

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. Lessons will include engaging activities to help students develop accuracy, fluency and most importantly, confidence in spoken English. You will also assist with pastoral duties e.g. wake up/bed time duties/meal time supervision and supporting social activities as required.

Person Specification

Role Title	EFL teacher, English and Multi-Activity Course		
Reporting to	Director of Studies and 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 • Young Learner specialism e.g. TYLEC, CELTA extension • Knowledge of Trinity GESE exams 	<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 • 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 children/teenagers • Previous experience working in a residential setting • Experience of teaching multi-lingual classes • Experience in 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 • 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 • Culturally sensitive and genuinely enjoys working with young people • Organised and with high 		<ul style="list-style-type: none"> • Application form and CV • Interview • Professional references

	professional and personal standards <ul style="list-style-type: none"> • Open to receiving feedback and want to develop new skills • Creative, energetic and fun 		
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Centre Information

Course Centre	Staff Induction <i>(Senior staff start at least 2 days earlier)</i>	Course Dates	Contract Length + pre-course induction	Contact Hours
Radley College Oxfordshire (11-14 and 14-17 years)	Monday 8 July Tuesday 9 July	Wednesday 10 July – Wednesday 14 Aug	1, 2, 3, 4 or 5 weeks	22.5 contact hours per week + academic administration + other duties (social and pastoral). Teachers do not usually attend excursions
Shrewsbury School Shropshire (12-16 years)	Monday 1 July Tuesday 2 July	Wednesday 3 July – Wednesday 31 July	3 or 4 weeks	34.5 contact hours per week + academic administration + pastoral duties. You will teach on a “zig-zag” programme with different groups of students am/pm sessions. Teachers do not usually attend excursions.
ACS Cobham Surrey (12-16 years)	Wednesday 26 June - Friday 28 June	Saturday 29 June – Saturday 27 July	2 or 4 weeks	22.5 contact hours per week + academic administration + other duties (social and pastoral). Teachers do not usually attend excursions.
Woldingham School Surrey (8-13 years)	Monday 8 July Tuesday 9 July	Wednesday 10 July – Wednesday 7 August	2 or 4 weeks	22.5 contact hours per week + academic administration + other duties (social and pastoral). Teachers do not usually attend excursions.
Marymount International School Kingston-upon-Thames (8-13 years)	Thursday 27 June Friday 28 June	Saturday 29 June – Saturday 3 August	3, 4 or 5 weeks	20 contact hours per week + academic administration + other additional duties (social and pastoral). You may assist on the half-day excursion.

Working Hours

- You will work 6 days a week (*see sample rota*)
- 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 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
- Our programmes are action packed - expect the work to be intense.

Sample rota

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Wake up	Wake up	Wake up	Wake up	Wake up	Wake up	Wake up
Recreation / Morning Meeting	Recreation / Morning Meeting	Recreation / Morning Meeting	Recreation / Morning Meeting	Recreation / Morning Meeting	Recreation / Morning Meeting	Recreation / Morning Meeting
English Skills	Excursion to Tower of London	English Skills	English Skills	English Skills	English Skills	English Skills
Break		Break	Break	Break	Break	Break
English Skills		English Skills	English Skills	English Workshops	English Skills	English Skills
Lunch		Lunch	Lunch	Lunch	Lunch	Lunch
English Workshops		English Workshops	English Workshops	Excursion to London Natural History Museum	English Workshops	English Skills
Multi-Activity		Multi-Activity	Multi-Activity		Multi-Activity	English Workshops Presentations
Clubs		Clubs	Clubs		Clubs	Free time
Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
Evening Activities	Evening Activities	Evening Activities	Evening Activities	Evening Activities	Evening Activities	Evening Activities
Bedtime	Bedtime	Bedtime	Bedtime	Bedtime	Bedtime	Bedtime

Sample rota: The greyed-out areas show where an EFL teacher is on duty. Please note, at each residential centre, rotas vary. This rota DOES NOT apply to Shrewsbury.

Salary Scale

Teacher EFL 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

Please note: Teachers on the Shrewsbury 'zig zag' programmes are eligible to receive an **additional £20 gross per week** for planning and report writing.

Additional Benefits:

- Full board accommodation is provided – this is worth **£52.85 per week**
- Discretionary end of contract/performance bonus
- Statutory holiday pay, calculated at 12.07% of gross salary
- Two day induction, paid pro rata
- 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

Academic Programme

Maximum class size is 12 international students + 1 English Student Host

(In exceptional cases, to place students at their correct level, maximum class size may be exceeded)

English Skills classes:
<p>Topic based, graded classes (<i>e.g. British culture, future societies, film & music</i>) help develop core skills e.g. in using grammar, reading, writing, listening and building confidence in spoken English</p> <ul style="list-style-type: none"> • Students are tested as they arrive and allocated to English Skills classes depending on their level • Continuous enrolment - classes/levels may change on a weekly basis • This is not a course-book based syllabus. You will use a Scheme-of-Work (SoW), based on Trinity GESE/CEFR to plan and implement creative and active English Skills lessons. You will be given guidance and support in using our SoW • Our programmes are exceptionally well resourced e.g. hard copy course books, access to online resources, and a bespoke online resource bank (ORB) created by Discovery Summer teachers.
English Workshops:
<p>English Workshops help students learn and develop by collaborating, discussing, researching and creating. They are fun, task-based sessions and encourage students to explore new areas and build confidence in important life skills <i>e.g. problem solving, critical thinking, teamwork</i>.</p> <ul style="list-style-type: none"> • Each week, students choose an English Workshop topic that interests them. They are mixed ability sessions. • Detailed English Workshop plans are available for teachers <i>e.g. research based (British culture), Creative/artistic (Pop Art), Performance Based (Drama), Practical (Cookery) and Tech based (Stop-motion animation).</i> • The week culminates in a presentation where selected students present their work in front of the school – invaluable practice in helping to develop confidence and presentation skills.

Pre-course

- Read the staff handbook and contact Head Office/Director of Studies with any questions you have
- Reply to emails from your Course Director and Director of Studies so that they can get to know you and provisionally allocate you to English Skills and English Workshop groups
- Access online Schemes of Work and resources and arrive at the centre with ideas for engaging and creative lessons
- Attend the course induction and help set up the course centre

Teaching Duties

- Prepare for and teach English Skills and English Workshop classes to an acceptably high standard, as directed by your Director of Studies
- Follow guidelines as outlined in Discovery Summer publicity materials, in the Staff Handbook and as explained by your Course Director/Director of Studies
- Alert your Director of Studies if you think a student has not been correctly placed, if you suspect they have 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, 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
- Exploit every opportunity for students to learn English both inside and outside the classroom ensuring students of different nationalities mix as much as possible
- Ensure that tangible learning outcomes are presented to the students at the start of every lesson and every week
- Prepare students for the end of week English Workshop presentations; ensure they feel confident about the material and that the presentation itself is reflective of the high standards of Discovery Summer
- Prepare students for the Trinity Exam in Spoken English if required
- 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
- 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
- Ensure that the content of the presentations is appropriate and meets Discovery Summer's expectations. There will often be visitors watching the presentations

General/Pastoral Duties

- Attend and participate in daily staff meetings and read the minutes of any meetings you cannot attend
- 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 normally in a single room in a student residence
- 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

- (All centres except Shrewsbury) Where required, participate fully and enthusiastically in the social programme as required e.g. assisting with arts & crafts, sports, discos, talent shows, quizzes
- Prepare students for excursions, passing on interesting information about the destination and ensuring that they complete set tasks

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