



JOB DESCRIPTION

International Community School (ICS) has a commitment to safeguarding and promoting the welfare of children and young people. All appointments are subject to Enhanced DBS checks/Overseas Police Checks and Prohibition check. During interview all candidates will be asked to talk through their applications, including periods when they were not working. ICS is committed to equal opportunities.

JOB TITLE

Summer EFL Teacher (non-residential)

REPORTING TO

Director of Studies

WORKING HOURS/DAYS

08.30 – 16.45 Monday – Friday (including breaks) on a full-time fixed term contract

START AND END DATES

Summer School 2019 runs between 24 June to 23 August Starting on Monday, minimum 4 consecutive weeks required You will be required to attend a paid induction on Saturday 22 June

LOCATION

7b Wyndham Place, London W1H 1PN (3-9 years old) - main location 21 Star Street, London W2 1QB (10-17 years old) All staff may be required to work in more than one site (within walking distance of each other)
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SALARY

£400-495 per week. Dependent on qualifications and experience. The salary incorporates an amount of pay equivalent to an additional 12.07%, which meets the School's obligations under the Working Time Regulations 1998 in respect of holiday pay.
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APPRAISAL

Short term staff appraised through formal lesson observations, informal means etc.
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MAIN OBJECTIVE

To ensure a safe, rich and stimulating learning environment and instruct students within the prescribed curriculum, and work cooperatively with colleagues.

CONTEXT

This job is located at ICS, London, where the postholder will be responsible for planning, delivery and monitoring of classes to our Summer School learners. The postholder will play a full role in the everyday life of the schools, including duties, cover, meetings and extra-curricular activities.

RESPONSIBILITIES/DUTIES

- Teach classes according to the curriculum guidelines
- Prepare weekly scheme of work for the classes to be taught and keep a record of work covered in class
- Plan lessons accordingly with clear aims and objectives making these obvious to students each week
- Create/adapt learning materials according to the curriculum guidelines
- Prepare structured activities appropriate to learners' needs for weekly theme including the excursions
- Work in conjunction with colleagues to ensure an interdisciplinary/ collaborative approach to learning takes place
- Maintain high quality teaching and learning within all subject areas being taught
- Establish effective and positive relationships with students based on mutual respect and the recognition of the individuality of each student
- Differentiate lessons appropriately to ensure the learning of all students, thus facilitating the school's inclusive policy
- Use a variety of learning strategies to support the diversity of learning styles within the classroom
- Prepare learning strategies according to the curriculum in place
- Linking lessons with the weekly theme and excursion
- Employ fun, collaborative and task-based activities in all lessons to support the ICS inquiry-based approach
- Participate in staff meetings, collaborative planning and teacher development days and update practice and methodology
- Know way round the school building, including the location of the first aid boxes and fire exits
- Keep the classrooms tidy and report any items damaged or missing to DOS
- Observe the school's routines and procedures and act in accordance with the Teacher's Academic Handbook and notices or announcements made by school management
- Supervise, and where possible instruct, students in extra classroom activities such as sports and games, trips and clubs according to the stated guidelines
- Respect and support the school rules as stated in the Teacher's Handbook and act as a role model for all students
- Participate in regular staff duties during periods of recess between lessons and at the end of the school day (in accordance with your contractual hours)
- Support the team, take part in duties and write lesson plans when you are not teaching
- Provide cover as and when required by line manager
- Set and check homework when this is assigned

- Provide a safe, effective, challenging learning environment and an attractive and welcoming classroom
- Maintain safety of all students at all times within the lesson environment, prepare risk assessments where necessary
- Maintain school and class administration
- Keep notes on student progress on a daily basis, and write reports for all leaving students, in electronic format
- Undertake any other reasonable requests made by line manager
- Act in accordance with school's child protection policies, monitoring and reporting on student welfare when appropriate
- Be aware and comply with Prevent Duty (protecting children from radicalisation)
- Read all relevant ICS policies related to the role
- Offer all students equal opportunities to learn and maintain an environment in which no student is exposed to discriminatory behaviour
- Undertake break time duties as requested by the DOS

PERSON SPECIFICATION

QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none"> ▪ EFL/ESL qualifications ▪ Degree level qualifications in relevant subject area 	<ul style="list-style-type: none"> ▪ Coaching/training qualifications ▪ First Aid qualifications ▪ QTS

EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none"> ▪ Experience employing learner centred classroom strategies in relevant subject area ▪ Experience teaching young learners 	<ul style="list-style-type: none"> ▪ Experience working outside the UK ▪ Experience of International Education ▪ Two years teaching post EFL qualification/initiation status with the appropriate age level/ subject ▪ Experience of the IB programmes

SKILLS

Essential	Desirable
<ul style="list-style-type: none"> ▪ Excellent communication skills ▪ Ability to provide dynamic, motivational, learner centred, interdisciplinary classroom activities ▪ High level of communication, teaching and presentation skills ▪ Strong IT skills ▪ Ability to differentiate lessons to a variety of learning styles and ability 	<ul style="list-style-type: none"> ▪ Ability to lead and/or facilitate in-house training ▪ Ability to design and deliver papers and workshops at external conferences ▪ Ability to speak other languages

<p>levels</p> <ul style="list-style-type: none"> ▪ High level of time management skills ▪ Ability to maintain appropriate standard of discipline in classroom ▪ Ability to teach/coach/supervise extra curricular activities ▪ Ability to show initiative and contribute new ideas ▪ Ability to self brief in areas of curriculum and new pedagogical developments ▪ Ability to work collaboratively (in planning, delivery as well as non-academic aspects of the job) ▪ Ability to set a high standard of leadership in the classroom ▪ Ability to maintain high levels of motivation and enthusiasm over a prolonged period of time (e.g. teach a full timetable for 9 weeks of summer school) 	
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KNOWLEDGE	
Essential	Desirable
<ul style="list-style-type: none"> ▪ Understanding of other cultures ▪ Understanding of equal opportunities policies, and the impact that such a policy has on a class of students ▪ Knowledge of mixed culture teaching and learning ▪ Knowledge of a variety of pedagogical approaches, and ability to apply each one as and when required 	<ul style="list-style-type: none"> ▪ Knowledge of the IB and its Primary programmes

OTHER ATTRIBUTES	
Essential	Desirable
<ul style="list-style-type: none"> ▪ Strong commitment to child protection and safeguarding ▪ Strong commitment to continuing professional and personal development ▪ Strong commitment to promoting the school to students, parents, colleagues and others 	