



## Teacher job description

### Summary

Teachers play a crucial role in shaping an amazing summer, especially given that effective and engaging English lessons ultimately mean that students will successfully fulfil the academic purpose of attending summer school.

However, this role is two-fold and we are looking for teachers who are able to engage with students in and out of the classroom, have a fun, professional approach and can contribute to ensuring students are happy and safe throughout their time with us.

### Weekly Pay and contract dates

Teachers receive £400 per week and most teacher contracts will run from 09/07/19 through until 09/08/19, with some concluding earlier on 26/07/19 depending on operational requirements.

### Work Schedule

All staff are provided with a weekly rota which is broken up into sessions. Each of these sessions covers a morning, afternoon or evening. Teachers have one full day off and work 13 sessions per week, 5 in the classroom and 8 helping run activities, lead excursions and doing pastoral duties. Given this split, teachers are likely to spend more time contributing to non-academic elements of the programme, meaning that an enthusiastic approach across the board is obviously key.

As with all staff, teachers must be ready to assist with certain student welfare scenarios if and when they arise, as well as take part in “house duty” (explained below) in the accommodation block 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.***



## Duties and Responsibilities

These can be split into 3 areas - teaching - activities - pastoral care

### Teaching

All teachers report to summer school management and are required to:

- Attend pre-course staff training.
- Be familiar with the school syllabus.
- Assign sufficient time to lesson preparation and attend teacher development workshops.
- Provide lessons with the use of the syllabus and other appropriate materials.
- Identify and address student language needs and ensure that students gain the maximum benefit from their English classes.
- Manage classroom behaviour appropriately so that all students participate in lessons.
- Maintain administrative records, including class registers and records of work, write reports and certificates.
- Attend meetings if requested.
- Be observed by senior summer school staff.

### Activities

Teachers are also expected to:

- Fully engage with the activity programme by enthusiastically taking part in, leading and supervising afternoon and evening activities.
- Assist with activity preparation where required.
- Lead student groups on excursions, offer appropriate levels of supervision to ensure student safety and follow planned itineraries.

### Pastoral Care

As all members of staff have duty of care for our students over the summer they are required to:

- Assist with meal and break time supervision whenever necessary.
- Take part in "house duty" as detailed on the rota, this includes wake-up, accompanying students around school, supervising students in the accommodation and lights out.
- Be a generally supportive presence in the accommodation and available to other staff and students
- Help make sure students respect school rules and promote their social skills.
- Assist in the event of a student being ill, injured or in an emergency (whether on duty or not).
- Engage with students to foster a positive and fun atmosphere whether in or out of classes and always in a professional manner.
- Provide feedback on your summer experiences.



## Requirements

### Essential:

- Holder of a university degree or equivalent.
- Holder of a Trinity TESOL certificate or CELTA
- Previous teaching experience some of which involves young learners
- Passion for teaching

### Desirable:

- Previous (residential) summer school experience
- Experience leading extracurricular student activities
- An interest in sport/ music/ art/ drama
- Awareness of children's welfare needs

## 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 teachers who are:

- 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 interview
- We will request the names of 2 recent referees who we will contact and one of whom 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!***

