



DEAN CLOSE FOUNDATION

X' Job Title	Summer School EFL Teacher
Reporting to	Summer School Director of Studies
Department	Dean Close Summer School
Hours of work	Up to 48 hours per week spread over 6 days
Start Date	July 6 th 2026
FTE Salary	£650 - £750 per week, depending on experience
Foundation Area	Dean Close Foundation
Location	Cheltenham, GL51 6HE

Dean Close Summer School

Dean Close is a co-educational day and boarding school which provides continuity of education from age 2 to 18. The school was established in 1886 and is set in 50 acres of parkland in the centre of Cheltenham.

The Summer School is a new addition to the school's offerings, and we aim to provide an exciting English language and activity programme that matches the high-quality British boarding school experience offered throughout the academic year. The programme runs for four weeks from July 8 – August 5 with international students typically joining for two weeks at a time (either July 8 to July 22 or July 22 to August 5). This role includes a 2-day induction prior to students arriving. Students typically have English lessons in the morning, take part in a range of activities in the afternoon, and enjoy a varied evening social programme. Throughout their 2-week block, they take part in 6 culturally enriching excursions to destinations around, and including, Cheltenham. The programme is then repeated for the 2nd two week block, with small changes depending on differences in numbers and ages.

You can find more information about the Summer School at www.deanclose.org.uk/summer

The Role

EFL teachers are responsible for delivering engaging English lessons in line with the Director of Studies' academic vision. They are responsible for all aspects of the planning and delivery of these lessons, tailoring the content and method of delivery to the needs of the group of learners. Teachers will also take a supportive role in the delivery of the activity and evening social programme, including accompanying students on excursions. Teachers are also responsible for ensuring the safety and wellbeing of students inside the classroom and out and communicating any and all issues to the rest of the Summer School team.

Purpose of Job

Main Duties and Responsibilities

- Delivering 3.5 hours of high-quality English teaching each morning over 4 lessons, 5 days a week
- Plan and deliver bespoke lessons in line with schemes of work
- Support in the delivery of placement tests at the beginning of each course
- Maintain up to date class registers, noting absences as well as other key planning documents (such as a record of work)
- Liaise with the Director of Studies and Course Director to ensure delivery of content is tailored to individual needs of students
- Participation in activity programme, evening social programme, and excursion programme, encouraging our international students to use English at all opportunities
- Work alongside the activity team to report any difficulties students may have (either linguistic, cultural or pastoral)
- Safeguard students' wellbeing by reporting any and all incidents and being able to problem solve when appropriate
- Pastoral duties to ensure every student is involved and engaged in the programme, and is safe within the boarding environment
- Interact with students, staff, agents, and group leaders with courtesy, progressional, and respect at all times



	<ul style="list-style-type: none"> • Uphold the high reputation of Dean Close when around school and on excursions • Work in line with all policies and procedures
Line management duties and responsibilities	<ul style="list-style-type: none"> • This role has no direct reports
Financial Responsibility	<ul style="list-style-type: none"> • This role holds no financial responsibility.



Person Specification	
ESSENTIAL	DESIRABLE
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Bachelor's degree or higher (or equivalent) • TEFL-I qualified or higher (CELTA, CertTESOL or equivalent) 	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • First Aid or related qualifications • Sports coaching qualifications or qualifications and ability to lead on one of our Skills Academies in: <ul style="list-style-type: none"> ○ Coding ○ Outdoor Adventure ○ Tennis ○ Art / Fashion / Graphic Design ○ Performing Arts ○ Swimming ○ Cookery
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Previous experience in teaching English as a foreign or second language • Previous experience working with international students 	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Previous experience working with young learners and/or teenagers
<p><u>Skills</u></p> <ul style="list-style-type: none"> • Self-motivated, driven and able to tailor lesson content to a wide variety of levels and learner needs • Able to deliver high-quality and energetic lessons, in line with the scheme of work • Well organized and able to work well with others • Good understanding of different cultures, and ability to promote cross-cultural interactions • Excellent at problem solving and adapting to changing situations • Be loyal, honest, trustworthy and reliable • Confident, proactive with a helpful and flexible approach • Able to demonstrate initiative and creativity • Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach • Ability to communicate effectively with all colleagues • Strong desire to improve knowledge 	<p><u>Skills</u></p> <ul style="list-style-type: none"> • Strong aptitude for computer-based administration tasks
<p><u>Personal qualities, attitude, and behaviours</u></p> <ul style="list-style-type: none"> • Professional approach to teaching • Dynamic and flexible, with willingness to take part in all aspects of the summer programme • Enjoys working with children and teenagers • Able to communicate effectively and clearly to large groups of people • Able to work well in a team environment • Able to work well under pressure and be flexible in their approach to work • Proactive • Work towards and support the Dean Close Foundation stones/values of; <ul style="list-style-type: none"> ○ love ○ courage 	



<ul style="list-style-type: none"> ○ contribution, allowing those around you to flourish. ● Demonstrate and develop the following skills: <ul style="list-style-type: none"> ○ Critical Thinking ○ Compassion ○ Creativity ○ Collaboration ○ Communication ● Support and contribute to the Foundation's responsibility for safeguarding pupils. ● Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students, and visitors. ● Promote equality of opportunity for all students and staff, both current and prospective. 	
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Terms of the Role

<ul style="list-style-type: none"> ● You will be contracted to work up to 48 hours per week. This is made up of roughly 17 hours of teaching time, with 8 hours of non-fixed planning time. The remaining 23 hours are allocated to assisting the activity team with activities, the evening social programme, and pastoral or residential duties. ● You may be required to work 6 days per week but will be guaranteed 1 day off per 7 days, depending on staffing requirements and student: staff ratios. ● Due to the short-term nature of the summer programme, it is not possible to take holiday time during the course of the short-term employment. ● Day off requests may be given in exceptional circumstances where it has been agreed upon before the role commences. ● Meals provided for the duration of the Summer School ● Residential and non-residential opportunities available ● Residential opportunities come at no extra cost but demand greater input towards residential and pastoral duties ● Free onsite parking

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Applicants must complete a Dean Close Foundation application form in order to be considered.

The Dean Close Foundation is committed to safeguarding and promoting 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.

