

EFL Teacher (Adults), Collingham, Non-Res, 2017

Discovery Summer runs a range of innovative high quality residential summer courses for young learners/teenagers in top independent schools around the UK as well as 'day' courses for adults, teenagers and young learners in Kensington. Our students enjoy learning skills through a range of language activities in English.

In our 2014 British Council inspection we were awarded 13 strengths out of a possible 15. Discovery Summer is currently ranked as the top multi-centre summer school in the UK.

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Please read "Information for Applicants – London Day Courses 2017" available to download from www.discoverysummer.co.uk/employment.php for details of course dates, salary and application procedure.
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Job Overview:

You are responsible for planning and delivering high-quality English language classes for adults with emphasis on developing student confidence in using spoken English.
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Person Specification**Essential**

- Degree, CELTA/Trinity TESOL, BEd./PGCE (English or MFL) qualification
- Experience of teaching mixed ability, multi lingual classes
- EFL experience with the appropriate age group

Desirable

- Experience in teaching pronunciation
- Experience in teaching Business English

Reporting to

Director of Studies

Dress Code

Smart clothes (i.e. No casual jeans, T-shirts or shorts) to be worn in the classroom

Working Hours

- Classes are held from Mondays to Fridays for which we expect you to be fully prepared, Monday to Friday 09:00-12:30 and/or 13:30-17:00
- Maximum class size: 10
- Approximately 1 x ½ hour meetings/training sessions per week (paid at 50% of normal rate) The main teachers meeting will be on Tuesday mornings
- You will be expected to complete all academic administration as required e.g. lesson planning, marking
- You will be paid extra for writing weekly student reports: 1 hour/week (paid at 50% of normal rate)
- Expect the work to be intense.

Pre-course

- Read the Staff Handbook and raise any queries you may have with the Director of Studies
- Where possible, check the placement tests and needs analyses for all students and prepare classes accordingly
- Discuss class plans with the Director of Studies
- Attend the course induction and prepare classrooms on Friday 23 and Saturday 24 June 2017 (paid at 50%

of normal rate)

Teaching and Administrative Duties

- Prepare for and teach English classes to a high standard, as assessed by the Director of Studies
- Exploit every opportunity for students to learn English both inside and outside the classroom
- In conjunction with DoS, plan and develop short pronunciation 'workshops'. Short sessions which help students develop their skills in this area
- Ensure students of different nationalities mix as much as possible
- Assist with placement testing if necessary
- Make sure the weekly objectives are clearly displayed where students can see them
- Ensure that when classes are multi level, those at higher levels are provided with differentiated material appropriate to their needs and ability
- Quickly respond to any feedback that arises as a result of a drop in/full length observations
- Keep accurate registers, lesson plans, learner reviews, and class records (plans of work/records of work)
- Complete a report on each student at the end of each week using the guidelines in the staff handbook
- Attend staff meetings and occasional INSET sessions
- Carry out any other reasonable duties

The 'face' of Discovery Summer

- Ensure that the 'face' of Discovery Summer is upheld and that all students return home with a folder that is representative of the high standards of Discovery Summer
- Ensure that classroom displays are informative, creative and reflective of Discovery Summer's standards
- Make sure that work in student folders is clearly marked and that all mistakes have been corrected
- Ensure that weekly Learner Reviews have been completed by students and that they are put in the student folders
- Make sure that students are receiving sufficient feedback on their work.

Other Duties

- Help pack up the course centre as required
- Carry out any other reasonable duties

All Discovery Summer Staff must:

- Commit to safeguarding and promoting the welfare of all course participants (students, staff, group leaders and Discovery Summer visitors) at all times
- Maintain confidentiality (in accordance with Discovery Summer's Data Protection Policy)
- Provide the best possible language learning, social and cultural experience for the students
- Provide a high-level of customer care to students and all those associated with them
- Work cooperatively with both Discovery Summer colleagues and host centre staff
- Follow the guidelines in your Staff Handbook regarding the standards expected in your job and how to deliver them
- Provide full and proper planning and recording documents as required
- Carry out directions from Head Office and comply with all legal and professional requirements
- Present yourself well; being of smart appearance, appropriate to the role and using appropriate language
- Act in a thoroughly professional manner and uphold the good reputation of Discovery Summer

Discovery Summer's policy regarding alcohol, smoking and substance abuse

You are working with children. Consuming alcohol and substance abuse are not permitted at any time in the building or during working hours. Smokers may only smoke in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.