

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 Director of Studies, Course Director and other members of the summer management team (Course Supervisor, 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 Course Director
- Assist with placement testing
- Prepare for and teach classes to an acceptably high standard, as assessed by the academic managers
- Attend at least one in-service training workshop per week
- Keep accurate registers and report and absences to the Course Director promptly
- Complete a report on each student at the end of their course
- Read, understand and sign risk assessments, as required
- Assist with student arrivals and inductions at weekends, as required
- Participate fully and enthusiastically in welcome and farewell parties, as required (once a week)
- Supervise meal times (usually 4 times a week)
- Be on duty in the evenings (until 11pm) to supervise students signing in and out (up to 3 times a week)
- Have the emergency phone overnight and be ready to respond (one weekend night during the course)
- Sleep in a room in close proximity to the students and be prepared to respond if there are problems during the night (e.g. fire alarm)
- 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
- Work 6 days a week including evenings and weekends. You will have 1 full day off a week.