

## **Plus Summer School 2020**

### **EFL Teacher Job Description**

PLUS offers English courses to young learners aged 10-17. We provide a comprehensive package of tuition, social experience and accommodation to international groups in our 15 dedicated junior schools over the Summer. 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 programmes and consequently we are looking for enthusiastic, hard-working, outgoing EFL Teachers.

#### **Location**

This is a temporary post based at one of our Junior Summer Centres in Brighton, London Greenwich, Kingston, Uxbridge and Ardingly, Chelmsford, Hatfield, Windsor, Bath, Loughborough, Chester, Edinburgh Napier and Loretto school, Stirling and Dublin.

#### **Reports to**

Course Director

#### **Role summary**

You will assist with the aims of the academic department in the delivery of a high-quality academic programme.

All current holders of roles involving responsibility for or substantial access to under 18s, and all new appointees to such roles, will have appropriate ID, qualification and suitability checks 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.

#### **Duties and Responsibilities of Teachers**

PLUS adopts a student-centred, communicative methodology integrating engaging classroom learning with dynamic post-lesson activities that reinforce learning in a fun, social setting.

#### **Overall Responsibilities:**

- To plan and deliver dynamic, fun lessons appropriate to the needs of students and PLUS' curriculum/course aims.
- Deliver an outstanding classroom experience to all students
- Ensure students receive excellent learning outcomes through the delivery of engaging and fun lessons.
- Assist with student diagnostic testing
- To behave in a courteous and professional manner with colleagues, clients and

students at all times and to respect PLUS' Staff Codes of Conduct.

- To adhere to company dress and behaviour codes.

### **Knowledge, Preparation and Development**

- Plan and effectively prepare for your lessons, ensuring confidence with all relevant PLUS materials.
- Attend short daily teacher meetings with the Course Director and/or Assistant Course Director so you are fully briefed and prepared for the day

Attend a weekly CPD session

### **Course Delivery**

- Deliver PLUS courses in accordance with centre requirements (timetable, breaks, session lengths, content, materials used)
- Build an effective rapport with students and other teaching staff
- Meet the required student feedback KPIs
- Respond to class queries and provide support to students, ensuring availability and access at appropriate times
- Ensure that students have access to the correct study materials, liaising with the Course Director/Assistant Course Director where necessary
- Take ownership for all aspects of course delivery ensuring that customer expectations are met
- Guide and motivate students to help them achieve excellent learning outcomes
- Be proactive in monitoring student performance and informing the Course Director of any concerns

### **Administrative Duties / Operational Efficiency**

- Ensure timely submission of the daily class register to the Course Director/Assistant Course Director
- Report absent students (via the established channels) to the Course Director or Assistant Course Director within 10 minutes of the class start time
- Ensure timely submission of daily records of work and weekly class aims and objectives
- Assist with the execution of student feedback surveys
- Support the Course Director in contributing to the preparation of external verification visits (if applicable)
- Participate in leavers' ceremonies
- Prepare end of course reports

### **Child Safeguarding, Protection and Welfare**

- To promote and safeguard the welfare of all students at all times and to monitor their wellbeing, actively seeking to resolve any issues or areas of concern.
- To be fully conversant with and to adhere to Health & Safety and Child Safeguarding guidelines as per Government legislation, the British Council Handbook and PLUS policies and procedures.

### **Social Programme Duties**

Dependant on the centre and teaching package, some teachers are required to:

- Contribute to post-lesson events (either supervise or lead social activities such as quizzes, sports, discos, talent shows, clubs)
- Participate in a weekly full day excursion, guiding students and ensuring their safety and welfare at all times.

### **Qualifications**

#### **Essential**

- Degree
- Trinity TESOL Cert or Cambridge CELTA or equivalent\* (B.Ed, PGCE (Primary English/MFL, Secondary English/MFL)

*\*Courses must be externally validated, contain at least six hours teaching practice and a minimum of 100 hours of ELT/TESOL input. Applicants who have completed 100% online courses will not be considered.*

### **Work Experience and Knowledge**

#### **Essential**

- Previous teaching experience although we do welcome applications from newly qualified teachers

#### **Desirable**

- Previous knowledge and experience of summer schools or short courses.
- Experience of working with young Learners
- Experience of using IT systems

### **Skills and Competencies**

- A native speaker level of proficiency in English
- Demonstrates a high-level understanding of English language teaching and learning
- Focused on quality and student outcomes
- Team player with the ability to work collaboratively

- Ability to build strong relationships and trust
- Excellent organisational, administrative and time management skills – can work well under pressure and meet tight deadlines.
- An interest in professional development
- Excellent interpersonal and communication skills
- Punctual, reliable and flexible
- Has a proactive approach to delivering exceptional customer service at all times – very solution driven and quick to solve problems
- Demonstrates a high level of initiative, enthusiasm and a positive attitude
- Culturally sensitive

### **Person Specification**

### **Hours of Work**

Dependant on centre and teaching package

- Minimum teaching hours **15-18** per week
- Up to **36** hours in a handful of centres

### **Induction Training**

Compulsory Induction training (typically one full day) takes place immediately prior to the start of the course and is paid.

### **Remuneration Package**

Competitive. We offer a range of residential and non-residential packages depending on the centre and type of timetable offered.

### **Disclaimer**

This is a non-exhaustive list of the duties and responsibilities of the above role. The Company reserves the right to amend this job description as the needs of the business require.

### **Application method and closing date**

If you meet the requirements of the position, are excited by the opportunity of working in a fast-paced international education environment please apply via this link <https://www.plus-ed.com/work-with-us> with your CV and covering letter highlighting why you believe you are suitable for this role. Please specify any preference on working location in your application.

\*All applicants must be eligible to work in the UK

### **References and Checks**

- If you are offered the post, you will need to provide copies of your

degree and TEFL certificate. You will also need to bring the originals with them as well as your passport to check your ID.

As all holders of roles involving responsibility for or substantial access to under 18s, you will need to have appropriate suitability checks 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 PLUS' Safeguarding and Child Protection Policy.

- You will also need to provide 2 references from within the last 12 months in accordance with BC guidelines.
- Any job offers will be on condition of receiving a satisfactory Enhanced DBS check and the 2 references

**Closing date: 12<sup>th</sup> April 202**



**Package A: London Kingston, Uxbridge**

**Non-residential:** based on an average of 25-35 hours per week

- Less than 12 months post-qualification full-time teaching experience, £14 per hour
- 1-3 years post-qualification full-time teaching experience, £15 per hour
- Over 3 years post-qualification full-time teaching experience, £16 per hour

**Residential:** based on an average of 25-35 teaching hours per week.

- £14 per hour (flat rate)
  - Full board accommodation in either a single/shared room
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**Package B: Brighton, Chelmsford, Chester, Hatfield, Loughborough, Edinburgh Loretto, Edinburgh Napier, Stirling**

**Non-residential:** based on an average of 15-18 hours teaching per week

- Less than 12 months teaching experience, £15 per hour
- 1-3 years post-qualification full-time teaching experience, £16 per hour
- 3 years post-qualification full-time teaching experience, £18 per hour

**Residential:** based on an average of 15-18 hours teaching per week plus a full day excursion/ 2 half-day/4 evening leisure activities

- Less than 12 months teaching experience, £14 per hour
- 1-3 years post-qualification full-time teaching experience, £15 per hour
- 3+ years post-qualification full-time teaching experience, £17 per hour
- Self-catering accommodation in either a single/shared room

**Chester is likely to operate on a zig-zag with the opportunity for teachers to work an average of 30 hours a week during peak times.**

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**Package C: Ardingly, Windsor, Bath**

**Residential:** based on an average of 15-18 teaching hours per week. In addition to teaching, teachers might be required to lead 1 full-day excursion as well as 2 afternoon or 4 evening leisure activities and assist with 1 meal duty. Based on a 6-day working week.

- Less than 12 months teaching experience £330 (pro rata) per week
- 1-3 years post-qualification full-time teaching experience, £340 (pro rata) per week



- 3+ years post-qualification full-time teaching experience, £360 (pro rata) per week
- Full board accommodation in either a single/shared room

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### **Package D: Dublin**

**Non-residential:** based on an average of 28-30 hours teaching per week

- Less than 12 months teaching experience, €19 per hour
- 1-3 years post-qualification full-time teaching experience, €20 per hour
- 4+ years post-qualification full-time teaching experience, €21 per hour

**Residential: based on an average of 28-30\* teaching hours per week**

- €420 per week
- Full board accommodation

\*in the event that the average teaching hours are fewer than stated in your contract due to operational reasons, you may instead be required to lead/ assist with leisure activities

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### **Management:**

*Please note: to be considered for any academic management roles, you must possess a recognised/relevant TEFLQ qualification*

(DELTA or Trinity Diploma or equivalent such as MA in Applied Linguistics TEFL/EFL, including observed teaching or international equivalent)

**Course Director:** £490 - £570, depending on experience and size of centre + full board accommodation

**Assistant Course Director:** £400 - £435, depending on experience and size of centre + full board accommodation

**Senior Teacher:** £330-£380 per week, depending on experience and size of centre + full board accommodation