

Non-Residential, Collingham, Juniors (5-17 yrs), 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 – Day courses London " 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 delivery of high-quality English language classes with emphasis on Task Based Learning for juniors (5-17 years). You will also be leading study visits and preparing students for the end of week presentations which will showcase what the students have learned.

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Person Specification

Essential

- Degree, CELTA/Trinity TESOL, B.Ed./PGCE (Primary, English or MFL) qualification
- Experience of task-based/project based learning
- EFL experience with the appropriate age group

Desirable

- Experience in teaching multinational, multi-lingual classes
- Experience of supervising students on study visits

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: 12
- Approximately 4 x ½ hour meetings/training sessions per week (paid at 50% of normal rate) The main teacher meetings will be on Mondays and Fridays at lunchtime and/or at 17.00
- You will be expected to complete all academic administration as required e.g. lesson planning
- 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
- Discuss project ideas with the Director of Studies to ensure lessons are focused on task based learning and on the production of language

- Attend the course induction and prepare classrooms on Friday 23 and Saturday 24 June 2017 (paid at 50% of normal rate)
- Visit and familiarise yourself with at least one of the local museums (Natural History, Science, V&A) and plan first week's project in conjunction with the Director of Studies

Teaching and Administrative Duties

- Prepare for and teach task-based English classes to a high standard, as assessed by the Director of Studies
- Prepare students for, lead and supervise weekly study visits to a local museum (Natural History Museum, Science Museum, V& A Museum)
- Assist with placement testing if necessary
- Make sure the weekly objectives are clearly displayed where students and parents can see them
- Alert your line manager if you think a student has not been correctly placed, if you suspect they have any additional learning needs or if you think they qualify as 'gifted and talented'
- 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 observation
- Prepare students for the end of week presentations; ensure they feel confident about the material and that it is reflective of the high standards of Discovery Summer
- Exploit every opportunity for students to learn English both inside and outside the classroom ensuring students of different nationalities mix as much as possible
- Set simple homework tasks based on a daily learning objective
- Keep accurate registers, lesson plans, records of classes and details of student behaviour, welfare and disciplinary issues, using the Portal where appropriate
- Complete a report on each student **at the end of each week** using the guidelines in the staff handbook
- Attend staff meetings and INSET sessions

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

- Assist with supervision at break times as required
- 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
- 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.