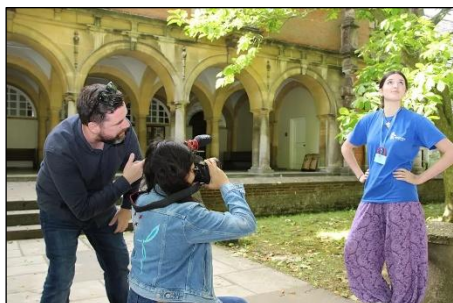




1. About Us

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

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: Director of Studies

You will be responsible for planning and delivering **high-quality lessons** for the [Film Making](#) 'Major' (13.5 hrs/week). Under your guidance, international students collaborate in small groups to storyboard, script, act in, film and direct a short film. We'll provide a video camera (Canon 750D), video-making rig and green screen. You'll edit the students' short films (personal laptop with editing software required) to present to the school at the end of each week. You will also teach a 'Minor' (6 hrs/week), e.g. documentary making, digital photography + Masterclasses (3 hrs/week).

Lessons include engaging activities ensuring students are **stretched and challenged**. You will also successfully complete **administrative duties** this role entails and assist with pastoral duties. (This role can be non-residential if necessary).

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

What we're looking for

Legal:

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

Qualifications

- Degree linked to the discipline taught
- Current undergraduates will be considered for the role

You need to be able to:

- Develop a 2-week syllabus (with support from the Academic Consultant)
- Provide a clear and accurate model of the English language
- Plan and deliver engaging, student-centred, interactive lessons
- Apply classroom management techniques to ensure high engagement levels
- Respond and adapt to feedback, be flexible

To succeed in this role, you should already have:

- Previous experience teaching and/or tutoring teenagers
- Previous experience in a residential setting
- Experience working with multi-lingual / international students
- Planned and delivered presentations to large groups

We love working with people who are:

- Expert communicators and team players
- Genuinely enjoy working with children and teens
- Comfortable working in a fast-paced, intensive environment
- Comfortable using online and digital systems, e.g. Google Suite
- Excited about teaching and learning
- Good time managers with great organisational skills
- Highly professional, keen to learn new skills
- Ready to participate in activities and assist with pastoral duties
- 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, English student hosts, 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 on campus 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. Work at a leading independent school



Winchester College, Hampshire, SO23 9NA

Course: Pre-University, 15-17 years

Staff induction: Wed 1 July - Thurs 2 July

Dates: Fri 3 July - Fri 31 July

Staff depart: Sat 1 Aug

Contract length: 2,3 or 4 weeks

5. Salary and working conditions



- You will have one 24-hour period off per week
- You'll be asked to sign a waiver regarding the 48-hour working week



- Our programmes are fast paced – expect the days to be long and 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



- You'll work 6 days a week
- 22.5 contact hours per week + admin, meetings and pastoral/supervisory duties



- You will be accommodated in the student residence, normally in a single room with shared bathroom



- 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



- From **£820 per week (£732 + statutory holiday pay of 12.07% of gross salary)**
- One off pre-course payment of **£100** for planning (in conjunction with the Academic Consultant) an outline 2-week syllabus
- **Free full board accommodation** provided worth **£77.70 per week**
- Fully paid enhanced **DBS check**
- **2 day induction** paid pro rata
- Work as part of a strong team – gain experience working with international students
- Opportunities for professional development, e.g. peer observation, ELT techniques
- Regular INSET sessions, e.g. practical classroom activities, classroom management, etc.

6. Pre-university programme

You will teach one Major and one Minor each week in your specialist area. These lessons help students expand their academic horizons and explore new subjects, in English.



Topic/Knowledge - guide students in the key areas related to your specialist subject. You'll provide them with opportunities to research, assess, evaluate and present in class; ensuring they apply knowledge practically



Academic skills - whether learners are taking notes, comparing responses, discussing ideas or debating perspectives, they'll build confidence in core study skills



Presentation Skills - support students in planning and delivering group presentations of 3-5 minutes. Introduce presentation techniques, e.g. voice projection, slide creation



English language - you'll produce handouts/a workbook with key definitions, vocabulary and activities to ensure students develop their understanding not only of the subject, but also the language used to explore it



Maximum class size - 16 international students* + English Student Host

*In exceptional cases, to place students into the correct Major and Minor, maximum class size may be marginally exceeded



Continuous enrolment - students arrive each week. Your class/level may change on a weekly basis



Syllabus design - access Discovery Summer's historic Schemes of Work and build an engaging syllabus that stretches and challenges learners



Every Thursday afternoon students present their learning to the school and guests. Presentations demonstrate the topics, skills and language areas they have been exploring in their Major. It's a highlight of the week



Masterclass Electives - plan and deliver standalone sessions every Friday morning. These are linked to your specialist subject. You may also accompany students to a local place of historical/cultural interest.

7. Your role and responsibilities

a. Pre-course preparation

- Read the staff handbook and contact Head Office with any questions
- Reply to emails from your Course Director (CD) and Director of Studies (DoS)
- Access historic lesson content and collaborate with the Academic Consultant to create a two-week syllabus
- Participate in the online “get to know you” meeting (June 2026)
- Arrive at the centre, for induction, with plenty of ideas and energy!

b. Teaching duties

- Prepare classes in your subject to an acceptably high standard
- Ensure that **clear content and language learning outcomes** are presented to learners at the start of every lesson and ticked off to signpost learning during lessons
- Utilise [English Student Hosts](#) effectively
- Ensure lessons are **engaging, relevant**, and integrate ways to check understanding of new language/key terms
- Ensure that when classes are multi-level, those at higher levels are stretched and challenged
- Prepare students for **all school presentations** at the end of each week
- 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

c. Admin duties

- Produce **lesson plans** and upload them to the DS Google Drive, attend **teacher meetings**
- Keep **registers** of attendance and complete a risk assessment (with DoS) if taking students off-site
- 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 and other relevant paperwork as directed

d. Pastoral and safeguarding duties

- Sleep in a room on the same corridor/in the same building as the students
- Do **wake up and bedtime duty** approx. 2-4 times per week
- Carry out **airport duty** (e.g. meeting students at the airport, accompanying them to the course centre by coach/taxi, checking students in on departure) as required
- Supervise students on ‘house nights’ after excursions
- 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

e. Other duties

- Attend and participate in meetings with your team and the wider staff body
- Carry out any other reasonable duties, e.g. help pack up the course centre

8. 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