but only 4 CIR positions were filled by UK graduates.

Assistant Language Teacher (ALT)

More than 90% of JET participants are employed as ALTs by a Japanese secondary school or local Board of Education. Often this can mean visiting more than one school in the area to which they have been assigned. Typically their work involves team-teaching, or helping in classes taught by Japanese Teachers of English (JTE). They will also assist in the preparation of materials, join in extra curricular activities and, perhaps, assist with the training of JTEs. However, no two positions are the same and it is essential for ALTs to be flexible in their approach.

Co-ordinator for International Relations (CIR).

Applicants for CIR positions must be able to speak sufficient Japanese to allow for effective daily communication in a Japanese working environment.

CIRs work with their Japanese colleagues to promote and develop exchange activities at a local level. This could mean working on projects to bring the Japanese people into contact with local foreign residents, or developing relations between the contracting town, city or prefecture and the CIRs home country through, for example, "Sister-City" relationships.

This information has been quoted from the JET website from which further information about the programme is available: <http://www.jet-uk.org/>

JET Desk
c/o Embassy of Japan
101-104 Piccadilly
London
W1J 7JT

Email: info@jet-uk.org

Tel: 020 7465 6668

Other organisations offering opportunities include:

Teach in China – information at:

<http://www.teach-in-china.co.uk> and <http://www.teic.co.uk>

Council on International Educational Exchange:

<http://www.ciee.org/>

Also there are numerous other small organisations offering schemes for English Language teachers. You will often see them advertised in newspapers like the Guardian, especially on Tuesdays and Saturdays, and the Times Educational Supplement.

Other Useful Websites:

Edufind jobs: <http://www.jobs.edufind.com/>

EL Gazette: <http://www.elgazette.com/>

English Language Learning directory: <http://go.english4today.com>

English UK: <http://www.englishuk.com/>

ESLBase: <http://www.eslbase.com>

Eurocentres : <http://www.eurocentres.com>

European Council of International Schools: <http://www.ecis.org/>

Huntesl.com: <http://www.huntesl.com/>

International Association of Teachers of English as a Foreign Language:

<http://www.iatefl.org/>

International House World Organisation: <http://www.ihworld.com/>

The Commonwealth Youth Exchange Council: <http://www.cyec.org.uk/>

I to I TEFL courses and jobs: www.onlinetefl.com/graduates

Prospects profile on TEFL: <http://www.prospects.ac.uk/links/occupations>

Further sources of information:

Useful publications available in the Ormskirk campus library:

Dawson, Colin *Teaching English as a foreign language: a practical guide*
Harrap

Griffith, S (2010) *Teaching English Abroad- your definitive guide to teaching English around the world* (10th edition)

EL Gazette Guide to English Language Teaching around the world

Target, Francesca *Working in English Language Teaching, 2nd edition* The Times

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Please return it to the Careers Centre careers@edgehill.ac.uk

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It is Edge Hill's aim to make our services and provision accessible to all our users. If you need us to present our information in a different format (e.g.: electronic copy, large print), or need any other modifications to this publication, please contact The Careers Centre and we will do our best to accommodate your requirements.

Edge Hill Careers Centre
Contact Details: Tel: 01695 584866

Website; www.edgehill.ac.uk/careers

Opening hours:

Term-time: Monday – Thursday	9.00 am – 4.45 pm
Friday	9.00 am – 4.00 pm

Vacation periods: Mon – Fri 9.00 am – 4.00 pm
(closed for lunch 12.30 pm – 1.30 pm)