

Task Based Learning EFL Teacher
Non-residential, Collingham: Teens (13-17 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 the planning and delivery of high quality English language classes with emphasis on Task Based Learning . You will also be leading study visits and on three afternoons a week you will accompany students to places of interest in London ensuring that these visits are educational, safe and fun. On the other two afternoons you will supervise activities on-site e.g. arts & crafts, London research projects, photo scavenger hunts.

Person Specification

Role Title	EFL teacher, Task Based Learning/Project Based Learning		
Reporting to	Director of Studies, Manager of Discovery Summer		
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	<ul style="list-style-type: none"> • Experienced teachers and those early in their career are welcome to apply • Ability to plan and deliver communicative lessons • Good knowledge of London sights and history • Experience of supervising students on study visits/sightseeing • Experience of supervising arts & crafts, competitions, scavenger hunts, sports etc. • 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 	<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 children and teenagers • 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 and to create links to Study visits 	<ul style="list-style-type: none"> • Application form and CV • Interview • Professional references
Personal attitudes and	<ul style="list-style-type: none"> • Passionate about teaching and learning 		<ul style="list-style-type: none"> • Application form and CV

qualities	<ul style="list-style-type: none"> 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"> Interview Professional references
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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	13-17 years

Working Hours

- Classes are held from Mondays to Fridays for which we expect you to be fully prepared, 09.00 –17.00 Recommended arrival time 08.30
- Maximum class size: 12
- The main teacher meetings will be on Mondays and Fridays at 5.15pm. Other meetings may be called, as required
- You will be expected to complete all academic administration as required e.g. lesson planning
- Our programmes are intense - 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 2 x ½ hour meetings/training sessions per week (paid at 50% of normal rate)
- 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/sights 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
- Set simple homework tasks based on a daily learning objective
- 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 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 the content of the presentations is appropriate and meets Discovery Summer's expectations. There will often be visitors watching the presentations

Afternoon Activity Duties and other duties

- In conjunction with the Centre Manager, plan and lead afternoon 'Explore London' trips three times a week e.g. on guided walking tours, museum and gallery trips, sightseeing
- Lead afternoon activities in English e.g. art and design, researching hidden London, photo scavenger.
- Assist with supervision at break times
- 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