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## Summer Course Teacher Job Description

International Student Club runs English language summer courses for young foreign students at **Haileybury College** in Hertfordshire. Induction training for all staff takes place **6, 7 and 8 July** and the course is from **9 July to 11 August 2018**. 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 at least one year's teaching experience. Previous experience of summer school work is 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.

## The Job

The post is for 5 weeks. The successful candidate will serve a probationary period of 2 weeks. Continuation of employment on the second 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 standard 27-hour teacher pay rate is:

Graduates with CELTA or PGCE and over 2 years EFL experience - **£420/week**.

### The 15-hour teacher pay rate is:

Graduates with CELTA or PGCE and over 2 years EFL experience - **£380/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.
- **27-hour** teachers have **7** sessions off and **15-hour** teachers have **6** sessions off each week.

### 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. 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 Friday 6th, Saturday 7th and Sunday 8th 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.
- ◆ 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.
- ◆ 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.
- ◆ Attend and participate in professional development sessions. Staff are also welcome to present a session.
- ◆ Take part in an end of course exit interview in which ongoing professional development, the teacher's experience at ISC and recommendations for course improvements are discussed.
- ◆ 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.