



Job Description

London Collingham EFL Teacher

Adults



1. About Us

Discovery Summer is an independent, family-owned company with over **20 years' experience** providing short summer courses in the UK for **international children, teenagers and adults**.

In our 2023 British Council inspection, we were awarded 12 strengths.

We give our students lots of opportunities to learn new skills, try new activities and build confidence in English whilst getting to know Britain and our culture.

Many of our **staff come back year after year - 70% in 2025** - excited by the opportunities for personal and professional development while working on multi-talented, fun and friendly teams.

2. Job Overview

Reporting to: Centre Manager/DOS Adults

You will be responsible for planning and delivering **high-quality, engaging** English as a Foreign Language lessons for adult international students, most of whom will have children studying with us in the same building.

Lessons will include **engaging activities**, focused either on **General English** or **Business English** and will help students develop accuracy, fluency and, most importantly, confidence in spoken English.

We aim for the **highest professional standards** in every aspect. Successful candidates genuinely enjoy working with adult students to ensure they have an unforgettable learning experience.

What we are looking for

Legal:

- Hold a valid UK work permit by the start of your employment
- Aged 18 and over

Qualifications

- A first degree in any discipline (preferable)
- TEFLI Qualification, e.g. CELTA, Trinity TESOL, B.Ed./PGCE (Primary Education, English or MFL) or EFL Level 5 equivalent (other qualifications will be considered)

You need to be able to:

- Provide a clear and accurate model of the English language
- Plan and deliver engaging, student-centred, interactive lessons
- Provide a high standard of customer care
- Respond and adapt to feedback, be flexible

To succeed in this role, you should already have:

- Experience teaching groups of international learners
- Experience teaching General English and/or Business English to adults

We love working with people who are:

- Expert communicators and team players
- Genuinely motivated to help learners improve their language skills
- Comfortable working in a fast-paced, intensive environment
- Comfortable using online and digital systems, e.g. Google Suite, Microsoft
- Excited about teaching and learning
- Highly professional, keen to learn new skills
- Responsible and can take the initiative
- Creative, energetic, and fun

3. All Discovery Summer staff must:

- Commit to safeguarding and promoting the safety and welfare of all course participants (students, staff, group leaders and Discovery Summer visitors) at all times
- Follow the staff code of conduct and guidelines in the Staff Handbook regarding the standards expected in your job
- Act in a thoroughly professional manner to uphold the good reputation of Discovery Summer
- Follow our alcohol, smoking and substance abuse policy. Consuming alcohol and substance abuse are not permitted at any time in the building or during working hours. Smokers may only smoke/vape in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

4. London Collingham Family Programme

Parents, children and teenagers (5-17 years) study in the same building with many returning year after year. Most students study in the mornings only (09:00-12:30) with some 13-17 year olds taking the full day programme (09:00-17:00). Afternoon classes (13:30-17:00) are open subject to demand.



Location: 23 Collingham Gardens, London, SW5 0HL

Staff induction: Saturday 20 June

Dates: Monday 22 June - Friday 7 August

Contract length: 4 to 7 weeks

Classes: Monday to Friday 09:00-12:30 (17.5 contact hours). Afternoon classes (13:30-17:00) are open subject to demand.

5. Salary and working conditions

Teacher EFL Band		Gross salary for teaching hours Returning staff are paid a supplement
TEFL Q (e.g. DELTA, etc.) + 5 years	1	£27.08 + holiday pay £3.27 per hour
5 years	2	£24.37 + holiday pay £2.94 per hour
3 years	3	£23.04 + holiday pay £2.78 per hour
1 year	4	£21.66 + holiday pay £2.61 per hour
Less than 1 year	5	£20.91 + holiday pay £2.52 per hour



- One-day induction, paid at your normal hourly rate
- Additional gross weekly payment of **£20** to cover attendance at meetings
- Paid INSET, observation feedback/appraisal meetings, paid at your normal teaching rate
- Work as a part of a strong team, gain experience working with international students
- Opportunities for professional development, e.g. peer observation, project-based/task-based methods



- You'll arrive in time for a ten-minute briefing every morning at **08:45**



- Attend one meeting per week for approx. 45 mins



- You'll complete all academic administration e.g. daily lesson plans and weekly report writing



- Our programmes are fast paced - expect the work to be intense



- Whether you are on or off duty, you will always be expected to put the welfare of the students and staff first



- Dress code: smart casual for classroom teaching e.g. shirt/blouse, smart trousers/chinos, smart shoes/trainers. No T-shirts, jeans, shorts, flip-flops etc.

6. Sample weekly timetable

Sample	Monday	Tuesday	Wednesday	Thursday	Friday
09:00	Student Arrivals				
90 mins	Level Testing & Getting to know you <i>(needs analysis)</i>	London Lives Describe daily routines <i>(e.g. using quantifiers)</i>	Maps & apps Navigate around London <i>(e.g. first conditional)</i>	Pronunciation plus Focus on word stress <i>(e.g. using the schwa)</i>	British manners Learn about British etiquette <i>(e.g. past continuous)</i>
30 mins	Coffee/Tea Break in Discovery Summer Cafe				
90 mins	Pleased to meet you Meet and greet confidently <i>(e.g. forming questions)</i>	Conversations at work Make small talk at meetings <i>(e.g. tag questions)</i>	Emails & messages Plan a work event <i>(e.g. modals)</i>	Work life balance Compare hobbies and interests <i>(e.g. preferences)</i>	Reflect & reuse Review grammar, lexis, skills explored
12:30	Student Departures				

7. What we teach

English classes

Maximum class size: 10 international students

In exceptional circumstances, to correctly place students, this may be marginally exceeded

Lessons develop core skills, e.g. in using grammar, reading, writing, listening and building confidence in spoken English.



Students are tested on arrival and allocated to a class depending on level, age, nationality.



Continuous enrolment – students arrive each week. Your class/level may change as the student demographic does.



Programmes are well-resourced, e.g. hard copy course books, subscriptions to useful resources, and an in-house online resource bank (ORB).

Focus and content



Start the week with a needs analysis to identify and target students' learning and language needs



Teach communicative lessons through interesting themes e.g. British Etiquette, City Experiences, Maps & Apps



Use real-life scenarios, e.g. ordering food at a restaurant, navigating the London Underground, or participating in local activities



Help students develop essential communication skills, from writing business emails to making enquiries, with a particular emphasis on practical, everyday English



Teach pronunciation and intonation to enhance fluency and help students feel confident and articulate in their spoken English

8. Your role and responsibilities

a. Pre-course preparation

- Read the Staff Handbook and contact Head Office with any questions
- Reply to emails from the DoS so that we can get to know you and provisionally allocate you to levels
- Arrive at the centre, for induction, with plenty of ideas and energy!

b. Teaching duties

- Prepare communicative lessons to an acceptably high standard
- Ensure that **clear learning outcomes** are presented to learners at the start of every lesson and ticked off to signpost learning during lessons
- Ensure lessons are **engaging, relevant and fun**; focusing on written and spoken English
- Respond to feedback; the DoS regularly drops into class and offers ideas for development
- Provide adapted material to students with different learning aims/needs
- Maximise every opportunity for students to learn English both inside and outside the classroom
- Ensure students of **different nationalities** mix as much as possible
- Set simple homework tasks

c. Admin duties

- Produce **lesson plans** and attend **teacher meetings**
- Keep **registers** of attendance - inform DoS if a student is absent
- Make sure that work in student folders is marked and representative of DS standards

- Ensure **classroom displays** are professional, fun, and up-to-date
- Produce a weekly 'learning menu' and display it in your classroom
- Assist the DOS with **placement testing** if required
- Complete a **weekly academic report** for each student

d. Other duties

- As you are working in the same building as under-18s, ensure the **safeguarding and welfare** of students at all times
- Follow the safeguarding guidelines, log and report details of any behaviour, welfare or safeguarding issues as directed
- Help pack up the course centre as required
- Carry out any **other reasonable duties**

9. Next steps

- Read the [Information for Applicants](#) to find out about the safer recruitment process and pre-employment checks
- Apply with the [2026 online application form](#)
- Contact **Prem Sourek** with any questions prem@discoverysummer.com