



JOB DESCRIPTION and PERSON SPECIFICATION

SUMMER COURSE PE TEACHER

Introduction

Concord College is one of the UK and the world's premier international colleges. This reputation is based upon a combination of academic excellence, care for the individual student and professionalism amongst its staff.

Unlike some summer courses, Concord's is run by the school in which it is hosted. It is expected that Concord's Summer Course will reflect and reinforce the values and ethos of Concord College as a whole and of its Main Term provision.

The summer courses are British Council accredited English Language courses which run during the months of July and August for students aged 10 to 17 years. Science courses are also provided for students aged 10 to 17 years.

All summer course staff are expected to be in sympathy with the Summer Course ethos and actively contribute towards its aims. Our aim is to provide students with a wide and varied programme of sport and recreational activities to ensure students have an enriching and enjoyable experience within a safe and caring community.

Course Dates

Sunday 2 July to Thursday 27 July 2017

(3 days' induction will commence at 10am on Thursday 29 June)

Sunday 30 July to Sunday 20 August 2017

(2 days' induction will commence at 10am on Friday 28 July)

Please note: Induction training days are paid, contracted days and attendance is mandatory for all summer course staff.

Purpose of the Role

The PE Teacher will plan and deliver engaging and enjoyable sports and activities sessions, ensuring students' safety at all times. The Head of Sport and an Assistant Course Director will have overall responsibility for recreational activities and the Head of Sport will organise the main sports programme.

The post holder will also be part of a duty team, dealing with students' problems and accompanying students on excursions. PE teachers are also involved in the 'Active English' part of the timetable involving any area(s) of their expertise.

Qualifications/Experience

A degree or equivalent and experience in a relevant discipline, along with additional coaching awards. Previous experience of teaching/instructing children is essential. A PGCE is desirable.

A native speaking and writing level of English is essential to the post, as is experience of living or working in the UK.

Other desirable requirements:

A valid First Aid Certificate

A full British driving licence with D1 category along with a willingness to drive a minibus.

Main Responsibilities/Duties include:
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- thoroughly planning and organising sport/activities sessions;
- teaching a maximum of 12 x 45-minute periods per week on the main timetable (which will usually be on the Active English programme) and organising sports and activities between 3pm and 10.30pm each weekday and on Sunday afternoons and evenings;
- planning and organising sporting competitions such as inter-cluster and inter-class 5-a-side football, basketball and volleyball, as well as individual and doubles competitions in tennis, table tennis, badminton and squash;
- organising games in the evenings such as softball, hockey, handball, frisby, 11-a-side football, continuous cricket etc;
- organising recreational activities such as aerobics, dance etc;
- supervising swimming sessions in the College pool, which is to be attended by a qualified lifeguard at all times;
- ensuring that an appropriate risk assessment is in place and has been read and understood for each activity;
- managing student behaviour and promoting good conduct;
- being a positive role model for students and colleagues;
- being mindful of students' attitude, performance and conduct in order to ensure their physical and emotional well-being and informing the Course Director and/or Children's Safeguards Manager of any concerns;
- attending and participating in staff meetings – regular staff meetings are held including a short staff meeting each weekday at 8.30am;
- meeting daily as a department to discuss PE activities and plan the schedule for the coming days;
- attending a minimum of one in-service training session;
- carrying out a minimum of one peer observation;
- writing end of course student reports;
- working as part of a duty team duties will include general supervision, ensuring students leave recreational areas to return to their boarding residences for room check by 10.15pm, dealing with students' problems and supervising students on half day and full day excursions;
- supervising students during airport transfers.

Lesson observations will be undertaken by a member of the senior team on all staff at some point during the course. This forms part of the appraisal process.

Staff are expected to dress appropriately for class to present a smart and professional appearance. Appropriate casual dress is permitted for recreational activities.

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

Hours of Work

Teaching a maximum of 12 x 45-minute lessons per week on the main timetable (which will usually be on the Active English programme) and organising sports and activities between 3pm and 10.30pm each weekday and on Sunday afternoons and evenings;

Carrying out specific duties, as allocated by the Course Directors, approximately once in every four days, in addition to half day and full day excursions on a rota basis.

A minimum of one day each week will be off duty.

Personal Attributes/Skills

- Reliable
- Adaptable
- Energetic and enthusiastic
- Ability to work under pressure
- A team player
- Tolerant
- Good communication skills
- Good understanding and awareness of safety during all types of physical education

Remuneration

Salaries and allowances are detailed on the attached rates of pay sheet. Figures are based on teachers working a full course and include holiday pay. The applicable breakdown is provided on contracts of employment.

A maximum of eight increments are awarded for a sports-related honours degree, a PCGE, each year of full-time teaching and for each summer's service with Concord. Teachers who are appointed team leaders will receive an additional increment.

Teachers who are appointed house parents with boarding responsibilities will receive an additional allowance.

Salary is subject to tax and National Insurance deductions, as applicable. Staff will be paid at the end of the contract period by BACS or cheque, and should ensure they have a bank account which will accept a transfer or cheque 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), laundry service and three meals a day.

Holiday Entitlement and Pay

All staff accrue paid holiday during their period of employment based on holiday entitlement of 28 days per annum pro-rata and entitlement is calculated based on full attendance during the course. It is possible to request one day's leave of absence (but no additional days) during the course for attendance at a graduation ceremony, job interview, family wedding or funeral, which must be agreed during interview or at the earliest possible opportunity. Pay may be reduced accordingly.

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. Concord 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 Concord's policies and procedures, including those relating to Staff Conduct, Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and report any concerns.

Please note:

- 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 summer course teacher can be very demanding but also very rewarding and many teachers return to us year after year.