

Job Description: EFL Counsellor

About Bucksmore

Bucksmore courses are for students aged 10-18 and have been modelled on American summer camps, with 'Counsellors' who live with students, teach lessons and lead excursions and activities, providing a higher level of pastoral care, guidance, and friendship – giving students more than just 'teachers' and 'activity leaders' at a summer school.

Recognising that high-achieving and well-motivated individual students wanted more from a UK summer school than just English language, excursions and afternoon activities, we have developed more challenging courses such as EFL based Young Leaders and the subject based courses Young Professionals, University Preparation and Advanced Studies. In 2019 Bucksmore were proud to have been awarded the PIONEER 'Language Educator of the Year' award showcasing our commitment to innovation and student involvement.

With 40 years of experience to perfect and improve the quality of our prestigious summer schools, we are proud of the summer programmes we offer. It is our goal for each one of our courses to be the best course that our students have ever attended. We welcome over 75 different student nationalities every year across our courses and ensure there is always a good mix of students on our courses.

Job Title: EFL Counsellor
Reports to: Centre Senior Management Team

Locations: Plumpton College, Sussex; King Edwards School, Surrey; Fitzwilliam College, Cambridge; St Hilda's College and Wadham College, Oxford; Kings College, London.

Courses: Bucksmore Summer, Bucksmore Summer Junior, Bucksmore Oxford, Bucksmore Cambridge and Young Leaders.

Course Dates: Bucksmore Summer courses run from the 23rd June to 11th August with a typical contract length of 4-6 weeks. All staff undertake a paid period of induction prior to student arrival on a course.

Remuneration: Up to £531.90 per week - £430 per week basic pay + 12.07% holiday pay per week (£51.90) and up to £50 per week performance related bonus.

Staff bonus descriptions are provided prior to the start of a role in the Staff handbook.

Bucksmore also offer Junior residential staff with a valid and in date first aid certificate £20 per week to be a recognised first aider.

EFL Counsellor • Main Duties & Responsibilities

Role Definition: Bucksmore EFL Counsellors play an essential part in the delivery of our EFL academic programme as well as the activities programme ensuring that students who attend our programmes have an unforgettable educational experience in a safe, caring environment. Engaging with students in all aspects of a course ensures that both students and staff make the most out of their time on a summer course.

This list summarises the key tasks of the role and is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager and Head Office Team. Bucksmore will exercise this right reasonably.

Teaching and Academic Matters:

- Teach between 15-25 hours of English per week depending on the Bucksmore programme
- Prepare & deliver lessons with the aim of achieving the objectives & outcomes of the syllabus
- Make every effort to create a positive learning environment so that students are able to participate purposefully throughout the lessons
- Encourage student participation through a positive and enthusiastic manner in all class room activities
- Employ teaching techniques appropriate to the level and needs of each student
- Effectively manage students and their behaviour in the classroom
- Arrive in good time for lessons to ensure all materials and equipment are in place before lessons start
- Maintain class registers and work records on a daily basis
- Administer and mark course assessment tasks
- Complete end of course student certificates and reports
- Assist the Director of Studies with student testing and placement
- Assist in the effective running of the language programme as directed by the Director of Studies
- Agree to be observed by the Director of Studies or a Bucksmore Academic Manager as appropriate

EFL Counsellor

Non-Teaching Duties:

- Organise and implement a wide range of afternoon and evening activities as directed by the Activity Manager
- Promote the activity programme and ensure maximum student participation
- Participate, lead and supervise during activities
- Take responsibility, or joint responsibility, on off-site excursions and on-site activities
- Guide and supervise students on excursions and trips
- Assist with airport transfers and meet students on arrival
- Assist with student check in on airport transfer departures
- Supervise students during meal times as per the weekly staff rota
- Assist with wake up and bedtime duties as per the weekly staff rota
- Respond to general emergencies at all times
- Maintain proper levels of student discipline, safety and welfare
- Prepare any necessary materials required for workshops if required

EFL Counsellor • Person Specification

Legal Requirement: All applicants must have the eligibility to work in the UK prior to commencing employment

The following are the essential and desirable requirements needed in order to do the job.

Knowledge, qualifications and experience:

Essential:

- Native or native level English speaker
- British Council accredited Level 5 EFL teaching qualification such as CELTA / Trinity TESOL or equivalent, PGCE in English or Modern Foreign Language, PGCE (Primary) and QTS equivalent
- A recognised Bachelor's degree or higher
- Knowledge of effective language teaching techniques and how these are applied to teaching young learners

Desirable

- A Young Learners teaching qualification
- Post-qualification teaching experience, preferably a year
- Experience of teaching young learners
- Experience of working in a residential school for young learners
- Background of leading sessions or workshops in art, music, sports, journalism or drama
- First aid qualification

Skills, abilities and competencies:

Essential

- Flexibility and adaptability
- Ability and desire to work in a team
- Excellent communication skills
- Willingness to contribute positively to the students' activity programme
- An understanding of child safeguarding

Personal Attributes:

Essential

- Commitment to delivering a high standard of work
- Demonstrates respect for equal opportunities and diversity
- Adopts a positive approach to personal learning and development
- Consistently demonstrates a 'can do' approach to work

EFL Counsellor - Further Information

Background: Students attending a Bucksmore summer programme receive a combination of English language tuition and a comprehensive activity programme including two full-day excursions and up to one half-day trip every week. There are activities every afternoon and evening with the excursions and trips spread throughout the week. Bucksmore students travel unaccompanied and are normally not part of a large, single nationality group that travel with a Group Leader/s. The Bucksmore philosophy is for students to mix with their fellow students and staff to make their time with us a rich and truly international cultural experience. The summer school environment is challenging, but also very rewarding. A good Bucksmore EFL Counsellor will be in possession of a wide variety of skills and personal qualities and be able to work well in a team.

Pastoral Care: Due to the nature of a residential summer camp, a Bucksmore EFL Counsellor should be aware that their role is not limited to just teaching. EFL Counsellors will fully participate in both providing the students' 24/7 pastoral care (including supervision at bed-time and wake-ups), and also in ensuring the students receive an entertaining activities and excursions programme.

Bucksmore is committed to safeguarding and promoting the welfare of children. The post holder's responsibilities for safeguarding the welfare of the young students for whom they are responsible and with whom they come into contact, will be to adhere to Bucksmore's Child Protection Policy.

The Working Week: The week is divided into various duties and staff will receive a weekly rota detailing the duties they are working each day. Typically this may involve the following: wake up/bed time duties, meal monitoring and supervisory duties, English tuition, afternoon and evening activities, full day or half day excursions and trips, meet and greet on arrival days, airport check-in assistance on departure days and general pastoral care and welfare. This list is not however exhaustive and you may be reasonably requested by a member of the centre management team to undertake another duty.

The role will require substantial amounts of walking when leading excursions and from time to time lifting and carrying equipment when setting up activities.

All residential staff will be asked to 'opt out' of the 48-hour working time directive. The job demands a high degree of flexibility and will involve evening and weekend work. Staff will have one full day off per week.

EFL Counsellor • Next steps, Safeguarding and paperwork

Bucksmore Education strives to have a fair and equal recruitment and selection process. Successful applicants will come from diverse backgrounds and with varying levels of experience but all will be able to demonstrate commitment and enthusiasm to work with children and ensure they have the complete 'Bucky' experience.

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As part of our commitment to safer recruitment all applications must include a full and up to date work and education history. You will be asked to explain any gaps in your CV and any applications with significant omissions will not be considered. You should provide the contact details of at least 2 referees. Referees will be asked specifically whether there is any reason that you should not be employed in situations where you have responsibility for under 18s.

Once appointed you will be required to provide evidence of your ID, qualifications and provide at least two recent and relevant references, ideally with professional email addresses. You will also be required to undergo an enhanced DBS check or its equivalent from your country of residence. Bucksmore charge approximately 50% of the cost of a DBS check (£23.15) which is deducted from the first payroll.