

Job Description

Teacher, Uppingham Pre-Boarding - Residential, 2012

You are responsible for planning and delivering high-quality teaching in specified subjects, in such a way that students are motivated to learn and make progress. You will also be involved in the social programme and in welfare and residential duties.

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 on Uppingham Pre-Boarding programme:

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.

Teaching hours:

You will teach for 25 hours per week. You will teach your subject i.e Maths, Science, Humanities + EFL and Study Skills workshops.

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.

Dress code:

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

Commitment:

The post is residential; you will be accommodated at the centre in a student residence. Working hours at the centre will be long and the work will be intense. You will have one full day off per week plus additional time off during working days. Whether you are on or off duty, you will be expected to put the welfare of the students first.

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