

You are responsible for planning and teaching enjoyable and motivating lessons based on the school syllabus. You will also have responsibility for supervision of students at break times and lunch times.

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 and Social Organisers
- 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
- Attend at least one in-service training workshop per week
- Complete a report on each student at the end of their course
- Read, understand and sign risk assessments, as required
- Supervise students during break times and lunch times as required (usually once a week)
- 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

Activities:

Teachers participating in the activities programme report directly to the Social Organisers.

You must:

- Attend regular meetings with the Social Organisers; read all briefing materials carefully
- Check noticeboards for up to date information about activities
- Attend all activities punctually and stay for the duration of the activity (including clearing-up and / or walking students home)
- Read all relevant risk assessments and report back if updates are needed
- Participate actively and enthusiastically in all activities, engaging with students throughout
- Follow instructions from Social Organisers
- Behave in a professional, co-operative and responsible manner at all times
- The following behaviour is not acceptable during activities: smoking, drinking alcohol, swearing, using your mobile phone (except in emergencies), spending the activity talking with colleagues rather than students

If a teacher does not properly fulfil their duties on the activities programme, their contract may be reduced to teaching only.