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Hillside, The Springs, Bowdon, Cheshire WA14 3JH.
Tel 0161 929 9002. Email: jill@student-club.co.uk.

Summer Course Teacher Job Description 2016 (R07)

International Student Club runs English language summer courses for young foreign students at **Haileybury College** in Hertfordshire. Course dates are **from 4 July - 7 August 2016**. The students will attend either the Junior Course for 10-14 years or the Senior Course for 14 - 17 years. Up to 20 nationalities are represented. Staff live in the boarding houses with the students, usually 3 or 4 staff per house of 40 - 45 students.

Qualifications and Experience

First degree plus Celta or equivalent plus preferably at least one year's teaching experience. Previous experience of summer school work an advantage.

You will be asked to provide a DBS disclosure or a letter of good conduct, confirming your suitability to work with children, and be asked to sign a declaration to that effect. Copies of qualifications will be required initially, but originals must be made available for inspection before taking up the post. References will always be taken up.

Every prospective employee must provide original, documentary proof (e.g. passport) of their right to work in the UK. We commit a criminal offence if we do not ask for, see and satisfy ourselves as to the validity of documents offered for this purpose.

The Teaching Programme

The junior course will have tuition in the morning and the senior course in the afternoon, alternating each day. Each class receives 15 hours of lessons each week - Monday to Saturday. Teaching sessions are made up of 2 lessons of General English, one lesson of British Culture and one Project lesson.

There is also a full social programme supervised by an Activity Director ['AD'], with between 10 – 16 activity monitors. Activities will include sport, arts and crafts, and excursions.

Staffing

We employ 9 – 14 teachers at any one time, depending on student numbers, working under the guidance of a Director of Studies and a Senior Teacher.

Two teaching contracts are offered, subject to the needs of the course, involving either 27 hours or 15 hours teaching. 27-hour teachers also help supervise 5 activity sessions a week, whilst 15-hour teachers help supervise 10 activity sessions each week.

27-hour teachers have **7** sessions off and **15-hour** teachers have **6** sessions off each week.

The Job

The post is for up to 5 weeks. The successful candidate will serve a probationary period of 2 weeks. Continuation of employment on the second (18 July) course is conditional upon satisfactory performance during this first course.

This job description, together with your letter of appointment will form the basis of your contract. A formal contract will be offered once your acceptance of the post has been confirmed.

The 27 hour teacher pay rate is £430 per week.

The 15 hour teacher pay rate is £390 per week.

- For extra residential duties we pay an additional **£30** per week.
- There is an additional payment of **£20** per week for returning staff
- Payment, including holiday pay, is made at the end of each course.

Duties of the Post

Be aware that the safety of students and staff is paramount. You will be expected to follow our health and safety guidelines and to exercise careful judgement in providing a safe environment at all times. You will accept responsibility for your own safety and that of others.

Your primary responsibility is to work under the guidance of the Director of Studies and Senior Teacher to deliver the highest quality of teaching possible. At all times you must work in a professional and flexible manner with colleagues, group leaders, Haileybury staff and all visitors. You will play a vital role in creating a friendly, positive and homely atmosphere on campus. Additional duties, e.g. head of boarding house, will be either confirmed in your appointment letter or allocated upon taking up your post.

As part of your duties you will:

- **On Saturday 2nd and Sunday 3rd July** take part in staff training and help set up the school. You will also help demount the school at the end of the course.
- Follow the guidance contained in the Staff Handbook, which includes the Code of Conduct.
- Help with greeting, testing and orienting students on arrival.
- Teach for 27 hours a week (or 15 hours on the 15-hour contract), preparing lessons, completing lesson plans and other paperwork and producing a motivating and challenging course for your students, within the guidelines provided by the DOS.
- Participate in formal and informal class observations.
- Follow the correct procedures for the maintenance of teaching records and paperwork.
- Supervise and make a positive contribution to activity sessions allocated in accordance with your contract. A session is either a morning, afternoon or evening and lasts from 2.5 - 4.5 hours, depending on the activity.
- 15-hour teachers may be asked to cover for absent teachers or help run exam preparation classes if needed.
- Consider and suggest improvements to ISC Health and Safety procedures.
- Help put students to bed on a rota basis.
- Attend departmental and excursion preparation meetings, when required.
- Complete student certificates at the end of each course.
- Make suggestions for improvements at any time and complete an Exit Interview at the end of your contract.
- Take responsibility for the discipline as well as the welfare of all students, and make them aware of the high standard of behaviour expected of them.
- Take part in any other duties consistent with this post.