



Senior teacher job description

Summary

As well as teaching his or her own class, the senior teacher is responsible for coordinating and supporting the rest of the teaching team and overseeing the academic programme which runs 5 mornings a week. Given the importance of the academic programme to the success of our students' stay, this role would suit someone who is well-organised, accustomed to thorough preparation, with excellent interpersonal skills and comfortable in a role with added responsibility.

Like the rest of the teaching team, the senior teacher is also expected to engage with students outside the classroom, have a fun, professional approach and contribute to ensuring students are happy and safe throughout their time with us. If this sounds like you, and you like the idea of a dynamic, often demanding but highly enjoyable summer school environment then we'd love to hear from you.

Weekly Pay and contract dates

The senior teacher receives £500 per week and the contract will run from 09/07/19 through until 09/08/19.

The Role

While the senior teacher's role focuses on the academic programme, he or she will also be involved in the overall management of the school and should be ready and able to address related scenarios if and when they arise. He or she will have a 6-day schedule, with one full day off per week, barring exceptional circumstances, and will be able to demonstrate a passion for the role and clear enthusiasm for working with young learners.

As with all staff, it is also important for the successful candidate to have a flexible attitude and be ready to assist with student supervision during breaks, mealtimes, in the accommodation block and at night whenever necessary

At Your English Summer we are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this approach. We have a comprehensive Safeguarding and Child Protection Policy and procedures in place, copies of which will be provided to you and which all employees, volunteers and contractors are required to read and adhere to.

Please note we are not able to provide work permits to candidates who are not eligible to work in the UK.



Duties and Responsibilities

These can be split into 2 areas – academic and general

Academic

The senior teacher reports to the summer school director and is required to:

- Attend any pre-summer school staff training in order to gain a deeper understanding of our approach, the summer programme and academic material.
- Take a leading role in the coordination and running of the academic programme.
- Help deliver an effective teacher induction.
- Set up the teacher's room, ensuring that there is an appropriate preparation area and necessary information and materials are on display and available.
- Coordinate day 1 level testing, organise students into groups according to their levels and inform teachers and students of their classes.
- Have an excellent knowledge of the Your English Summer teaching syllabus.
- Help teachers prepare for lesson observations.
- Carry out lesson observations in collaboration with the summer school director.
- Fulfil all necessary administrative duties.
- Hold teachers' meetings before classes each day.
- Run teacher development and ideas sharing sessions.
- Help ensure correct levels of student discipline are maintained.
- Provide lessons with the use of this syllabus and other appropriate materials.
- Assign sufficient time to lesson preparation.
- Identify and address student language needs.
- Manage classroom behaviour appropriately so that all students participate in lessons.
- Be observed by senior summer school staff.
- Ensure leavers certificates and reports are produced on time.
- Provide course feedback at the end of the summer.

General

Given his or her position of responsibility, the senior teacher is required to:

- Take part in the general management of the school when required.
- Assist with unforeseen circumstances, such as welfare scenarios.
- Provide "active supervision" during breaks and mealtimes, so instead of monitoring students, staff should interact with and get to know them.
- Lead and supervise groups of students on planned excursions, ensuring their wellbeing.
- Help with student arrivals and departures, engaging with parents where necessary, in a friendly and competent manner.

As such the senior teacher should generally help represent the school in a professional and positive way, contributing to the creation of welcoming, safe and fun environment for students and other staff to spend their summer in.



Requirements

Essential:

- Holder of a university degree or equivalent.
- Holder of a Trinity TESOL certificate or CELTA
- Teaching experience with young learners
- Summer school experience, ideally in a residential setting
- Some experience of positions of responsibility and/ or management

Personal Specification

We look for staff with certain key characteristics which make them well suited for summer school life. As well as an obvious interest in working with children we are looking for a senior teacher who is:

- Friendly and approachable
- Enthusiastic
- Responsible
- Understanding of children's needs
- Diplomatic
- Flexible

In the event of a successful application:

- We will contact you to arrange a telephone/ skype or face-to-face interview.
- We will request the names of 2 recent references who we will contact and one of who should be your most recent employer.
- We will ask about any gaps in your CV.
- You will be required to undergo a Disclosure and Barring Service check (previously called a Criminal Records Bureau check), or equivalent if living outside the UK, and you will be asked to sign a Children's Act 1989 declaration safeguarding the welfare of children and state that you know of no reason why you cannot work with children.
- We will request 2 types of official identification and certificates (originals or certified copies) for our records.
- Should you be offered a position, further child safeguarding training will be provided as part of your induction and preparation for the summer.

We look forward to hearing from you, good luck!

