



## English Language Teacher Job Description

**Job title:** English Language Teacher

**Reports to:** Director of Studies (DOS)

**Purpose:** To plan and deliver English Language classes, workshops and educational visits. You will work closely with the Director of Students to deliver a well-balanced curriculum suited to the needs of your students. You will also support the activities team and provide pastoral support.

**Remuneration:** £400/week plus holiday pay. Accommodation, meals and staff polo-shirts will be provided.

**Please Note:** This is a residential role. You will be on-duty six days per week, including five teaching days. You will be required to participate in boarding duties and some weekend activities. You will be required to be available and to live on site for the duration of the summer.

### Main Duties include:

- Planning, preparing and delivering engaging English Language lessons, suitable for the age and level of your allocated group of students, ensuring that English is used continually as the universal language between nationalities.
- Ensuring that all English lessons, workshops and activities are well planned in advance, and start and finish promptly.
- To complete administrative duties on time, including the completion of the lesson feedback booklet, test writing, placement marking and the opening and closing duties of each course.
- To partake in the TRINITY GESE examination programme, engaging in the teaching timetable of around 5 additional hours per course, monitoring and supporting the students as needed.
- To ensure that all grammar and punctuation mistakes are corrected in an unobtrusive manner, encouraging students to grow in confidence and to provide a platform where students are given the opportunity to reflect on their experiences and learning.
- To be responsible for your classroom, including locking and unlocking each day, ensuring classrooms are set up and prepared in advance of each course, and left tidy and presentable and returned to original state. To ensure textbooks and resources are looked after and returned to their original locations.
- To support the Director of Studies with additional tasks required to ensure the safe and successful daily operation of a large campus
- To maintain daily contact with the Director of Studies, providing updates on student progress, in addition to attendance of regular 121s.
- To work as a cohesive residential team with the Activity Staff; including chaperoning, supervising and leading of evening and weekend activities. To attend whole school daily morning meetings and assemblies.
- To participate in the staff Rota including meal time supervision, evening and night boarding duties. You will be required to participate in overnight Boarding House duties each week.
- Boarding duties include taking the boarding house roll call register, ensuring students are settled in bed for lights out, dealing with any night-time emergencies, and ensuring students are awake and present at breakfast.

- To realise that Educational trips are an important aspect of this summer school, with three running during any given course. To prepare and investigate these educational trips prior, designing and implementing materials in an encouraging manner, aiding in the development of summer resources.
- To follow the school's code of conduct in regards to supervisory duties when off site with a group of children.

### Person Specification:

Applicants must be at least 21 years old with the necessary maturity to undertake responsibility for groups of students aged between 11 and 17 years old.

<b>Education and Training</b>	Qualified to degree level or equivalent experience.	Essential
	English Language teaching qualification (CELTA/ TEFL).	Essential
	Newly or Fully qualified teacher status	Desirable
	First –aid qualification	Desirable
<b>Relevant experience and knowledge</b>	Minimum of two years' experience teaching English to young international students, aged 11 to 17.	Essential
	Experience of working within a residential setting.	Essential
	Experience of preparing teenage students for formal English examinations	Desirable
	Experience of preparing and delivering engaging, modern and challenging classes for teenage English language students.	Essential
	Experience of teaching English to all levels of English students; elementary, intermediates and advanced.	Desirable
<b>Competencies</b>	Ability to work in a fast paced, and high pressured environment.	Essential
	Excellent organisational and administration skills.	Essential
	Ability to react quickly and flexibly to changing situations.	Essential
	Excellent time keeping skills.	Essential
	Ability to model, promote and embed high standard of safe working practice and challenge where necessary.	Essential
<b>Personal qualities &amp; social skills</b>	Ability to work as part of a team, to ensure team achievements are met.	Essential
	Enthusiastic, energetic and outgoing personality with a positive outlook.	Essential

	Ability to develop and maintain effective working relationships with colleagues.	Essential
<b>General</b>	Possession of a clean, current driving license, and/or experience of driving a minibus.	Desirable
	Possession of a D1 Minibus Driving Licence	Desirable