

## **Teacher Liaison Consultant- TeachLondon, Part of Education Placement Group**

### **ROLE OVERVIEW**

£33,000- £37,000 a year - Full-time, Central London

Are you looking for a role in education, which incorporates working both within and outside of the classroom, a clear career development plan and the potential to earn excellent pay? This exciting new opportunity, working for the upcoming central London brand TeachLondon, (part of the established Education Placement Group) is one that would suit a dynamic experienced teacher, ideally with overseas experience, looking for maximum variety in their day-to-day responsibilities.

Our Teacher Liaison Consultant will be responsible for developing and maintaining relationships with London schools with regards to their recruitment of overseas teachers specifically. Part of your role will be offering supply teaching to clients so that you can get to know their culture and teaching staff. You will also be responsible for placing overseas teachers into London schools, whilst offering them ongoing support and advice when needed. You will be required to attend social and networking events throughout the year to nurture and enhance your professional network.

You will be responsible for the management of our CRM system Talent Rover within TeachLondon and ensuring it is used and maintained in an effective and efficient way.

The role would be based in our busy Central London office near Tottenham Court Road W1. The role will start ASAP and we are looking to start interviewing imminently.

### **DUTIES:**

- Teaching in Primary/Secondary Schools to develop rapport with schools and find teacher referrals. The amount of teaching days will vary depending on the demands of the business at the time.
- Contacting all overseas teachers on a regular basis and going through a checklist of things to ask and action required.
- Organising and attending all overseas networking events.
- Marketing to schools and job adverts.
- Issuing contracts of assignment, creating closing reports and keeping TR (our CRM) up to date.
- Searching, selecting and initial phone calls with overseas teachers to scope out for vacancies for the London schools and team.
- Preparing confirmations of contracts for schools and general administration

### **PERSON SPECIFICATION:**

- A natural team player.
- Ability to lead and motivate groups who are goal oriented in a team environment.
- Confident communicator at all levels.
- Good organisational skills.
- Team oriented.
- Positive, proactive and professional approach.
- Sense of responsibility and integrity.
- A love of teaching and working with young people
- Empathetic and supportive approach to working with people.

#### **SPECIFIC JOB SKILLS:**

- Must be a qualified Teacher (Secondary preferred but not essential)
- Able to prioritise.
- Enjoy working to and exceeding set targets.
- Able to communicate internally and externally.
- Strong organisational skills
- Highly organised and self-motivated.
- UK working rights for at least 12 months and potential interest in staying beyond their current visa.

#### **COMPUTER SKILLS:**

- Adept in the use of MS Office, particularly Excel, Word and Outlook
- IT literate

#### **BUSINESS SKILLS:**

- Excellent face-to-face and telephone communicator
- Professional and efficient approach to work
- Committed and driven.

#### **OTHER BENEFITS**

- Annual leave – 32 days (up to 5 days in term time), plus your birthday off, plus bank holidays. Increasing by a day with 2, 5 and 7 years' service
- Weekly extended wellbeing lunch
- Eyecare voucher scheme\*
- Refer a Friend bonus
- Perk Box
- Competitions/Incentives
- Access to Employee Assist Programme
- Tailored career path and ongoing CPD



- Annual Company Day
- Christmas celebration (local)

\*On completion of probation period

**HOW TO APPLY:**

Applications must include the following:

- A cover letter detailing why you think you are suitable for the role
- A current CV outlining your background and experience to [epgcareers@educationplacementgroup.com](mailto:epgcareers@educationplacementgroup.com)
- Be able to provide right to live and work in the UK
- Possess a valid DBS with an update service subscription or demonstrate the willingness to apply for one through our compliance department.