



FELSTED JOB DESCRIPTION

Title: Global Studies Teacher

Accountable to: Academic Manager

Campus: Senior

Residential/Non-residential: Residential

JOB PURPOSE: To plan and deliver a suitable Global Studies programme to Summer School students to help them develop their learning.

PRINCIPAL ACCOUNTABILITIES:

- Support the Summer School Ethos
- Ensure commitments in regards to child protection and welfare are adhered to and best practice followed
- Take all necessary steps to minimise any risk and report any concerns/feedback to the line manager
- Deliver a suitable and developmentally appropriate programme in conjunction with the Academic Manager to an acceptably high standard
- Plan and deliver lessons based on a Global Studies framework to students aged 12-17 years old
- Complete lessons plans for all lessons
- Set and supervise homework sessions
- Complete student reports and any other required administration
- Supervise weekly student lectures
- Keep student records and registers
- Attend and supervise students while on excursions
- Take part in staff meetings as required
- Lead the safe transfer of students from activities, as instructed by the management team
- Assist during meal times as needed
- Take part and lead Staff Induction as necessary
- Assist with the completion of student reports as necessary
- Assist with pastoral duties as needed
- Carry out other ad-hoc duties as requested
- Help prepare and conclude the course setting up as required

Person Specification

Essential:

- MA or Phd in related subject
- Excellent organisation skills
- Excellent communication skills
- Good leadership skills
- Ability to relate to staff at all levels within the School, to build effective working relationships and exercise tact and diplomacy
- Ability to work both on own initiative and as part of a team
- Be flexible and adaptable to situations as they arise
- Willingness to work evenings and weekends as required

Desirable:

- Previous experience of working within a similar role
- Previous experience leading a team
- Previous experience working with young people
- Safeguarding training
- First aid training

Schedule of work:

- Paid induction from 1st - 3rd July 2021
- Course runs from 4th July to 15th August 2021
- 4 or 6 week contract available

Terms:

- £400 per week (subject to experience and qualifications)
- £50 per day for the induction
- Full board and lodge provided free of charge
- Use of sports facilities including onsite gym
- One full day off per week

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____

Date: _____