

Overview:

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 lunchtimes.

Person specification:

Reports to: Course Director		
	Essential	Desirable
Legal requirements	- Eligible to work in the UK - Aged 21 and over	
Qualifications	- First degree (any discipline) - CELTA, Trinity TESOL, BEd/PGCE (Primary Education, English or MFL) or EFL Level 5 equivalent	- Trinity LTCL Diploma TESOL, Cambridge DELTA or MA in Linguistics/TESOL - Young Learner specialism e.g. TYLEC, CELTA extension
Experience	- Able to plan and deliver engaging lessons - Committed to producing student centred, interactive classes	- Experience working with multi-lingual / international children/teenagers - Previous summer school experience
Skills and knowledge	- Able to provide a clear and accurate model of the English language - Capacity to work alongside colleagues, contributing positively to a team • - Able to work comfortably in a fast paced, intensive environment	- Good administrative / ICT skills - Ability to incorporate British culture into classes
Personal attitudes and qualities	- Passionate about teaching and learning - Excellent communication and interpersonal skills - Organised, with high professional standards - Open to receiving feedback - Committed to safeguarding children and to ensuring their safety and welfare is the priority - Creative energetic and fun	

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 staff handbooks regarding the standards expected in your job and how to deliver them
- Work co-operatively with colleagues
- Behave in a professional manner

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, school safeguarding policy and emergency plan 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
- 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

Option 1. TEACHING PLUS CONTRACT: 20 hours teaching plus 5 hours activities

- Teaching is 20 hours a week from Monday to Friday
- 5 hours supervision / participation in the social programme. This will usually mean working two evenings per week on the activities programme.
- Daily meetings with your Course Director
- Supervision of break times (approximately once a week)

Option 2. TEACHING AND SOCIAL ACTIVITIES CONTRACT: 20 hours teaching plus 12 hours activities

- Teaching is 20 hours a week from Monday to Friday
- Daily meetings with your Course Director
- Supervision of break times (approximately once a week)
- 12 hours a week actively participating in activities, excursions and farewell and welcome parties
- You will work up to 6 days per week, including weekends.
- You will work some evenings
- You will have at least one full day off per week

Sample schedule:

	Week one		Week two	
	15.00 – 17.00	19.30 – 21.30	15.00 – 17.00	19.30 – 21.30
Monday	FREE	Welcome party	FREE	FREE
Tuesday	Bowling	FREE	FREE	FREE
Wednesday	Kings College	FREE	FREE	FREE
Thursday	FREE	Casino night	FREE	FREE
Friday	FREE		FREE	FREE
			08.00 – 18.00	
Saturday	FREE	FREE	Day trip / airport	FREE
Sunday	Half day trip	FREE	FREE	FREE

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.

We welcome applications regardless of age, gender, ethnicity, sexual orientation or religion. Select English is committed to safeguarding and promoting the welfare of children and young people. We do not appoint without interview and require a minimum of two references plus proof of identity and qualifications. Reference requests will ask specifically whether there is any reason why an applicant should not work with children. All gaps in employment must be explained satisfactorily. Enhanced DBS or Police checks will be required. We ask all staff to comply with our Code of Practice.