



ETC International College

Teaching Staff Interview Record ELT

August 2024

Outcome: Yes / No / Cover

Date and time of interview:
Name of Interviewer:
Candidate's Name:
Position Applied for:

Online Searches for Shortlisted Candidates		
Site	Date	Outcome
Signed: (Specialist Safeguarder)		

REQUIRED DOCUMENTS

Up-to-date CV / gaps explained / signed by applicant & safeguarder
 Certificates checked / copies taken / signed by interviewer
 Referees / online searches carried out by safeguarder for shortlisted candidates
 Photo ID / copies taken / signed by interviewer
 Confirmation of address / copies taken / signed by interviewer
 Confirmation of right to work in UK / copies taken / signed by interviewer
 DBS check performed / copies taken / signed by interviewer
 Self-declaration signed by applicant / copies taken / signed by interviewer

Start date:	End date:
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Preferred number of teaching hours per week:		
Juniors / adults	TT3	ESP

University degree:	
TEFL Qualifications:	Other teaching qualifications:

Most recent teaching experience:		
Total years / months TEFL experience:	Adults:	Juniors:
Recent TEFL course books/materials used:		Languages spoken:

EXPERIENCE OF ICT				
Internet	IWBs	Phone apps	VLE	Other:

LEVELS / CLASSES TAUGHT							
A1	A2	B1	B2	C1	C2		
A2 Key	B1 Prelim	B2 First	C1 Advanced	C2 Proficiency	IELTS	GESE/ISE	TOEIC
Business	Legal	Tourism	Medical	Military	Aviation	Other	
EAP	UFP	Pre-sessional	Pre-master	121	Other:		

**There has been a complaint because a student or students in your multilingual class is talking in their L1
What would you do in this situation?**

Can you give an example of an unreal conditional sentence?

Can you explain the structure of the sentence?

How could you establish the meaning?

Can you think of a communicative activity to personalise the structure?

What linguistic or phonological problems have you noticed which are specific to a particular L1?

What are the benefits and drawbacks of using a coursebook?

Which websites or Apps would you use in class?

Have you taught hybrid classes before?

Have you had much experience of teaching via Zoom and which aspects of Zoom do you find most useful when teaching?

How do you help your students to learn?

What features do you think it is important to include in an adults' class?

What features would you try to incorporate into a Junior class 8-12 or 13-15?

What do you think your strengths are as an EFL teacher?

Which areas would you like to develop more in?

Safeguarding (Level 3). Ask as appropriate:

Do you know what your privacy settings are on social media?

What would you do if:

..you see an under-18 student is crying in the cafeteria or crying in your class?

..you see a group of under-18 students laughing, all except one?

..you see empty bottles of alcohol in a room when you are cleaning it?

..a junior student says they are too tired to do an activity and want to go back to their accommodation?

..you hear shouting and then see 2 groups of junior students pushing and shoving each other?

..a student asked to follow you on Instagram?

Do you have any questions?