

EFL Teacher (Juniors 8-13) - Non-Residential, 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 supervise students on a weekly excursion.

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 and smoking are not permitted at any time on campus or during working hours. When returning from time off, all staff must be fit to supervise 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 and to other members of the centre Senior Management Team (Social Director and Course Director) and to the Managing Director of Discovery Summer.

Duties:

Pre-course:

- Read the Staff Handbook and raise any queries you may have with Head Office or your line manager.
- Attend the course induction and prepare classrooms/materials.

During the course:

Exploit every opportunity for students to learn English. Involve English Student Hosts and ensure students of different nationalities mix as much as possible.

- Prepare for and teach English Skills classes and English Workshops to an acceptably high standard, as assessed by the Director of Studies.
- Prepare students for and assist on the weekly half-day excursion.
- Encourage lively student participation in a well structured learning environment in which students are encouraged to develop learner independence wherever 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.
- Follow course centre guidelines as outlined in the staff handbook
- Attend a weekly staff meeting 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 (i.e. no casual jeans, T-shirts or shorts)

Commitment:

The post is non-residential. See Information for Applicants (non-residential courses) for working hours.

Place of work:

Marymount International School, George Road, Kingston upon Thames, KT2 7PE

Please note: Some students at Marymount are residential and others are day students arriving each day by coach from central London.