



## 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

You will be responsible for planning and delivering **high-quality, engaging** English as a Foreign Language lessons for international children aged 5-6 years.

Lessons are **lively, interactive, and fun**. They incorporate **singing, phonics, writing**, and activities that introduce early reading skills. Learning activities encourage international students to use **everyday English** confidently through movement, engaging topics, and spoken English practice. The end-of-week presentation is a highlight—a fabulous opportunity for students to showcase project work to their families and guests.

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

## 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 in a school (ideally, an international school)
- Experience working with international children

### 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
- Good time managers with great organisational skills
- 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

Teacher EFL Band		Gross salary for teaching hours 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



- 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



- 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
09:00/13:30	Student arrivals				
1 hour	<b>Welcome</b> Meet your teacher and classmates	<b>A trip to the zoo</b> (describe & sing) 	<b>Where animals live</b> (new vocabulary)	<b>Writing together</b> (handwriting practice) 	<b>Weekly review</b> (end-of-week quiz)
15 mins	Break				
1 hour	<b>Intro to weekly project</b> e.g. <b>Amazing Animals</b> Learn about your favourite animals and their habitats.	<b>Spelling bee</b> (spelling practice)	<b>I spy...</b> (speaking practice) 	<b>Where is Paddington?</b> (grammar: asking questions)	<b>Confident speakers!</b> (presentation skills)
15 mins	Break				
1 hour	<b>Welcome to the animal kingdom</b> (sounds and letters)	<b>The letter train</b> (phonics and reading) 	<b>Underwater animals</b> (story time)	<b>Rainforest adventures</b> (group work) 	<b>Presentations &amp; awards</b> (in front of school & parents) 
12:30/17:00	Students collected by parents				

## 7. What we teach

### English classes

Maximum class size: 10 international students

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



Each week, plan and teach a project to encourage exploration and creativity while supporting communication, collaboration, and language skills. Through projects, children develop core English skills, e.g. vocabulary, reading, writing and grammar while building confidence in spoken fluency.



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).

## Project examples



**Call the Doctor:** Learn about the human body and how to describe illness

**Vocabulary:** Body parts, common illnesses (e.g., headache, sore throat).

**Grammar:** Has got and basic pronouns 'She has got a tummy ache'

**Skills:** Role-playing, speaking with confidence.



**Under the Sea:** Create an ocean mural while learning to describe sea creatures.

**Vocabulary:** Ocean creatures, shapes, colours, and adjectives.

**Grammar:** Simple descriptive sentences 'The fish is big and blue'

**Skills:** Collaborative art and presenting



**Cool clothes:** Explore clothes from around the world, design and present T-shirts.

**Vocabulary:** Clothes, numbers, months

**Grammar:** Present simple 'I wear boots in December'

**Skills:** Vocabulary, craft-making, and performing.

## 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.

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 you can start planning your first project
- Access our online Schemes of Work (SOW) to explore the resources we offer
- Arrive at the centre, for induction, with plenty of ideas and energy

#### b. Teaching duties

- Prepare lessons for very young learners to an acceptably high standard
- Ensure that lessons contain **differentiated material** for beginners and those with a higher level
- Ensure lessons are **engaging, relevant and fun**; focusing on spoken English, phonics, and handwriting skills
- 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
- 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
- Complete a **weekly academic report** for each student

#### d. 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)