

EFL Summer Teacher Job Description



Company Overview

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 staff.

Location

This is a temporary post based at one of our junior summer centres including in Brighton, London, Chelmsford, Hatfield, Windsor, Bath, Loughborough, Ellesmere, Edinburgh, Stirling and Dublin.

Overview of the position

Reporting to the campus Course Director (CD), 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.

Overall Responsibilities:

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

- To plan and deliver dynamic lessons appropriate to the needs of students and PLUS' curriculum and course aims in accordance with centre requirements (timetable, breaks, session lengths, content, materials used)
- Deliver an outstanding classroom experience to all students
- Ensure students achieve learning outcomes through the delivery of engaging lessons
- Assist with student diagnostic testing
- To always behave in a courteous and professional manner with colleagues, clients and students and to respect PLUS' Staff Code of Conduct
- Build an effective rapport with students and other teaching staff
- Be proactive in monitoring student performance and informing the CD of any concerns
- To adhere to company dress and behaviour codes

Administrative Duties / Operational Efficiency

- Plan and effectively prepare for your lessons, ensuring confidence with PLUS materials
- Attend weekly CPD sessions and short daily teacher meetings with the Course Director and/or Assistant Course Director so you are fully briefed and prepared for the day
- Ensure timely submission of the daily class register to the Course Director
- Report absent students to the CD 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 CD in contributing to the preparation of external verification visits
- Participate in leavers' ceremonies and prepare end of course reports and certificates

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Social Programme Duties

Dependant on the centre and teaching package, some teachers may be 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 always ensuring their safety and welfare.

Child Safeguarding, Protection and Welfare

- To always promote and safeguard the welfare of all students 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.

Person Specification

Qualifications

- Bachelor's Degree or higher
- 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

- Previous teaching experience although we do welcome applications from newly qualified teachers
- Previous knowledge and experience of summer schools or short courses.
- Experience of working with young Learners
- Experience of using IT systems

Skills and Competencies

- Culturally sensitive with 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
- Excellent organisational, administrative and time management skills – can work well under pressure and meet tight deadlines.
- Punctual, reliable and flexible with an interest in professional development
- Excellent interpersonal and communication skills
- Has a proactive approach to delivering exceptional customer service
- Solution driven and quick to solve problems
- Demonstrates a high level of initiative and enthusiasm with a positive attitude

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, may include leisure activities or supervision duties

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Induction Training

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

Remuneration Package

Please see 'Academic Pay Packages' on footer of PLUS website. We offer a range of residential and non-residential packages depending on the centre and type of timetable offered.

References and Checks

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.

Application method and closing date

If you meet the requirements of the position and 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> You will be asked to upload your CV and qualifications upon application and you will need to bring originals with you to campus along with id.

Good luck and we look forward to receiving your application!