

Task Based Learning EFL Teacher
Non-Residential, Collingham, Juniors (5-17 yrs), 2019

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 delivery of high-quality English language classes with emphasis on Task Based Learning for juniors (5-17 years). Your lessons will be lively and include engaging activities to help students develop accuracy, fluency and most importantly, confidence in spoken English. You will also be leading study visits and preparing students for the end of week presentations which will showcase what the students have learned.

Person Specification

Role Title	EFL teacher, Task Based Learning/Project Based Learning		
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 • Young Learner specialism e.g. TYLEC, CELTA extension 	<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 • 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 • Experience of teaching multi-lingual classes • Experience in task-based/project-based learning • Experience in supervising students off-site 	<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 • Ability to motivate children • Good administrative skills • Ability to work comfortably in a fast paced, intensive environment • Commitment 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 • Ability to incorporate British culture into classes and to create tangible links to weekly study visits 	<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 wants 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	Juniors + Teens 5-17 years, 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: 12
- The main teacher meetings will be on Mondays and Fridays at lunchtime and/or at 17.00
- You will be expected to complete all academic administration as required e.g. lesson planning
- Expect the work to be intense.

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 4 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
- Mentor programme available for newly qualified teachers
- 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 Discovery Summer publicity materials (brochure, website, blogs) and raise any queries you may have with the Director of Studies
- Discuss project ideas with the Director of Studies to ensure lessons are focused on task-based learning and on the production of language
- Attend the course induction and prepare classrooms on Saturday 22 June 2019 (paid at 50% of normal rate)
- Access historic lesson and resources and arrive at the centre with ideas for engaging and creative lessons
- Visit and familiarise yourself with one of the museums that you will be visiting and plan possible project ideas in conjunction with the Director of Studies

Teaching Duties

- Prepare for and teach task-based English classes to a high standard, as assessed by the Director of Studies
- Prepare students for, lead and supervise weekly study visits to a local museum (Natural History Museum, Kensington Palace, Science Museum, V&A Museum, Design Museum, Kensington Palace)
- Ensure that when classes are multi level, those at higher levels are provided with differentiated material appropriate to their needs and ability
- Alert your Director of Studies if you think a student has been incorrectly placed, if you suspect they have any special educational needs or if you think they qualify as 'gifted and talented'

- 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
- Complete a report on each student at the end of each week using the guidelines in the staff handbook
- Attend staff meetings and INSET sessions

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
- 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
- Make sure that work in student folders is clearly marked and that all mistakes have been corrected
- Ensure that weekly Learner Reviews have been completed by students and that they are put in the student folders
- Make sure that students are receiving sufficient feedback on their work

Other Duties

- Assist with supervision at break times as required
- 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 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