

You are responsible for planning and teaching enjoyable and motivating lessons based on the school syllabus.

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 the 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 Director of Studies, Course Director and other members of the summer management team (Social Organisers, Executive Manager and Director).

Pre-course:

- Reply promptly to emails from the Director of Studies and Course Director so that they can get to know you and provide you with all the relevant information
- Provide all necessary documentation (I.D., originals of certificates, 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 Course Director
- 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 any absent students to the Course Director promptly
- Complete weekly plans for each class
- Complete a report on each student at the end of their course
- Hold fortnightly tutorials with your students
- Read, understand and sign risk assessments, as required
- Ensure the safeguarding and welfare of students at all times, supervising students as required and responding sensitively to any pastoral matters
- Ensure that you follow Health and Safety guidelines and report any issues of concern to the Course Director
- Give timely, constructive feedback to your line manager