

In our [2018 British Council inspection](#) report we were awarded 14 strengths out of a possible 15.

Job Overview

You will be responsible for planning and delivering high-quality lessons in specific subjects (Strands and Enrichment Workshops) and for successfully completing the administrative duties that this role entails. Your lessons will be lively and include engaging activities to help students build confidence in the Strand subject by building on their language skills. You will also assist with other duties e.g. wake up/bed time duties, supporting social activities as required.

Person Specification

Role Title	Strand Teacher - Young Entrepreneur, STEM/Practical Science, Presentations Skills/Debate		
Reporting to	Director of Studies and Course Director		
Dress Code	Smart clothes (i.e. no casual jeans, T-shirts, shorts or open sandals) to be worn in the classroom		
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> First degree, appropriate PGCE/Bed 	<ul style="list-style-type: none"> EFL qualification e.g. CELTA, Trinity TESOL, or EFL Level 5 equivalent 	<ul style="list-style-type: none"> Proof of qualifications
Experience	<ul style="list-style-type: none"> Experience of teaching relevant age group/subject Ability to plan and deliver engaging and stimulating lessons Effective working with young people of a range of ages and abilities Readiness to participate in activities and assist with pastoral duties on residential courses Committed to safeguarding children and can be trusted to ensure the student experience, their safety and welfare is the priority 	<ul style="list-style-type: none"> Working with international students Previous experience working in a residential, summer school setting Experience of teaching specialist subject to multi-lingual, multi-level classes 	<ul style="list-style-type: none"> Application form and CV Interview Professional references
Skills and Knowledge	<ul style="list-style-type: none"> Can provide a clear and accurate model of the English language Capacity to work alongside colleagues, contributing effectively to a team Excellent communication and interpersonal skills Able to motivate children and teenagers Good administrative skills Able to work comfortably in a fast paced, intensive environment Committed to producing student centred, interactive classes 	<ul style="list-style-type: none"> High level of competence in ICT Able to adapt Schemes of Work to meet student needs Ability to work as a part of a wider team to contribute to the development of the academic programme and to create cross-curricular links 	<ul style="list-style-type: none"> Application form and CV Interview Professional references
Personal attitudes and qualities	<ul style="list-style-type: none"> Passionate about teaching and learning Organised and with high professional and personal standards 		<ul style="list-style-type: none"> Application form and CV Interview Professional

	<ul style="list-style-type: none"> • Open to receiving feedback and want to develop new skills • Creative, energetic and fun 		references
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Course Dates

ACS Cobham Surrey	Wednesday 26 June Friday 28 June	Saturday 29 June – Saturday 27 July	2 or 4 weeks	12-16 years
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Working Hours

- You will work 6 days a week
- You will have 22.5 teaching hours per week split into Strand classes and Enrichment Workshops
- **Strand subject** e.g. *Young Entrepreneur, STEM/Practical Science or Presentation Skills/Debate to 3 groups per week*. You will teach each group for 6 hours. Each group may have slightly different learning needs/language level.
Enrichment Workshops: Practical 'standalone' sessions related to your Strand subject e.g. *an interactive debate (Presentation Skills and Debate), motivational speech writing (Young Entrepreneur), code-breaking (STEM)*
- You will have one 24-hour period off per week (Saturday pm until Sunday pm) plus additional time off on some working days.
- Whether you are on or off duty, you will always 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

Salary and benefits:

- From **£518 per week**
- Statutory holiday pay from **£62.50** (calculated at 12.07% of gross salary)
- Two day paid induction (pro rata)
- Full board accommodation – worth **£52.85 per week**
- Discretionary end of contract/performance bonus
- Work as a part of a strong team, gain experience working with international students, develop new skills
- Opportunities for professional development e.g. INSET, shadowing and training for those interested in promotion

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
- Prepare draft lesson plans in liaison with the Director of Studies/Academic Manager
- Attend the course induction and help set up the course centre

Teaching Duties

- Prepare for and teach Strand and Enrichment classes to an acceptably high standard, as directed by your Director of Studies
- Follow guidelines as outlined in the Staff Handbook and explained by your Course Director/Director of Studies
- Maximum class size is 15 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'
- 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 (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
- At the start of each week and every lesson, ensure that tangible learning outcomes are presented to the students
- 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

- 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)
- 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 regularly updated, are fresh, informative 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 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
- 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, 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
- 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 Staff Handbooks regarding the standards expected in your job and how to deliver them
- Maintain confidentiality (in accordance with Discovery Summer's Data Protection Policy)
- Complete all documentation 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 so as to 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.

Last updated: 19/11/2018