

## Job Description: Teacher (EFL), 2008

### 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 have with Head Office.

#### On-course

- Attend the course induction.
- Prepare for and teach classes to an acceptably high standard, as assessed by the Director of Studies. Classes contain a maximum of 14 multinational students.
- Encourage lively student participation in a well structured learning environment in which students are encouraged to develop learner independence wherever possible.
- Keep accurate registers and class records.
- Ensure student handbooks are used to their full potential.
- Wear smart clothes whilst teaching (no casual jeans, T-shirts or shorts).
- Participate fully in the social programme.
- Attend and participate in the daily Teachers' meeting.
- Supervise students on one full day and one half day excursion per week as required.
- Give timely, constructive feedback to your line manager.
- Attend and participate in the daily staff meeting.
- Carry out airport duty as required.
- Ensure the welfare of students at all times, responding sensitively to any pastoral matters.
- Take all necessary steps to minimise risk.
- Sleep in a room in close proximity to students.
- Follow course centre guidelines concerning the British Council Accreditation Scheme and the Children's Act.
- Exploit every opportunity for students to learn English. Involve English Student Hosts and ensure nationality groups mix as much as possible.
- Prepare the course centre as required.
- Pack up the course centre as required.
- Involve Group Leaders as much as possible.
- Maintain the good reputation of Discovery Summer.

### Teaching hours

#### English + Multi-Activity courses (Radley, Shrewsbury, Uppingham, Woldingham)

- You will teach English language classes (12 hours per week) and lead Language Activities (8 hours per week). In Language Activities you will often be assisted by an Activity Leader.

### **Sports/Dance Academy + English (King's Ely)**

- You will teach English language classes (15 hours per week). A limited number of positions are available for an additional 15 hours per week of Project English.

### **Working hours**

The working week is between 42 and 50 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 the 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**

We strongly discourage smoking. You certainly must never smoke in front of students at any time. All our centres are non-smoking, although smoking is permitted in an agreed external area at each centre.

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 memorable, happy and safe experience with Discovery Summer.**