

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

Job Overview

You will be responsible for planning and delivering high quality IELTS preparation classes which are multinational and might also be mixed ability. You will oversee mock IELTS exams on Friday afternoons ensuring the students receive detailed feedback. You may accompany students to sit the IELTS exam. You will also assist with pastoral duties and support social activities as required

Person Specification

Role Title	IELTS/Academic English Teacher		
Reporting to	Course Director		
Dress Code	Smart casual (i.e. No casual jeans, T-shirts, shorts or open sandals) to be worn in the classroom When supervising activities, you will wear sportswear (no short shorts or revealing T-shirts)		
	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> • First degree (any discipline) • CELTA, Trinity TESOL, BEd/PGCE (Primary Education, English or MFL) or EFL Level 5 equivalent 	<ul style="list-style-type: none"> • Trinity LTCL Diploma TESOL, Cambridge DELTA or MA in Linguistics/TESOL • IELTS examiner or Cambridge examiner 	<ul style="list-style-type: none"> • Proof of qualifications
Experience	<ul style="list-style-type: none"> • Experience in planning and teaching intensive IELTS exam preparation/Academic English • Ability to plan and deliver active, engaging and stimulating lessons • Experience teaching relevant age group • Readiness to participate in activities and assist with pastoral duties on residential courses • Committed to safeguarding and promoting the welfare of all course participants at all times 	<ul style="list-style-type: none"> • Experience working with international students • Previous experience working in a residential setting • Experience of teaching multi-level, multi-lingual classes 	<ul style="list-style-type: none"> • Application form and CV • Interview • Professional references
Skills and Knowledge	<ul style="list-style-type: none"> • Ability to 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 • Ability to motivate teenagers • Good administrative skills • Ability 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 • Ability to develop a syllabus (in conjunction with Head Office) to meet student needs • Ability to work as a part of a wider team to contribute to the development of the academic programme • Ability to incorporate British culture into classes 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 • Resourceful and can take the initiative 		<ul style="list-style-type: none"> • Application form and CV • Interview • Professional references

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

Course Centre	Staff Induction <i>(Senior staff start at least 2 days earlier)</i>	Course Dates	Contract Length + pre-course induction	Age Range
Winchester College Hampshire	Saturday 13 July Sunday 14 July	Monday 15 July – Monday 5 August	2 or 3 weeks	14-17 years

Working Hours

- You will work 6 days a week
- You will have 22.5 teaching hours per week split into Majors (13.5 hours), Minors (6 hours) and Academic Workshops (3 hours)
- Usually, 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
- Our programmes are action packed - expect the work to be intense.

Salary Scale

EFL Teacher Band		Weekly salary (gross)
DELTA etc+ 5 years	1	£533 per week + statutory holiday pay £64 per week
5 years	2	£523 per week + statutory holiday pay £63 per week
3 years	3	£513 per week + statutory holiday pay £61 per week
1 year	4	£487 per week + statutory holiday pay £58 per week
Less than 1 year	5	£441 per week + statutory holiday pay £53 per week

Additional Benefits:

- Full board accommodation is provided – worth **£52.85 per week**
- Discretionary end of contract/performance bonus
- Statutory holiday pay (calculated at 12.07% of gross salary)
- Two day paid induction, paid pro rata
- 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 line manager
- Work closely with the Academic Manager to plan and develop a two-week syllabus for the intensive IELTS preparation Major
- Read the Staff Handbook and Discovery Summer publicity materials (brochure, website, blogs) and raise any queries you may have with Head Office or your line manager
- Prepare lesson plans for week 1 in liaison with your line manager/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/line manager
- Prepare for and teach your specific Major and Minor subjects + Academic Workshops. Classes are to be taught at a high standard, as assessed by your line manager
- 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 they are 'gifted and talented'
- Ensure that if the 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 from a drop in/full length observation
- Ensure that tangible learning outcomes are presented to the students at the beginning of each lesson

- Where required, involve and manage English Student Hosts in the classroom.

Administrative Duties

- Provide your Academic Manager/Line Manager with regular updates about student progress
- Accompany students who have registered to take the IELTS exam to Portsmouth (Sat 28 July) providing them with encouragement and moral support
- 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
- Conduct attendance checks and alert the Director of Studies if a student is not in class
- Assist the Director of Studies with placement testing if required
- Attend and participate in daily staff meetings and read the minutes of any meetings you cannot attend
- Where required, contribute to the centre blog with fun, informative and interesting material
- Use age/level appropriate learning materials and ensure that all copyright/referencing policies are adhered to
- Make sure that work in student folders is clearly marked and that mistakes have been corrected
- Make sure that students receive regular and detailed 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 with work which is clearly marked and that all mistakes have been corrected
- Ensure that classroom displays are fresh, informative and reflective of Discovery Summer's standards
- 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

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)
- Where required, participate fully and enthusiastically in the social programme as required e.g. supervising arts & crafts, sports, discos,
- 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.

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