



# INFORMATION FOR APPLICANTS 2012

## Day courses in London (non-residential)

Discovery Summer is accredited by **The British Council**, a member of **English UK** and **Quality English**. See [www.discoverysummer.co.uk](http://www.discoverysummer.co.uk) for full details of all our centres and programmes.

### Family London Course

Location: 23 Collingham Gardens, Kensington, London, SW5 OHL  
(5 mins walk from Gloucester Road or Earls Court tube)

Induction dates: Fri 22 June (afternoon) + Sat 23 June (full day). Paid at 50% of normal teaching rate.

Course dates: 25 June - 10 August. Mondays to Fridays.

Contract length: 1-7 weeks

Teaching hours: Monday to Friday 09:00-12:30 and/or 13:30-17:00 (17.5 or 35 paid hours per week)

Meetings: Up to 3 x ½ hour meetings per week (paid at 50% of normal teaching rate)

Age Range: Juniors 5-17 years, Adults 18+ years

Class size: Juniors: maximum 12, Adults: maximum 9

### 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.

Induction dates: Thurs 5 July (full day) + Fri 6 July (full day). Paid at 50% of normal teaching rate.

Course dates: 9 July - 10 August. Mondays to Fridays.

Contract length: 1-5 weeks

Working hours: Mondays 11:30-15:30, Tues and Thurs 09:30-15:30, Weds and Fri 09:30 – 17:00  
(25 paid hours per week)

Meetings: Up to 3 x ½ hour meetings per week (paid at 50% of normal teaching rate)

Age Range: Juniors 8-13 years

Class size: Maximum 14 + 1 English Student Host

See job descriptions for further details.

### Salary Scale (for new applicants)

Post	Person Specification	Pay rate (gross)
Centre Manager (Family London only)	Proven administration and management experience. Excellent inter-personal and IT skills essential.	From £600 / week
Teacher Band 1	First degree + DELTA (or equivalent) with at least 5 years' TEFL experience with the appropriate age group.	£20 / hour*
Teacher Band 2	First degree + CELTA or Trinity TESOL, with at least 5 years' TEFL experience with the appropriate age group.	£18 / hour*
Teacher Band 3	First degree + CELTA or Trinity TESOL, with at least 3 years' TEFL experience with the appropriate age group.	£17 / hour*
Teacher Band 4	First degree + CELTA or Trinity TESOL, with 1-3 years' TEFL experience with the appropriate age group.	£16 / hour*
Teacher Band 5	First degree + CELTA or Trinity TESOL with under 1 year's teaching experience.	£15 / hour*

\*Returning staff receive a supplement.

Staff are paid statutory holiday pay (calculated at 12.07% of gross pay) at the end of their contract.

## Application details

- New Applicants: Email your CV and covering letter to [mary@discoverysummer.co.uk](mailto:mary@discoverysummer.co.uk). Please state **exact** dates you are available and your location preference.

(Returning staff should email [mary@discoverysummer.co.uk](mailto:mary@discoverysummer.co.uk) for a Returners Application Form).

- 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 the signed contract, 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](mailto:mary@discoverysummer.co.uk)

Tel: 020 7937 1199, Fax: 020 7937 3344

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