



## Subject teacher (e.g. Film Making, International Relations)

### Winchester Pre-College Enrichment, Residential, 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. 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.**

Please read "**Information for Applicants – Residential Courses 2017**" available to download from [www.discoverysummer.co.uk/employment.php](http://www.discoverysummer.co.uk/employment.php) for details of course dates, salary and application procedure.

#### Job Overview

You are responsible for planning and delivering high-quality lessons in specific subjects (Majors, Minors and Academic Workshops). You may also be involved in some residential duties and occasionally in the social programme.

#### Person Specification

##### Essential

- Degree, appropriate PGCE/BEd.
- Experience of teaching the relevant age group/subject

##### Desirable

- CELTA or Trinity TESOL
- Previous summer school experience/International school experience
- Experience of teaching specialist subject to multi-lingual, multi-level classes

#### Reporting to

Academic Manager and Course Director

#### Dress code

Smart clothes (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

- You will have 22.5 teaching hours per week; teaching one **Major** (13.5 hours per week), one **Minor** (6 hours per week) and **Academic Workshops** (3 hours)  
**Majors:** Advanced Exam Skills, Business Studies/Economics, Drama, Film Making, International Relations/Model UN  
**Minors:** Creative Writing/Journalism, Debating, Digital Photography, Leadership Skills, Philosophy  
**Academic Workshops:** Practical life skills e.g. interview techniques, teamwork and complex problem solving, British Culture e.g. British Humour and etiquette, University application systems e.g. preparing for university aptitude and admissions tests
- 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

### Pre-course Duties

- Reply to emails from your Course Director and Director of Studies so that they can get to know your areas of strength
- Read the Staff Handbook and raise any queries you may have with Head Office or your line manager
- Prepare lesson plans and weekly Scheme of Work for week 1 in liaison with the Director of Studies/Academic Manager
- Attend the course induction and help set up the course centre

### Teaching Duties

- Follow guidelines as outlined in the Staff Handbook and explained by your Course Director/Director of Studies
- Prepare for and teach your specific Major and Minor subjects + Academic Workshops. Classes are to be taught at a high standard, as assessed by the Director of Studies
- Maximum class size is 16 international students (+ 1 English Student Host)
- Alert your line manager if you think a student has any special educational needs or if you think they qualify as 'gifted and talented'
- Ensure that when classes are multi-level (in terms of language and subject knowledge), 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 or from the end of week presentations
- Exploit every opportunity for students to learn English both inside and outside the classroom ensuring students of different nationalities mix as much as possible
- 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
- Ensure that tangible learning outcomes are presented to the students at the beginning of each week
- Where required, involve and manage English Student Hosts in the classroom.

### Other Duties

- Attend and participate in daily staff meetings
- Assist the Director of Studies with placement testing if required
- Where required, contribute to the centre blog with fun, informative and interesting material.

### 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
- 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)
- Ensure that weekly Learner Transcripts have been completed by students and that they are put in the student folders

### 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
- Ensure that the content of the presentations is appropriate and meets Discovery Summer's expectations. There will often be visitors watching the presentations.

### General/Pastoral Duties

- 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 in a single room in a student residence on a corridor amongst the students

- Ensure the safeguarding and welfare of students at all times, supervising students as required and responding sensitively to any pastoral matters
- If required, carry out airport duty (meeting students at the airport, accompanying them to the course centre, checking them in on departure)
- Plan safe classes/activities in accordance with Discovery Summer guidelines
- 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**

- Where required, participate fully and enthusiastically in the social programme as required e.g. supervising arts & crafts, sports, discos,
- Where appropriate, prepare students for and guide them on Study Visits
- 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.