



INFORMATION FOR APPLICANTS 2017

Residential Courses

Information about our non-residential London day courses is in a separate document

Accredited by **The British Council**, member of **English UK** and **Quality English**
 Awarded 13 strengths out of a possible 15 in our **2014 British Council inspection**
 Discovery Summer is currently ranked as the **top multi centre summer school in the UK**

Course Details:

Our residential courses are run at six top UK boarding schools.

Course Centre	Staff Induction Dates*	Course Dates	Contract Length ** + pre course planning and induction	Age Range
Radley College, Oxfordshire	Monday 3 July Tuesday 4 July	Wednesday 5 July – Wednesday 9 Aug	2 to 5 weeks	11-14 or 14-17 years
Shrewsbury School, Shropshire	Monday 3 July Tuesday 4 July	Wednesday 5 July – Wednesday 2 August	2 to 4 weeks	11-16 years
Uppingham School, Rutland	Wednesday 5 July Thursday 6 July	Friday 7 July – Friday 4 August	2 to 4 weeks	11-16 years
Woldingham School, Surrey	Monday 10 July Tuesday 11 July	Wednesday 12 July – Wednesday 9 August	2 to 4 weeks	9-13 years
Marymount International School, Kingston	Thursday 22 June Friday 23 June	Saturday 24 June – Saturday 29 July	2 to 5 weeks	8-13 years
Winchester College, Hampshire	Saturday 8 July Sunday 9 July	Monday 10 July – Monday 31 July	3 weeks	14-17 years

*Senior staff are expected to start work at the course centre at least 1 or 2 days before the main staff induction.

**Initial contracts for Teachers and Activity Leaders are normally 3 weeks. Contract extensions are offered, depending on performance (once you have been observed) and on student numbers.

Positions available: Please read the full job description before making an application

Job title	Brief person specification/responsibilities <i>For all posts, candidates require native/near native competence in English and must be eligible to work in the UK</i>	Weekly salary (gross) <i>Varies depending on qualifications and experience.</i>
Course Director (senior staff)	Candidates must have experience of working on a similar residential course + experience with young learners/teens. We seek inspiring and enterprising individuals committed to delivering a high quality programme. Proven leadership, management, organisation, admin and IT skills essential.	Up to £930* + One off payment of £425 for pre-course work
Director of Studies (senior staff)	Candidates must have a Trinity LTCL Diploma TESOL, Cambridge DELTA or MA in Linguistics/TESOL (incl. 5 hours' supervised teaching practice). We seek highly motivated, professional and experienced candidates. Experience of teaching children required together with proven ability to lead and manage, support a team of teachers essential.	Up to £700* + one off payment of £300 for pre-course work

Assistant Director of Studies (senior staff)	Candidates will ideally have Trinity LTCL Diploma TESOL, Cambridge DELTA or MA in Linguistics/TESOL (incl. 5 hours' supervised teaching practice). Experience of teaching children required together ideally with proven ability to manage and support a team of teachers.	£525* + discretionary bonus
Social Director (senior staff)	Managerial and organisational ability essential as well as the communication skills required to lead a team of Activity Leaders. Ideally you will have experience of planning and overseeing activity sessions and in supervising children/teens on excursions	£600* + one off payment of £300 for pre-course work + discretionary bonus
Administrator (senior staff)	Excellent organisational/numerical skills, knowledge of Word/Excel, general administrative ability and people skills required. Ability to deal with a whole range of situations and to work under pressure for long hours is essential. Pastoral/welfare experience + first aid qualification desirable.	£455* + discretionary bonus
Welfare Officer	Applicants should have previous experience of working with children/teenagers in a residential setting. Pastoral/welfare experience + first aid qualification desirable.	£455* + discretionary bonus
Activity Leader	Applicants should have experience of supervising and motivating children/teens and have the ability to lead sessions in e.g. sport, drama, art, music, photography, IT. Ideally you will have a sports coaching qualification and experience in leading events. You'll need to have initiative, be well-organised, responsible and creative.	From £345* + discretionary bonus <i>Applicants with a valid NPLQ/ First Aid qualification receive a supplement of £15/wk</i>
House Parent	Applicants should have previous experience of working with children/teenagers in a residential setting. Pastoral/welfare experience + first aid qualification desirable.	From £420* + discretionary bonus

EFL Teaching Positions

Teaching hours for residential teachers on English and Multi Activity Programmes

Maximum class size is 12 international students + 1 English Student Host (In exceptional circumstances, where levels dictate, this may be marginally exceeded)

Marymount	20 contact hours per week + academic administration + other duties (social and pastoral)
Radley Juniors/Teens	22.5 contact hours per week + academic administration + other duties (social and pastoral)
Woldingham	22.5 contact hours per week + academic administration + other duties (social and pastoral)
Uppingham	22.5 contact hours per week + 2.5 hours per week leading extra-curricular lessons on the Discovery PLUS programme + academic administration + other duties (social and pastoral)
Shrewsbury	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. You will have reduced social and pastoral duties.

Title	Brief person specification/responsibilities	Years' EFL exp./ Additional qual.	Band	Salary + discretionary bonus
Teacher (EFL)	Degree + CELTA/Trinity TESOL, BEd./PGCE (English or MFL) qualification + TEFL experience with the appropriate age group. Ideally you will have experience working with the multi-national classes.	DELTA etc + 5 years	1	£495
		5 years	2	£485
		3 years	3	£475
		1 year	4	£455
		Less than 1 year	5	£410
Teacher at Shrewsbury	Teachers on the Shrewsbury 'zig zag' programme are eligible to receive an additional £20 gross per week.			
Subject Teachers - Maths, Humanities, Science (Discovery PLUS programme)	Degree, appropriate PGCE/BEd/International School experience + CELTA or Trinity TESOL desirable.			From £480*
Subject Teacher (Winchester – Pre-College Enrichment)	Degree, appropriate PGCE/BEd/International School experience + CELTA or Trinity TESOL desirable. Experience and enthusiasm for teaching older teenagers required.			From £480*

* Returning staff receive an additional "returners" supplement.

Staff are paid statutory holiday pay (calculated at 12.07% of gross pay) with the final summer payroll.

The application process:

1. Read the information below and relevant job description/s carefully.
2. **New applicants (including former English Student Hosts):** Email your **CV, covering letter/email and application form** to Leonora Child leo@discoverysummer.co.uk On your application form please state **exact** dates you are available for. In your covering email state the post applied for and why you think you are suitable.

Returning staff: Email leo@discoverysummer.co.uk for a Returners' Application Form.
3. If your application meets our requirements, you'll be asked to complete a **recruitment test**.
4. If successful, you'll be invited for an **interview**. This may be face-to-face or by telephone/Skype, depending on where you live and the post applied for. At interview all gaps in your CV must be explained satisfactorily. As the post involves close contact with children, your commitment to safeguarding children will be discussed.
5. In some cases you may have a **further interview** with your prospective line manager and/or another member of Head Office staff.
6. We will take up at least two **references** from previous employers or course tutors. We will ask referees if there is any reason why you should not be engaged in situations where you have responsibility for, or substantial access to persons under 18. References may be taken up before your interview.
7. If your interview is successful you'll be asked to provide either a recent enhanced **DBS check** (UK residents) or a Report of Good Conduct/Police Report from the country you're living in.
8. If you don't have a recent enhanced DBS check you will be given instructions on how to apply. You will need to pay for the DBS check yourself (£48.80) but will be refunded half the cost (£24.40) with your first payroll.
9. Once all the documentation, including satisfactory references, is received we will send you a **contract together with additional documentation**.
10. You'll return the signed contract together with other required documentation.
11. If we have not seen proof of identity or original certificates, you must present these to us on arrival at the course centre. Copies will be kept on file.

For all employment enquiries please contact:

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