



INFORMATION FOR APPLICANTS 2010

Day courses in London (non-residential)

Discovery Summer is accredited by **The British Council**, a member of **English UK** and **Quality English**.

Please refer to our website for full details of all our centres and programmes.

Family London Course

Location: 23 Collingham Gardens, London, SW5 OHL
(5 mins walk from Gloucester Road or Earls Court tube)
Course Dates: 28th June to 13th August. Mondays to Fridays.
Contract length: 1-7 weeks
Working hours: Monday to Friday 09:00-12:30 (plus weekly paid staff meeting + occasional INSET sessions)
Additional teaching work may be available from 13:30-17:00 (subject to student bookings)
Age Range: Juniors 5-15 years
Class size: Maximum 12

Please see the job description for further details.

London Full Day Course

Location: Marymount International School, George Road, Kingston upon Thames, KT2 7PE
(nearest station Norbiton)
Free coach transfers from/to Gloucester Road Underground Station are also available.
Pick up 08:30, drop off 18:00.
Course Dates: 5th July – 30th July. Mondays to Fridays.
Contract length: 1-4 weeks
Working hours: Mondays, Tuesdays 09:00-15:30
Wednesdays and Thursdays 09:00 – 17:00
Fridays 09:00 – 12:30
(29.5 hours per week + occasional staff meetings and INSET sessions)
Age Range: Juniors 8-15 years
Class size: Maximum 14

Please see the job description for further details.

Salary Scale (for new applicants)

Post	Experience/Qualifications needed	Hourly rate (gross)
Teacher Band 1	First degree + DELTA (or equivalent) with at least 3 years' TEFL experience with the appropriate age group.	£17.00
Teacher Band 2	First degree + CELTA or Trinity TESOL, with at least 3 years' TEFL experience with the appropriate age group.	£16.00
Teacher Band 3	First degree + CELTA or Trinity TESOL, with 1-3 years' TEFL experience with the appropriate age group.	£15.00
Teacher Band 4	First degree + CELTA or Trinity TESOL with under 1 year's teaching experience.	£14.00

Staff are paid statutory holiday pay (calculated at 10.7% of gross pay) at the end of their contract.

Application details

- Email your CV and covering letter to mary@discoverysummer.co.uk. Please state exact dates you are available and your location preference.
- If your application meets our requirements, you'll be asked to complete an application form and recruitment test.
- If successful, you'll be invited for an interview. This may be face-to-face or by telephone, depending on where you live. In some cases you may also have a further interview with the Director of Studies or Head Office staff.
- We will take up at least two references from previous employers or course tutors. With your permission these may be taken up before your interview.
- If your interview is successful you'll be asked to provide either a recent enhanced CRB check or a Report of Good Conduct/Police Report from the country you're living in. If you don't have one we can help with the application process.
- Once all the documentation, including satisfactory references, is received we will send you a contract together with additional documentation and forms.
- You'll return one signed copy of the contract to us, together with the required documentation.
- If we have not seen your photo ID or original certificates, you must present these to us on arrival at the course centre. A copy will be kept on file.

Contact Details:

Mary Shipley, mary@discoverysummer.co.uk

Tel: 020 7937 1199, Fax: 020 7937 3344

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