

EFL Teacher (Juniors 5-17 yrs) Non-Res, 2012

You are responsible for planning and delivering high-quality English teaching in such a way that students are motivated to learn and make progress. You will also be leading study visits.

All Discovery Summer Staff

are expected to:

- Ensure the safety of the students and colleagues at all times
- Provide the best possible language learning, social and cultural experience for the students
- Provide a high-level of customer care to students and all those associated with them
- Act in a thoroughly professional manner, which includes:
 - working cooperatively with both Discovery Summer colleagues and host centre staff
 - following the guidelines in Staff Handbooks regarding the standards expected in your job and how to deliver them
 - providing full and proper planning and recording documents as required
 - carrying out directions from Head Office and complying with all legal and professional organisation requirements

You are working with children. Consuming alcohol/substance abuse are not permitted at any time in the school building or during working hours. Staff must be fit to supervise students at all times. Smoking is only permitted outside the school and well away from the school entrance. Smoking is not permitted in front of students. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

Teachers

Reporting to: Director of Studies Juniors and Centre Manager.

Duties:

Pre-course

- Read the Staff Handbook and raise any queries you may have with Head Office or the Director of Studies.
- Attend the course induction and prepare classrooms on Friday 22 and Saturday 23 June.

During the course

- Prepare for and teach task-based English classes to an acceptably high standard, as assessed by the Director of Studies.
- Prepare students for and lead weekly study visits to a local museum (Natural History Museum, Science Museum, Victoria & Albert Museum).
- Encourage lively student participation in a well structured learning environment in which students are encouraged to develop learner independence wherever possible.
- Exploit every opportunity for students to learn English. Ensure students of different nationalities mix as much as possible.

- Maintain good order in the classroom.
- Assist with supervision at break times.
- Assist with placement testing.
- Keep accurate registers and class records.
- Write a report on each student at the end of their course.
- Ensure the welfare of students at all times, responding sensitively to any pastoral matters.
- Take all necessary steps to minimise risk.
- Attend staff meetings and occasional INSET sessions.
- Give timely, constructive feedback to your line manager.
- Help pack up the course centre as required.
- Maintain the good reputation of Discovery Summer.

Dress Code:

Smart (no casual jeans, T-shirts, shorts, trainers)

Commitment:

The post is non-residential. Working hours at the centre would normally be Mondays to Fridays, 09.00 – 12.30 and/or 13.30 - 17.00, plus 2 or 3 meetings per week of ½ hour each held during lunchtimes and/or immediately after classes end. Expect the work to be intense.

Place of work: Collingham, 23 Collingham Gardens, London, SW5 0HL