

## Job Description: Teacher (EFL) and House Parent, 2008

### Reporting to

1. The Director of Studies (as Teacher). The Course Director (as House Parent).
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: Teacher

- 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.

#### On-course: House Parent

- Be responsible for the welfare of students in one house. This includes leading regular house meetings and fire drills, supervising students whilst they are in the house and being responsible for house administration duties. These include:
  - Creating and updating rooming lists and registers.

- Checking and updating labelling, signage and noticeboards.
- Creating and updating wakeup, bedtime and night call rotas.
- Be responsible for the collection and return of lost property.
- Manage the collection and return of laundry.
- Ensure students are eating properly.
- Ensure houses are kept clean and tidy.
- Regularly check for damage.

## 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.**