

# Teacher



## Job Description: Junior Summer Centres

### Join our Award-Winning Team!

We are an English language school with a reputation for quality. We were established in 1976, and since 1997 have also been running summer junior centres in various locations across the UK.

Our main school in Southampton and all our summer junior centres are accredited by the British Council. We are also members of Quality English and English UK. We proudly describe ourselves as a 'boutique' school – independent, customer-focused and high in quality. Indeed, we received Centre of Excellence awards from EL Gazette for both our main school and summer junior centres.

You'll be part of a dynamic, creative and high-achieving team.

#### Introduction to our Junior Programmes

Our students come from all over the world – across our summer centres we welcome students from over 30 different countries each year. Students receive English language tuition together with a fun-filled and purposeful activities programme. The activities programme includes daytime and evening activities and full-day and half-day trips to local attractions and popular tourist destinations. In larger centres we operate a 'zigzag' timetable whereby half of the students have lessons in the morning and activities in the afternoon, and the others vice-versa, alternating on a weekly basis. Please note that the programmes and timetables are different for each centre.

#### Working Week

Classes run 5 days per week, and teaching may take place on Saturdays depending on the centre. Teachers will be allocated hours by the Head Teacher on a weekly basis. Due to fluctuations in student numbers the number of teaching hours can vary from week to week up to a maximum of 30 hours. In addition, teachers will attend regular meetings (paid). Paid INSET will be held to aid your continuous professional development.

This position may be available as a residential position which would include teaching, participation in the activities programme and residential duties.

#### Main Duties / Responsibilities

- To have read and understood the staff handbook and be fully compliant with our policies for the welfare and protection of children
- To participate in the staff induction day (paid as part of normal weekly hours)
- To teach in accordance with the Lewis School syllabus following the guidance of the Head Teacher
- To prepare engaging, age-appropriate lessons

- To maintain proper levels of student discipline, safety and welfare
- To assist with placement tests if necessary
- To ensure weekly paperwork is completed (lesson plans, reports and certificates)
- To attend all relevant meetings

This position reports to the Head Teacher

## Person Specification

### Essential

- Appropriate qualifications - CertTESOL, CELTA or equivalent
- Enthusiasm, flexibility and interpersonal skills
- Ability to work in a fast-paced environment
- Excellent organisational and time management skills
- Ability to work as part of a team

### Ideally you will have

- Summer school experience
- Experience working with or supervising minors
- Residential experience

## Pay for Teachers

Competitive hourly rate for teaching depending on experience and qualifications. Paid meetings and INSET.

**Residential teachers** will be offered a weekly salary to include teaching and activity leading and/or residential duties. Rates range from £340 to £375, including full board accommodation, for a 42-hour week.

**Non-residential teachers** will be engaged on a zero hours contract basis as hours may increase or decrease depending on student numbers. Hours are not guaranteed. The starting rate is £15.70 per hour. Increments are payable for length of experience and EFL qualifications beyond CELTA/Trinity CertTESOL.

A £20 per week bonus is applied to returning staff.

Staff will accrue prorated paid holidays at the statutory rate of 5.6 weeks per annum. Unless there are special circumstances agreed during the interview, this holiday can only be taken at the end of the contract and staff will be paid for this untaken holiday at the end of their employment.

You must be eligible to work in the UK and you will need to provide, or agree to undergo, a Criminal Records DBS Check, and to undertake training in Safeguarding for Child Protection Level 1.

*Updated January 2019*