

#### Reporting to

1. Director of Studies.
2. Social Director (when participating in the social programme).

#### Duties:

##### Pre-course:

- Read the Staff Handbook and raise any queries you may have with Head Office or your line manager.
- Come to the centre with as many interesting teaching ideas as you can.
- Attend the course induction and help set up the course centre.

##### During the course:

*Exploit every opportunity for students to learn and practise English. Involve English Student Hosts and ensure nationality groups mix as much as possible.*

- Follow guidelines as outlined in the Staff Handbook and explained by your Course Director/Director of Studies.
- Attend and participate in daily staff meetings.
- Prepare for and teach classes (based on the Discovery Summer syllabus/Schemes of Work) to an acceptably high standard, as assessed by your Director of Studies. Classes: max 14 international students (+ 1 English Student Host).
- Encourage lively student participation in a well structured learning environment in which students are encouraged to develop learner independence.
- Ensure Discovery Summer student handbooks are used to their full potential.
- Keep accurate registers and class records.
- Complete a report on each student at the end of their course.
- Participate fully and enthusiastically in the social programme as required e.g. supervising arts & crafts, cookery, sports, discos, talent shows, quizzes etc.
- Supervise students on 1 full day or 1 half day excursion per week as required.
- Carry out airport duty (meeting students at the airport, accompanying them to the course centre, checking them in on departure) as required.
- Sleep in a room in close proximity to students and do wake-up/bedtime duty as required.
- Ensure the welfare of students at all times, supervising students as required and responding sensitively to any pastoral matters.
- Take all necessary steps to minimise risk.
- Give timely, constructive feedback to your line manager.
- Help pack up the course centre as required.
- Maintain the good reputation of Discovery Summer.

## Teaching hours:

### Radley, Uppingham, Marymount, Woldingham (English + Multi-Activity courses)

- You will teach English Skills classes (approx 13.5 hours per week) and lead English Workshops\* (approx 9 hours per week). In English Workshops\* you will often be assisted by an Activity Leader.

### Shrewsbury (English + Multi-Activity and Sports/Dance Academy)

- You will teach English Skills and English Workshops\* for 35 hours each week on a “zig-zag” programme with different groups of students in the mornings and afternoons.

\*English Workshops are project classes with students of mixed levels. Each week students choose to work on a project e.g. making a film/TV programme, putting on a play, learning English songs, producing a course magazine, creating a photo story on PowerPoint etc. At the end of the week there is an English Workshop presentation in which each group presents/performs their project.

## Dress code:

Smart clothes (i.e. No casual jeans, T-shirts or shorts) to be worn in the classroom.

## Working hours:

You will receive one full day off each week as well as up to one third of a day off on working days.

You must expect to work hard. The working day is often a long one. Regardless of whether you are on or off duty you will be expected to put the welfare of students first.

You will be asked to sign a waiver regarding the 48 hour maximum working week.

## Discovery Summer's policy regarding alcohol, smoking and substance abuse:

Our centres are strictly non-smoking, although a designated external smoking area may be provided. Never smoke in front of students.

Consumption of alcohol and/or abuse of substances at the course centre are not permitted at any time. Whilst you may consume alcohol whilst off-duty and not at the course centre, you must be fit to supervise students upon your return.

Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

**We rely on you as a vital member of the team.**

**We all depend on each other for the success of the course.**

**Our aim is for students and staff to have a safe, memorable and happy experience  
with Discovery Summer.**