

Reporting to

1. The Director of Studies.
2. The Social Director (when participating in the social programme).

Duties:

Pre-course:

- Read the Staff Handbook and raise any queries you may have with Head Office or your line manager.
- Prepare class materials and liaise with the Director of Studies.
- 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 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.
- 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.

Teaching hours

- You will teach one Major (13.5 hours per week), one Minor (6 hours per week) and Academic Specials (3 hours per week).

Majors

- Practical Science, Drama/Rhythm and Mime, Web Design, Digital Design, Creative Writing, Film Making, Music, Fashion, Digital Animation.

Minors

- Poetry, History of Art, Digital Photography, English Language Workshop, Debating, Philosophers' Cafe, Journalism, British History/Culture.

Academic Specials

- To be confirmed by the Director of Studies.

Working hours

You will receive one full day off each week as well as up to one third of a day off on working days.

You must expect to work hard. The working day is often a long one. Regardless of whether you are on or off duty you will be expected to put the welfare of students first.

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

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

Our centres are strictly non-smoking; 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 are not permitted at any time. Whilst you may consume alcohol whilst off-duty and not at the course centre, you must be fit to supervise students upon your return.

Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

We rely on you as a vital member of the team.

We all depend on each other for the success of the course.

**Our aim is for students and staff to have a safe, memorable and happy experience
with Discovery Summer.**