

You are responsible for planning and teaching enjoyable and motivating lessons based on the school syllabus. You will also be involved in the social programme and student welfare.

All Select staff must:

- ★ Commit to safeguarding and promoting the welfare of all students at all times
- ★ Provide the best possible language learning, social and cultural experience for students
- ★ Follow the school's code of practice
- ★ Follow the guidelines in your job description and staff handbooks regarding the standards expected in your job and how to deliver them
- ★ Work co-operatively with colleagues
- ★ Behave in a professional manner

Teachers report to the Select Head Teacher, Director of Studies, Barnardiston Course Director, Executive Manager and Director.

Pre-course:

- ★ Reply promptly to emails from the Director of Studies and Head Teacher so that they can get to know you and provide you with all the relevant information
- ★ Provide all necessary documentation (I.D., originals of qualifications, signed contract and code of practice, DBS certificate or police check)
- ★ Read the teachers' handbook and all information sent to you and raise any queries with the Director of Studies
- ★ Attend the course induction day

During the course:

- ★ Attend and participate in daily meetings with the Head Teacher
- ★ Assist with placement testing
- ★ Prepare for and teach classes to an acceptably high standard, as assessed by the academic management team
- ★ Keep accurate registers and report and absences to Barnardiston staff promptly
- ★ Prepare weekly plans and display them in your classroom
- ★ Complete a report on each student at the end of their course
- ★ Co-operate fully with Barnardiston staff
- ★ Participate fully and enthusiastically in the social programme including excursions, welcome and farewell parties, as required
- ★ Ensure the safeguarding and welfare of students at all times, supervising students as required and responding sensitively to any pastoral matters
- ★ Sleep in a room in close proximity to the students and be ready to respond during the night in an emergency e.g. fire alarm
- ★ Ensure that you follow Health and Safety guidelines and report any issues of concern to the Head Teacher
- ★ Give timely, constructive feedback to your line manager
- ★ Work 6 days a week including evenings and weekends. You will have 1 full day off a week.