

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, lively English as a Foreign Language lessons for international students, all of whom will have children also studying with us in the same building. Lessons will include engaging activities, focused either on Business English or General English and will help students develop accuracy, fluency and most importantly, confidence in spoken English.

Person Specification

Role Title	EFL teacher, Adults		
Reporting to	Director of Studies		
Dress Code	Smart casual (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 (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 • Specialism e.g. Business English 	<ul style="list-style-type: none"> • Proof of qualifications
Experience	<p>Experienced teachers and those early in their career are welcome to apply</p> <ul style="list-style-type: none"> • Ability to plan and deliver communicative lessons • Excellent approach to customer care • Committed to safeguarding and promoting the welfare of all course participants at all times 	<ul style="list-style-type: none"> • Working with international adult students • Experience of teaching multi-lingual classes • Experience teaching Business English, General English, EAP 	<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 • Good administrative skills • Ability to work comfortably in a fast paced, intensive environment • Commitment to producing interactive classes tailored to student needs 	<ul style="list-style-type: none"> • High level of competence in ICT • Able to create weekly Schemes of Work to meet student needs • Ability to incorporate British Culture into classes 	<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 • Open to receiving feedback and want to develop new skills • Creative, energetic and fun 		<ul style="list-style-type: none"> • Application form and CV • Interview • Professional references

Course Dates

Course Centre	Staff Induction	Course Dates	Contract Length + pre-course induction	Age Range
London - Collingham Kensington	Saturday 22 June	Monday 24 June – Friday 9 Aug	6-7 weeks	Adults 18+

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: 10
- The main teachers meeting will be on Tuesday mornings
- You will be expected to complete all academic administration as required e.g. lesson planning, marking

Salary Scale

Teacher EFL Band		Hourly salary (gross)
DELTA etc+ 5 years	1	£ 22.83 per hour + statutory holiday pay £2.75 per hour
5 years	2	£ 20.53 per hour + statutory holiday pay £2.47 per hour
3 years	3	£ 19.42 per hour + statutory holiday pay £2.34 per hour
1 year	4	£ 18.25 per hour + statutory holiday pay £2.20 per hour
Less than 1 year	5	£ 17.44 per hour + statutory holiday pay £2.10 per hour

Additional Benefits:

- 4-7 week contracts
- Paid induction (50% of normal hourly rate)
- You will be paid extra for writing weekly student reports: 1 hour/week (paid at 50% of normal rate)
- Approximately 1 x ½ hour meetings/training sessions per week (paid at 50% of normal rate)
- Work as a part of a strong team, gain experience working with international students
- Exciting opportunities for professional development e.g. performance review, peer observation, team teaching
- Weekly INSET sessions on a range of topics e.g. CLIL, error correction, pronunciation, learning strategies

Pre-course

- Read the Staff Handbook and raise any queries you have with the Director of Studies
- Where possible, check the placement tests and needs analyses for all students and prepare classes accordingly
- Reply to emails from your Director of Studies so that he/she can get to know you and provisionally allocate you to levels
- Access the online lesson planning documents and resources and arrive at the centre with ideas for engaging and creative lessons
- Discuss class plans with the Director of Studies
- Attend the course induction and prepare classrooms on Saturday 22 June 2019 (paid at 50% of normal rate)

Teaching Duties

- Prepare for and teach English classes to a high standard, as assessed by the Director of Studies
- Exploit every opportunity for students to learn English both inside and outside the classroom
- In conjunction with DoS, plan and develop short pronunciation 'workshops'. Short sessions which help students develop their skills in this area
- Ensure 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
- 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 observations
- Attend staff meetings and regular INSET sessions

- Carry out any other reasonable duties

Administrative Duties

- Keep accurate registers, lesson plans, learner reviews, and class records (plans of work/records of work)
- 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 regularly updated, informative and reflective of Discovery Summer's standards

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 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.

Last updated: 19/11/2018