

Teaching centre:

Collingham, Collingham Gardens, London, SW5 0HL

Reporting to:

- Director of Studies.

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 25th June. Prepare course materials.

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.
- 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 (no casual jeans, T-shirts or shorts)

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

Never smoke in front of students. Consumption of alcohol and/or abuse of substances at the course centre is not permitted at any time and staff are not permitted to work whilst under the influence of alcohol or other substances. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.