

Job Title:	English Language Teacher (LWC)
Reporting to:	Summer Centre Director of Studies
Company Objectives:	To provide a quality, professional service at accessible prices and to offer consistently better service provision in all areas than our main competitors and for this to be perceived by our clients and competitors.
Primary Objectives:	Provision of quality teaching in order to maximise learning of all students, catering for varying levels of student groups. Awareness of the welfare of students. Working as part of a teaching team and supporting team members as appropriate.

Key Areas of Responsibility:

1. Teaching a range of classes and ages.

Performance is satisfactory when the teacher:

- Follows curriculum requirements whilst attending to individual and group needs
- Creates a rapport and successful learning environment
- Delivers the syllabus professionally using appropriate teaching methods and materials based on the linguistic needs and ages of the learners
- Sets clear aims for each lesson and on a weekly basis
- Regularly liaises with other teachers

2. Preparation of lessons in line with curriculum requirements

Performance is satisfactory when the teacher:

- Prepares a weekly plan using appropriate materials in liaison with other teachers
- Enables learning for students by preparing each lesson appropriately
- Ensures that the curriculum requirements are met
- Uses materials that are appropriate for the level and age of the learners.
- Plans relevant educational tasks for learners to complete on Academic Excursions.

3. Assessing, recording and reporting on the development progress and attainment of students.

Performance is satisfactory when the teacher:

- Acts upon continual feedback with students to raise their awareness of progress.
- Sets daily relevant tasks and gives feedback promptly in a variety of ways.
- Carries out tests on a weekly basis, recording results and feeding back to students and ensuring that gaps in knowledge are addressed.

4. Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students

Performance is satisfactory when the teacher:

- Provides timely and accurate oral or written input on request for a student's interim progress report.
- Provides timely and appropriate written input to aid the writing of students' final course report.

5. Assistance with student welfare.

Performance is satisfactory when the teacher:

- Refers students to other appropriate members of staff where necessary e.g. Centre Manager, Welfare & Student Services Manager, House Parent, Director of Studies.
- Provides advice and guidance where necessary and reports any problems to a member of the Summer School Management Team and Designated Safeguarding Lead.
- Promotes the general progress and well-being of individual students and any class or group of students assigned to them.

6. Maintaining good order and discipline amongst the students and safeguarding their health and safety both when they are on LWC premises and when they are on excursion.

Performance is satisfactory when the teacher:

- Is strict and professional in areas of discipline such as attendance, punctuality, speaking English, mobile phone use, – in order to gain respect and create a positive learning environment.
- Leads by example in the above areas both inside and outside the classroom and whether on or off duty.
- Fully understands the Health and Safety policy and who to report to in matters relating to Health and Safety
- Has a thorough understanding of all school policies and relevant procedures as set out in the All-Staff Manual, the Policies, Procedures and Operations Manual (PPOM) and the Teachers' Handbook, all of which are provided prior to employment.
- Fully understands his/her role in matters of Safeguarding, Welfare and Discipline as detailed in the All-Staff Manual
- From time to time, as necessary, helps House Parents and Managers to maintain good order and discipline amongst students as and when the need arises outside of rostered times

7. Pursuing professional development in EFL through the CPD provided on the Summer School.

Performance is satisfactory when the teacher:

- Attends the weekly CPD workshops provided by the Director of Studies.
- Participates in school's observation programme.

- 8. Attendance at teachers and general staff meeting, including regular morning meeting with the Director of Studies. Active promotion of the success of the Summer School by assistance to and suggestions to the Director of Studies or the Centre Manager.**

Performance is satisfactory when the teacher:

- Takes an active role in teachers' meetings.
- Reports any suggestions that will help the working environment and reputation of the Summer School.
- Works as part of a team in sharing knowledge and experience.

- 9. All administrative duties connected with the post of teacher, any other rostered non-teaching duty or general duties as a member of staff, particularly in relation to Health and Safety, First Aid and Safeguarding obligations.**

Performance is satisfactory when the teacher:

- Keeps the register and other documents in line with school requirements
- Provides daily records of work done
- Reports classroom equipment problems to the Director of Studies and/or the Centre Manager
- Maintains the classroom notice boards
- Demonstrates general tidiness and respect for the workplace/staff room.
- Is punctual to each lesson, meeting and other rostered duty.
- Completes all relevant administration work in relation to Health and Safety, First Aid and Safeguarding.

10. Participation in rostered non-teaching activities

Performance is satisfactory when the teacher:

- Attends punctually any non-teaching duty to which they have been rostered.
- Actively contributes to any afternoon or evening activity to which they have been rostered.
- Assists the House Parent with "House Duty" whenever rostered to do so.
- Participates fully in at least one weekend excursion per week.
- Promotes all afternoon and evening activities to students.
- Prepares in advance to successfully deliver non-teaching social activities and liaises with the Social Activity Manager.

11. Any other responsibilities reasonably required in line with the School's academic responsibilities

Performance is satisfactory when the teacher:

- Follows curriculum requirements whilst attending to individual and group needs.
- Creates a rapport and successful learning environment.
- Syllabus is delivered professionally and appropriate teaching methods are used.
- Sets clear aims on a lesson and weekly basis.
- Regularly liaises with other teachers.

Person Specification

Teachers at WSE Juniors Summer Centres take an active role in the life of the school. Candidates should be highly motivated, professional, innovative, and hold either a CELTA or Trinity CertTESOL.

Applications must have experience in teaching a wide variety of levels as our students range from A2 level to C2 level. They should also have a strong desire to work with children and an interest in contributing to all aspects of the Summer Centre, including social activities, evening entertainment and the excursions.

We are a strong advocate of continuous professional development and employment will include weekly developmental workshops.

As you will be working with minors, you will be required to provide outstanding pastoral care and work in accordance with the WSE Juniors policy on Safeguarding Young People.

Essential:

- Commitment to safeguarding children and young people
- TEFLi (normally either a CELTA or Trinity CertTESOL or provable equivalent)
- Experience teaching under-18s at a variety of levels
- Excellent time management
- Ability to work as part of a team
- Adaptable and flexible
- Willingness to learn and adopt new skills
- Professional appearance
- The right to work in the UK

Desirable:

- TEFLQ (normally either a DELTA or Trinity DipTESOL or provable equivalent)
- First Aid certification
- Experience of providing pastoral care to under-18s
- Lifeguarding qualification or other sports qualification
- Knowledge of excursion locations

Updated Nov 2019 (DM)