

Teaching centre:

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

Reporting to:

1. Director of Studies.
2. Social Director (on excursions)

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)

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 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.