



## Job Description

### London Collingham EFL Teacher

### Teens 13-17 years



## 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:** DOS Juniors

**Morning classes:** You will be responsible for planning and delivering **high-quality, engaging** English as a Foreign Language lessons for international teenagers. Lessons are lively, interactive, and fun. Learning activities help international students develop accuracy, fluency, and **confidence in spoken English**. The weekly museum visit is a highlight, as is the end-of-week presentation—a fabulous opportunity for students to showcase project work to their families and guests.

**Afternoon activities (subject to demand):** On 3 afternoons a week you will accompany students to places of interest in London, ensuring visits are educational, safe, and fun. On the other afternoons, you will supervise activities on-site, e.g. arts & crafts, London research projects, baking, team challenges.

We aim for the **highest professional standards** in every aspect. Successful candidates genuinely enjoy working with teenagers 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
- Apply classroom management techniques to ensure happy, collaborative, focused classrooms
- Respond and adapt to feedback, be flexible

### To succeed in this role, you should already have:

- Experience teaching English to groups of children/teenagers
- Experience accompanying children/teenagers on school/sightseeing trips
- A good knowledge of London sights/history
- Ideas for on-site activities, e.g. competitions, arts & crafts, team building

### We love working with people who are:

- Expert communicators and team players
- Genuinely enjoy working with young people
- Comfortable working in a fast-paced, intensive environment
- Comfortable using online and digital systems, e.g. Google Suite
- 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. As you are working with children, 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.



We employ teachers for the following age groups: 5-6 years, 7-12 years, 13-17 years, adults (normally aged 35+).

**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. Afternoon work available (13:30-17:00) subject to demand.

**Hours:** 17.5 or 35 contact hours per week

## 5. Salary and working conditions



- One-day induction, paid at your normal teaching rate
- Additional gross weekly payment of **£40** 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

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



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



- Attend two meetings per week (Mondays and Fridays) 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				
09:00	Level Testing & Orientation	Code Warriors (grammar: mixed conditionals)	Study Visit (prepare for study tasks)	Brainstorms & Mind Maps (share information)	Weekly Review (grammar & vocabulary quiz)
10:00	Break			Break	
10:15	Getting To Know You (communicative games)	AI Biographies (new vocabulary)		Virtual Reality (write a game pitch)	Rehearse & Polish (presentation skills)
11:00	Break			Break	
11:15	Game Changers (puzzle reading)	Urban Landscapes (write journal entries)		Preparing Our Project (express your ideas)	Presentations & Awards (in front of school & parents)
12:30	Lunch – students bring a packed lunch				
13:15	 Explore London e.g. Tower Bridge	Write blog entries + work on London timeline	British Baking	 Explore London e.g. Design Museum	 Explore London e.g. Crazy Golf in Battersea Park
14:45	Break				
15:00		Teambuilding games in Holland Park	Write blog entries + research for Thursday's and Friday's trips		
16:00					
17:00					
	Students collected by parents				

## 7. What we teach

### English classes

Maximum class size: 12 international students

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

Lessons (e.g. future cities, British folklore, TV stars) 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.



Use a Discovery Summer Scheme of Work. Programmes are well-resourced e.g. hard copy course books, subscriptions to useful resources, and an in-house online resource bank (ORB).

### Weekly museum visits



Each week, the school goes on a study visit to a local museum e.g., Natural History Museum, London Science Museum, and V&A.



You will accompany your class, taking them to an exhibit that links to your weekly project.



Set your class challenges to find information in the museum. This will be used to create end-of-week presentations.

### Explore London



On at least 3 afternoons a week, you'll supervise students on visits to famous sights e.g. Tower Bridge, London Eye, National Gallery, Thames River Cruise, Transport Museum and Covent Garden, cycling in Battersea Park and more.

### End-of-week presentations



The week culminates in an end-of-week presentation where students present their work in front of the school and parents.

The project presented is usually linked to the mid-week museum visits.

Presentations are a highlight of the week! A great way to share learning and invaluable practice in helping to build confidence in presentation skills.

## 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/ages and help you plan your first project
- Access our online Schemes of Work (SOW) to see the extensive resources we offer
- Arrive at the centre, for induction, with plenty of ideas and energy!

### b. Teaching duties

- Prepare communicative lessons for children 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
- With support from the DoS, explore links between your SOW and the **weekly museum visit**
- Prepare students for the **end-of-week presentation**
- Respond to feedback; the DoS regularly drops into class and offers ideas for development
- Maximise every opportunity for students to learn English both inside and outside the classroom
- Ensure students of **different nationalities** mix as much as possible
- Alert the DOS if you think a student has been incorrectly placed
- 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 Director of Studies with **placement testing** if required
- Complete a **weekly academic report** for each student

**d. Afternoon activities**

- In conjunction with the Centre Manager, **plan and lead** at least 3 afternoon 'Explore London' trips
- On other afternoons plan and lead on-site activities, e.g. arts & crafts, baking, researching excursion destinations

**e. Other duties**

- Assist with **supervision at break times** as required
- 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](mailto:prem@discoverysummer.com)