



# PLUS Summer Schools

## EFL Teacher Job Description

<b><u>Job title</u></b>	EFL Teacher, residential or non-residential
<b><u>Reporting to</u></b>	Course Director (and ultimately Director of Studies/Academic Manager)
<b><u>Primary role</u></b>	EFL Teachers are responsible for planning and delivering dynamic and effective lessons to develop students' listening, speaking and pronunciation skills. Lessons should be student-centred, communicative and based on the activities in the students' schedules to enable them to participate fully in the course when outside the classroom.

### **Principal duties**

- Ensuring teaching meets British Council requirements at all times.
- Planning effective lessons which are appropriate to the needs of the students and the course aims of developing students' listening, speaking and pronunciation skills.
- Selecting materials that are appropriate for the students and relevant for the activities scheduled outside class and preparing a coherent sequence of purposeful activities.
- Delivering dynamic and effective lessons that maintain learner interest, using appropriate teaching feedback and correction techniques.
- Managing resources appropriately and effectively to facilitate learning.
- Managing learning activities and interactions effectively to engage students.
- Showing sensitivity to the group and to individuals within the group to ensure a positive learning atmosphere.
- Assisting with student assessment, placement testing and oral interviews.
- Attending an induction session, daily morning meeting, staff training sessions, observation feedback sessions.
- Participating in diploma ceremonies.
- Preparing the classroom for use and taking care of school buildings and equipment.
- Ensuring the PLUS POLICIES and PROCEDURES are followed.
- Meeting the administrative requirements of the course including completing teaching overviews, records of work, a class register and student reports.
- Assisting with the execution of student feedback questionnaires.
- When on site, behaving in a manner that is expected of someone in care of minors at all times, even when off duty.
- Promote safeguarding and the welfare of all course participants.

### **Social Programme Duties**

- Where required (depending on centre and teaching package offered) contribute to the social programme – organise, lead and/or supervise social activities e.g. talent shows, quizzes, discos, sports etc.
- Prepare students for and guide them on excursions ensuring their safety and welfare at all times.



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### Person Specification

	Essential	Desirable
<b>Qualifications</b>		
First Degree or equivalent (Level 6 Qualifications and Credit Framework	X	
CELTA, Trinity TESOL, Bed/PGCE (Primary Education, English or MFL) or EFL Level 5 equivalent	X	
<b>Experience</b>		
Previous teaching experience	X	
Experience of working with 8-12 or 13-17 year olds		X
Experience of summer schools or short courses		X
<b>Skills &amp; Personal Qualities</b>		
A native-speaker level of proficiency in English	X	
Excellent Communicative skills	X	
Interested in professional development	X	
Good administrative and time management skills	X	
IT literate	X	
Punctual, reliable and flexible	X	
Initiative, common sense and enthusiasm	X	
Enjoy working as part of a team but can also work independently	X	
The ability to think and work calmly and politely under pressure	X	
The ability to handle discipline and deal firmly but sensitively with young learners	X	
Culturally sensitive	X	
An interest and ability to participate fully in the social programme (some contracts)	X	
Child protection training		X
First Aid		X

### Contract duration

Contracts are awarded for durations of between 2-8 weeks during the summer.

### Hours of work

Teachers are expected to deliver the contracted number of hours per course across the duration of their contract. Lessons are normally scheduled in the morning, but courses may include lessons in the afternoons.

### Salary

Weekly/hourly gross salary will vary depending on the centre.

All residential teachers are provided with free on-campus accommodation and will be expected to conduct one project lesson or excursion per week in payment for this free accommodation – centre dependant.

### Notice period

One week, after 4 weeks of service.



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### **Applicants should please note:**

- references will be followed up
- all gaps in CVs must be explained satisfactorily
- proof of identity and (where applicable) qualifications will be required
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18
- appropriate suitability checks will be required prior to confirmation of appointment.

All current holders of roles involving responsibility for or substantial access to under 18s, and all new appointees to such roles, will have appropriate suitability checks, for example with the Disclosure and Barring Service (in England and Wales) or Protecting Vulnerable Groups Scheme (in Scotland) or Access NI (in Northern Ireland), or Police 'Certificate of good conduct' (outside the UK), in line with the organisation's safeguarding policy. All staff require a national insurance number and access to a UK bank account OR be willing to pay charges incurred for payment into an overseas account.

**The above list is not exclusive or exhaustive and the post holder may be required to undertake other duties within their capability. All staff are required to be co-operative and flexible.**

**PLUS Summer Schools is an equal opportunities employer.**

PLEASE ENSURE THAT YOU HAVE READ AND FULLY UNDERSTAND YOUR ROLE AS TEACHER BEFORE YOU SIGN YOUR CONTRACT.

## **Why work for PLUS?**

### **Our Company**

Since 1969, PLUS Ed Ltd has been offering summer English courses in the UK for young overseas students. We are now also operating in America, Malta, Ireland and offer summer holidays in various cities around the world. We are one of the biggest summer school providers in the UK and are proud to be market leaders, fully accredited by the British Council. We aim for high standards in our programs and consequently we are looking for enthusiastic, hard-working, outgoing, involving, managers, teaching staff and leisure organisers. One of our main aims is to ensure an enjoyable summer for all, not only our students, but all members of staff too. Many members of staff do return to work for us year after year and we hope you will too.

### **Our Students**

Our summer courses take place in universities, colleges and independent boarding schools throughout the UK. Students range in age from 10 to 17. Traditionally the majority of our students have come from Italy, but in recent years we have been welcoming more and more students from all over the world to our centres. Students are accommodated residentially at the centre, or with local families.

### **Our Courses**

Our courses are designed for students who wish to become more proficient in English and more confident in their speaking and listening skills. Our highly-interactive course is focused on functional and communicative language studies with a specific focus on vocabulary and pronunciation skills.



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We use **specially-designed text books**. Students are taught in classes of up to 15 and placed into one of five levels (Elementary, Pre-Intermediate, Intermediate, Upper-Intermediate and Advanced) on arrival. We also provide a wide range of supplementary materials, resource books and EFL course books and encourage teachers to follow the specified, topic-based syllabus while being creative and trying new ideas.

Courses usually last for two or three weeks and also include a full leisure and excursion programme including afternoon and evening activities and at least one full-day and one half-day excursion per week to local cultural attractions and popular tourist places.