

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. On our residential courses English children take part in both lessons and activities.

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 – Residential 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 will be responsible for planning and delivering high-quality, English as a Foreign Language lessons and for successfully completing the administrative duties that this role entails. Your lessons will help students 'learn through doing' and to improve their confidence in using spoken English. You will also assist with other duties e.g. social and pastoral.

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Person Specification

Essential

- Degree, CELTA, Trinity TESOL, BEd/PGCE (Primary Education, English or MFL) or EFL Level 5 equivalent
- EFL experience with the relevant age group

Desirable

- Previous summer school experience/International school experience
 - Experience of teaching multi-lingual classes
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Reporting to

Director of Studies and Course Director

Dress code

Smart casual (i.e. No casual jeans, T-shirts or shorts) to be worn in the classroom
When supervising activities you will wear sportswear (no short shorts or revealing t shirts)

Working Hours

- Working hours at the centre will be long and the work will be intense
- You will have one 24 hour period off per week plus additional time off during some working days.
- Whether you are on or off duty, you will be expected to put the welfare of the students and staff first
- You will be asked to sign a waiver regarding the 48 hour working week

Teaching Hours on English and Multi Activity Programmes

Maximum class size is 12 international students + 1 English Student Host*

*In exceptional circumstances, where levels dictate, this may be marginally exceeded

Marymount	20 contact hours per week + academic administration + other duties (social and pastoral)
Radley Juniors / Teens	22.5 contact hours per week + academic administration + other duties (social and pastoral)
Woldingham	22.5 contact hours per week + academic administration + other duties (social and pastoral)
Uppingham	22.5 contact hours per week + 2.5 hours per week leading extra-curricular lessons on the Discovery PLUS programme + academic administration + other duties (social and pastoral)
Shrewsbury	34.5 contact hours per week + academic administration + pastoral duties. You will teach on a “zig-zag” programme with different groups of students am/pm sessions.

On English and Multi-Activity programmes, the academic programme consists of **English Skills classes** and **English Workshops**.

English Skills classes:

Theme based, interactive classes which encourage students to develop all skills areas (reading, writing, listening, speaking), with particular focus **on building confidence in spoken English**.

- Lessons are planned using a Scheme of Work (based on the Trinity GESE syllabus/underpinned by CEFR)
- Students are tested as they arrive and allocated to English Skills classes depending on their level
- Continuous enrolment - classes/levels may change on a weekly basis
- Lessons are creative and active. Supplementary materials include hard copy course books, access to online resources and Discovery Summer’s bespoke online resource bank (ORB)
- At the end of the week, students complete a Learner Review; ‘Can Do’ statements which encourage reflective learning

English Workshop:

Mixed ability “English in Action” sessions which encourage students to **learn and develop through doing**. Students spend approx 6 hours (divided into 4 sessions) on a project e.g. presenting Discovery TV, Junior chef, Poetry Writing, Board Game Design

- Students choose a different English Workshop each week
- Detailed English Workshop templates are available for teachers
- The week culminates in a presentation where selected students present their work in front of the school

Pre-course

- Reply to emails from your Course Director and Director of Studies so that they can get to know you and allocate you to English Skills and English Workshop groups
- Read the Staff Handbook and raise any queries you may have with Head Office or Director of Studies
- Attend the course induction and help set up the course centre

Teaching Duties

- Prepare for and teach English Skills and English Workshop classes to an acceptably high standard, as directed by your Director of Studies
- Follow guidelines as outlined in Discovery Summer publicity materials, in the Staff Handbook and as explained by your Course Director/Director of Studies
- Alert your Director of Studies if you think a student has not been correctly placed, if you suspect they have any special educational needs or if you think they qualify as 'gifted and talented'
- Establish which students are at international school and discuss with the Director of Studies how these students can be stretched and challenged
- 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
- Exploit every opportunity for students to learn English both inside and outside the classroom ensuring students of different nationalities mix as much as possible
- When leading English Workshops, ensure that tangible learning outcomes are presented to the students
- Prepare students for the end of week English Workshop presentations; ensure they feel confident about the material and that the presentation itself is reflective of the high standards of Discovery Summer
- Prepare students for the Trinity Exam in Spoken English if required
- Where required, involve and manage English Student Hosts in the classroom.

Administrative Duties

- Keep accurate lesson plans, registers, learner reviews, records of work and details of student behaviour, welfare and disciplinary issues using the DS Portal as required
- Attend and participate in daily staff meetings and read the minutes of any meetings you cannot attend
- Assist the Director of Studies with placement testing if required
- Where required, contribute to the centre blog with fun, informative and interesting material
- Make sure that work in student folders is clearly marked and that all mistakes have been corrected
- Make sure that students are receiving sufficient feedback on their work and that you complete a **weekly academic report** for each student (even if students are not leaving)

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

General/Pastoral Duties

- Attend and participate in daily staff meetings
- Carry out airport duty (meeting students at the airport, accompanying them to the course centre, checking students in on departure) as required
- Sleep in a room in close proximity to students and do wake-up/bedtime/mealtime duty as required. You will be accommodated at the course centre normally in a single room in a student residence
- Ensure the safeguarding and welfare of students at all times, supervising students as required and responding sensitively to any pastoral matters
- Give timely, constructive feedback to your line manager
- Help pack up the course centre as required
- Carry out any other reasonable duties

Social Programme Duties

- (All centres except Shrewsbury) Where required, participate fully and enthusiastically in the social programme as required e.g. assisting with arts & crafts, sports, discos, talent shows, quizzes
- Prepare students for and at some centres guide students on excursions, passing on interesting information about the destination and ensuring that they complete set tasks
- Where appropriate, liaise with social team about increasing opportunities for social/academic crossover

All Discovery Summer Staff must:

- Commit to safeguarding and promoting the welfare of all course participants (students, English Student Hosts, 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 organisation 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 on campus 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.