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?
<table>
<thead>
<tr>
<th>Career Route</th>
<th>Knowledge and Skills Evaluation</th>
<th>Examples of CPD activities undertaken</th>
<th>Evidence of CPD undertaken filed in CPD Portfolio (Verification Source)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career launch</td>
<td>▪ P: Skill in adapting and creating resources</td>
<td>▪ Reading IATEFL newsletters and discussing in weekly professional development meetings</td>
<td>▪ Flip chart notes from team brainstorming session, handouts etc (L)</td>
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<tr>
<td>Teaching low level, multi-lingual</td>
<td>▪ I: Confidence to discuss classroom practice with colleagues</td>
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<td>adult General English classes</td>
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<tr>
<td>Becoming competent in key skills</td>
<td>▪ F: Knowledge of international ESOL exams</td>
<td>▪ Team teaching exam class with Assistant Director of Studies</td>
<td>▪ Log or journal, schedule, feedback sheets (L)</td>
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<tr>
<td>▪ Teaching all levels of mono- and</td>
<td>▪ F: Knowledge of ESOL exam resources</td>
<td>▪ Attend in-house teacher development session on teaching exam classes</td>
<td>▪ Paper, audio or video comments, reflections and evaluations of your</td>
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<tr>
<td>multi lingual adult groups</td>
<td>▪ I: Counselling skills</td>
<td>▪ Observe and give feedback by DoS when handling disruptive students</td>
<td>lessons or work performance. (L)</td>
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<tr>
<td>▪ Teaching exam classes</td>
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<td>▪ Flip chart notes from team brainstorming session, handouts etc (L)</td>
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<tr>
<td>Diversifying</td>
<td>▪ P: Materials writing and evaluation skills</td>
<td>▪ Co-write a report on changes to time tabling and materials for exam classes, with the DoS.</td>
<td>▪ Report (L)</td>
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<tr>
<td>▪ Teaching Business English and</td>
<td>▪ P: Methodology update</td>
<td>▪ Attend a book launch of new methodology title</td>
<td>▪ Hand outs, session plan, evaluation sheets (O)</td>
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<tr>
<td>general English and ESOL exam classes</td>
<td>▪ P: Report writing skills</td>
<td>▪ Read time management book from library</td>
<td>▪ Reading outline, schedule, evaluation sheets (L)</td>
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<tr>
<td>▪ In charge of students’ Learning</td>
<td>▪ I: Time management skills</td>
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<td>Centre</td>
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<tr>
<td>Expertise</td>
<td>▪ P: Knowledge of business world update</td>
<td>▪ Guided reading programme and in-house presentation on new developments in Business English</td>
<td>▪ Reading outline, schedule, evaluation sheets (L)</td>
</tr>
<tr>
<td>▪ Specialising teaching in Business</td>
<td>▪ F: Mentoring skills</td>
<td>▪ Attend teacher training seminar</td>
<td>▪ Hand outs, session plan, evaluation sheets, certificate of attendance (O)</td>
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<tr>
<td>English</td>
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<tr>
<td>▪ Mentor for new teachers</td>
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<tr>
<td>Preparing for retirement</td>
<td>▪ F: Knowledge and skills for teaching one-to-one at home</td>
<td>▪ Take qualification in Teaching One-to-one</td>
<td>▪ Course outline, schedule, evaluation sheets, certificate of attendance or of completion. (E)</td>
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<tr>
<td>▪ Teaching one-to-one Business</td>
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<td>English part time</td>
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### Career Route

#### ESOL Teacher
- Be observed by Certificate TESOL trainees and chat to them afterwards about your lesson
- **Knowledge and Skills Evaluation**
  - **P:** Knowledge of up to date teaching models
  - **F:** Different approaches to giving feedback
  - **I:** Motivational skills
- **Examples of CPD activities undertaken**
  - Take the Trinity Licentiate Diploma or the RSA/UCLES DELTA
  - Peer observe and team teach ESOL classes
- **Evidence of CPD undertaken filed in CPD Portfolio (Verification Source)**
  - 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)
- Observe trainees teaching and give them feedback
- **Knowledge and Skills Evaluation**
  - **P:** Knowledge of CALL
  - **F:** Develop computer skills
- **Examples of CPD activities undertaken**
  - Attend seminar on CALL
  - Take computer training course
- **Evidence of CPD undertaken filed in CPD Portfolio (Verification Source)**
  - 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)
- Teach input sessions on methodology and language awareness
- **Knowledge and Skills Evaluation**
  - **I:** Team building skills
  - **F:** Time management skills
- **Examples of CPD activities undertaken**
  - Research, write and present staff team-building session with the head of Department
  - Read a time management book and start prioritising daily tasks
- **Evidence of CPD undertaken filed in CPD Portfolio (Verification Source)**
  - Report (L)
  - Hand outs, session plan, evaluation sheets, certificate of attendance (O)
  - Reading outline, schedule, evaluation sheets (L)

#### Course Director (Cert. TESOL)
- Lead courses in the UK and in an overseas centre
- **Knowledge and Skills Evaluation**
  - **P:** Data collection and evaluation skills
  - **F:** Methodology knowledge and skills update
- **Examples of CPD activities undertaken**
  - Read classroom based research title, to create system for comparing teacher training courses
  - Present finding at national ELT conference
- **Evidence of CPD undertaken filed in CPD Portfolio (Verification Source)**
  - Reading outline, schedule, evaluation sheets (L)
  - Hand outs, session plan, evaluation sheets, certificate of attendance (O)

### Course Director (Cert. TESOL)
- Lead courses in the UK and in an overseas centre
- **Knowledge and Skills Evaluation**
  - **F:** Mentoring skills
  - **I:** Stress management skills
- **Examples of CPD activities undertaken**
  - Shadow and be shadowed while mentoring new teacher trainers
  - Read stress management book
- **Evidence of CPD undertaken filed in CPD Portfolio (Verification Source)**
  - Job, task, role description, schedule, timetable, feedback sheets (L)
  - Reading outline, schedule, evaluation sheets (L)
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| **ESOL Teacher** | ▪ F: Mentoring and coaching skills  
▪ F: Job interviewing skills | ▪ Shadow other mentor and be observed mentoring  
▪ Attend seminar on teacher interviewing and selection skills and procedures | ▪ Job, task, role description, schedule, timetable, feedback sheets (L)  
▪ Hand outs, session plan, evaluation sheets, certificate of attendance (O) |
| **Be an assistant, cover or summer Director of Studies** | ▪ P: Organisational and planning skills  
▪ I: Listening skills  
▪ I: Counselling skills | ▪ Shadow DoS  
▪ Time table weekly classes  
▪ Attend counselling skills seminar | ▪ Job, task, role description, schedule, timetable, feedback sheets (L)  
▪ Hand outs, session plan, evaluation sheets, certificate of attendance (O) |
| **Be a Director of Studies** | ▪ P: Goal setting skills  
▪ F: Knowledge of appraisal systems and their evaluation  
▪ P: Health and safety knowledge | ▪ Take an ELT Management Diploma  
▪ Read school health and safety handbook and make a quiz for staff on main issues | ▪ Course outline, schedule, evaluation sheets, certificate of attendance or of completion (E)  
▪ Reading outline, schedule, quiz and evaluation sheets (L) |
| **Be an Academic Director** | ▪ F: Financial planning knowledge  
▪ F: Computer skills - spread sheets  
▪ I: Managing teams skills | ▪ 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 | ▪ 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) |
| **Be a Principal** | ▪ F: Knowledge of employment legislation  
▪ F: Knowledge of marketing | ▪ Take an MBA | ▪ Course outline, schedule, evaluation sheets, certificate of attendance or of completion (E) |
Title: ________________________________

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