



## JOB DESCRIPTION and PERSON SPECIFICATION

### SUMMER COURSE EFL 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 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

**Saturday 30 June to Wednesday 25 July 2018**

(induction for returning staff will commence Sunday 1<sup>st</sup> July)

**Thursday 26 July to Sunday 19 August 2018**

(induction for staff doing both courses will commence Friday 27<sup>th</sup> July)

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

#### Purpose of the role

The EFL Teacher will plan and present high quality English lessons, teaching in an engaging and motivational way to enable students to improve their English skills.

The post holder will also be part of a duty team, dealing with students' problems, accompanying students on excursions and providing some assistance with the recreation programme.

#### 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 proficient level of English (both written and spoken) 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:**

- thorough planning of lessons and organisation of materials. A workroom is set aside for lesson preparation and the Director of Studies, Assistant Director of Studies and Senior Teachers are available to offer guidance. The College has a considerable stock of EFL teaching material, dedicated photocopier, laminator and good access to computers, the internet and printing facilities;
- taking registration at the start of each lesson;
- informing the Course Director or Assistant Course Director immediately of any student absences from registration or later classes;
- arriving promptly for each lesson and teaching until the bell;
- managing student behaviour and promoting good conduct both in and outside the classroom;
- 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 Safeguarding Manager of any concerns;
- contributing to the extra-curricular programme and actively participating as required, in practice, usually one afternoon or evening per week;
- attending and participating in staff meetings – regular meetings are held, including a short staff meeting each weekday at 8.30am and every Friday at 3.15pm;
- attending a minimum of one in-service training session;
- carrying out a minimum of one peer observation;
- remaining on campus between 09.00 – 15.00 on weekdays (09.00-12.30 on Wednesdays) on days when no further duties are to be undertaken;
- writing end of course student reports as instructed by the Director of Studies;
- 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 teaching staff during the course. This forms part of the appraisal process.

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 Summer Course Staff Handbook and during induction.

### **Personal attributes/skills**

- Adaptable
- Energetic and enthusiastic
- Ability to work under pressure
- A team player
- Tolerant and patient
- Good communication skills

## Hours of work

Teaching a maximum of 22 x 45-minute lessons per week on the main timetable between 9am and 3pm; providing cover for the lessons of absent colleagues, as required.

Contributing to the extra-curricular programme one afternoon or evening per week.

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

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

## 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 in contracts of employment.

A maximum of eight increments are awarded for an honours degree, a PGCE, each year of full-time EFL teaching, for each summer's service with Concord and for an accredited certificate in TEFL such as CELTA or Trinity TESOL. A TEFL diploma carries two increments. Teachers who are appointed as 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), a 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.***