



SEDBERGH  
SCHOOL  
FOUNDED 1525

## **EAL TEACHER JOB DESCRIPTION**

**Job Title:** EAL TEACHER

**Responsible to:** Director of Studies

**Main Purpose:**

To plan and execute a range of high-quality English lessons for pupils aged 8-16 years old, in line with the Sedbergh International Summer School curriculum, delivering and managing classes with energy and enthusiasm. To support our pupils as they improve their English language skills.

**Course Dates:** The course in 2025 will run for 7 weeks, and we will be offering contracts of varying lengths, depending on the candidates' availability and experience and our student numbers. All candidates **must** attend on-site induction 3 days' prior to the start date. If candidates have holidays, weddings, graduations etc booked, they **must** mention this at the interview stage. Time off for such events cannot be guaranteed otherwise.

The course is run between the Senior School (Sedbergh) and Prep School (Casterton) campuses, with a London trip running at the beginning of the course. See breakdown of dates below.

- 28<sup>th</sup> June–1<sup>st</sup> July 2025: London trip
- 1<sup>st</sup>–19<sup>th</sup> July 2025: Senior School campus at Sedbergh
- 19<sup>th</sup> July–16<sup>th</sup> August 2025: Prep School campus at Casterton

Teaching staff are given one day off each week. Unfortunately, the school cannot cover the cost of travelling to and from the school. Teaching staff will be provided with accommodation free of charge; this may be school boarding accommodation (within a student house or a separate house) or rented accommodation, depending on the needs of the course.

**Roles and Responsibilities**

**Expectations of the Role:**

- Academic role: 15 hours of English tuition per week.
- Excursions: participate in one full-day excursion per week, leading at least one of these within their contract.
- Extra-curricular: participate in 2 activity slots per week (1 evening and 1 afternoon where possible).
- Pastoral: participate in 1 overnight residential duty per week; supervise children at breaktimes on a rota basis; occasionally escorting pupils across campus.

**Teaching Duties:**

- Assist the Assistant Director of Studies (ADoS) and Director of Studies (DoS) with placement testing of students as required;

- As directed by the DoS and ADoS, prepare and deliver structured, enjoyable English lessons in line with the Sedbergh Summer School curriculum;
- Maintain accurate records of work such as lesson plans, class registers and reports;
- Contribute to weekly reports, providing comments and English level assessments for your students, to strict deadlines;
- Ensure students actively participate in lessons;
- Provide a positive, engaging and controlled classroom learning environment within which pupils can confidently develop their language skills;
- Attend the end of week celebration assembly, presenting certificates to departing pupils;
- Assisting with British Council inspection and providing support to the ADoS/ DoS;
- Leading weekly city excursions according to the excursion schedule, supporting a designated group of pupils and ensuring all relevant procedures and protocols are followed to ensure our pupils' safety, enjoyment and well-being;
- Providing photographic and/or video evidence of classroom activities, following strict school protocols, to be included in social media campaigns;
- Providing effective support to students as required, monitoring and managing conduct and behaviour to ensure a harmonious international community;
- Engaging with the students outside of class in a friendly yet professional manner;
- Assisting at any time, whether on duty or not, with an emergency situation or where a student is injured.

#### **Pre-Course Duties:**

- Familiarising oneself with the Staff Handbook and SISS publicity materials (brochure, website etc);
- Liaising with the Director of Studies and Assistant Director of Studies and other staff as required in order to build team rapport, e.g. through Teams welcome meetings prior to the course;
- Reading Keeping Children Safe in Education (KCSIE) and other policy documents provided;
- Completing relevant Educare training modules as instructed prior to arrival;
- Familiarising oneself with all relevant fire, health and safety policy documents and risk assessments associated with the role as indicated by the Director of Studies and Course Director;
- Attending the compulsory on-site induction training prior to the ISS start date;
- Helping set up the campuses prior to the pupils' arrival.

#### **Health and Safety:**

All staff should be aware of the school's health and safety policy and implement it as appropriate.

All staff are required to familiarise themselves with the relevant Risk Assessments ensuring that H&S policies are adhered to at all times to ensure our pupils' safety and wellbeing.

#### **Safeguarding:**

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

**These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.**

***Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***

***Registered Charity No 1080672***