

PADWORTH ACADEMIC SUMMER SCHOOL EFL TEACHER JOB DESCRIPTION AND PERSON SPECIFICATION

Introduction

Established in 1963, Padworth College is an independent, co-educational day and boarding school for students aged 13 to 18 years. The College provides academic pathway programmes to prepare international and British students for entry into leading universities.

In 2019, Padworth College is launching an Academic Summer School aimed at international students who will be joining British boarding schools in the Autumn or at those who wish to sample British education in the summer. Unlike some summer courses, Padworth's will be run by the school in which it is hosted. It is expected that the Academic Summer School will reflect and reinforce the values and ethos of Padworth College as a whole and of its main term provision.

The Academic Summer School will offer British Council accredited English language and academic courses during the months of July and August for students aged 13 to 17 years, over 2, 4 and 6 weeks.

All summer course staff are expected to be in sympathy with the Academic Summer School ethos and actively contribute towards its aims. Our goal is to provide a high quality teaching programme, along with a range of recreational activities to ensure students have an enriching and enjoyable experience within a safe and caring community.

Course Dates

Thursday 27 June to Saturday 10 August, 2019.

Please note that the above dates include induction training days, which are paid contracted days. Attendance is mandatory for all Academic Summer School staff.

Purpose of the Role

The EFL Teacher will plan and deliver engaging and dynamic English lessons that support Pre-GCSE and Pre-A Level classes that are taught in conjunction with the EFL Programme.

The post holder will also be required to fully participate in the social aspects of the Academic Summer School, including activities and excursions, as required.

Qualifications/Experience

A degree plus an accredited EFL qualification, such as Cambridge CELTA or Trinity TESOL is essential. At least one year's EFL teaching experience is desirable. A PGCE in English/Modern Foreign Languages or

Primary QTS may also be considered acceptable. Diploma qualified teachers may be considered for a more senior position.

A native English speaker or native English level speaker is another essential requirement, as is experience of living or working in the UK.

Main Responsibilities/Duties

Academic

- Prepare and deliver dynamic and communicative lessons across a range of levels to multinational classes comprising of students aged 13-17 years olds for a minimum of 24 hours per week to the standards set out in the Teachers Manual and following the Padworth Academic Summer School syllabi.
- Follow, adapt and supplement the Pre-GCSE and Pre-A Level courses and develop strategies to ensure successful academic outcomes.
- Actively link the academic programme with the leisure, Pre-GCSE and Pre-A Level programmes through meaningful activities in the classroom.
- Ensure students receive constructive and positive feedback on any completed work.
- Assist in the placement testing and classroom allocations of all students.
- Undertake essential administrative tasks such as keeping up-to-date records of work, classroom registers, lessons plans etc., as directed by the Senior Teacher in accordance with British Council requirements.
- Write individual, (personalised) constructive and positive student reports.
- Submit to periodic classroom inspections by management and/or the British Council.
- Develop academic materials and resources as required.
- Attend professional development sessions during the term of employment.

Training, Health and Safety and Safeguarding

- Attend an induction period prior to the opening of the centre and to have read and be fully conversant with the staff manuals, policies and procedures attached to this role.
- Take part in all Health and Safety related training.

- Take part in all Safeguarding and PREVENT training.

Pastoral

- Carry out duties associated with the transfer of students on arrival and departure days as required by the Centre Manager.

This Job Description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all tasks to be undertaken, as these can be changed from time-to-time at the discretion of the Centre Manager.

Teachers are expected to dress smartly for class to present a smart and professional appearance. Appropriate casual dress is allowed for sports and recreational activities.

Further details and guidance on the responsibilities of the role will be provided in the Academic Summer School Staff Handbook and during induction.

Personal Attributes/Skills

- Excellent interpersonal skills with a client focused approach.
- Ability to work flexibly and as part of a team.
- Ability to work under pressure and to deadlines.
- Excellent time management and organisational skills.
- Computer literate (focus on Microsoft Excel, PowerPoint and Word).
- Dynamic 'can do' approach to work.
- Familiar with strategies for effective classroom management of Young Learners.
- Ability to develop and adapt materials to suit the needs of the students.
- Commitment to student centred learning.
- Willingness to use a variety of teaching strategies to engage all students.
- Confidence to take initiative and work autonomously.

Hours of Work

Teaching a maximum of 24 x 1 hour lessons per week on the main timetable between 9.00am and 5.00pm; providing cover for the lessons of absent colleagues, as required.

Normal hours of work are 48 hours per week, over a six day week.

The position involves working weekends and other unsocial hours.

The post holder may be required to work in excess of 48 hours per week and therefore will be required to opt out of the European Working Time Regulations.

Remuneration

We will pay from £450 to £600 per week for the responsibilities laid out in the job description, subject to experience, based on teachers working a full course (6 weeks, plus the induction period).

We will also pay more if any additional pastoral or other responsibilities are taken on in addition to the above, for example as a house parent.

A fixed End of Contract payment of £250 will be payable at the end of the Academic Summer School.

Salary is subject to tax and National Insurance deductions, as applicable. Staff will be paid at the end of the contract period by BACS and should ensure they have a bank account, which will accept a transfer in Pounds Sterling drawn on an English bank.

In addition to salary, the College provides accommodation (a single study bedroom, similar to those found in a university hall of residence) and three meals a day.

Special Conditions

All staff are expected to behave in a professional manner at all times and to make the welfare of the students in our care a priority.

All teachers must undergo Child Protection screening, which includes checks with past employers and the Disclosure and Barring Service. Padworth College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prior to an appointment being confirmed, completed DBS checks and/or overseas police check documents which are satisfactory to the College must be provided. Original forms of identity documents, in accordance with DBS requirements must be brought to interview by applicants.

Teachers must comply with Padworth's policies and procedures, including those relating to Staff Conduct, Staff Dress Code, Safeguarding and Child Protection, Health and Safety, Welfare, Smoking and Drugs in the Workplace, Security, Confidentiality and Data Protection and report any concerns.

Applicants must have a right to work in the UK. The College does not apply for work permits, visas or offer sponsorship to those applying from outside Europe.

The post of Academic Summer School teacher can be very demanding, but also very rewarding. We seek responsible, patient and compassionate individuals with a firm commitment to teaching international young learners in a rural academic setting.