

# Job Description

<b>Job Title:</b>	Academic Team Leader
<b>Contract:</b>	Fixed Term, Seasonal
<b>Hours:</b>	See detailed breakdown on page 3-4 of this document
<b>Salary:</b>	See detailed breakdown on page 3-4 of this document
<b>Department / Section:</b>	St Edmund's College Summer School
<b>Reporting to:</b>	Academic Manager, Assistant Academic Manager
<b>Line management responsibility for:</b>	English Language Teachers

## Summary of the Post:

The Academic Team Leader will work closely with the Academic Manager and Assistant Academic Manager to ensure delivery of an outstanding academic programme in which EFL Teachers deliver their lessons in an engaging, motivational and inspirational way in order to ensure students' progress in English and have a positive student experience.

## Duties of the Post:

The main duties of the post will include:

1. To prioritise the safeguarding, welfare and health and safety of students above all other duties and be familiar with statutory safeguarding and child protection requirements, as well as relevant summer school policy.
2. All duties as per the English Language Teacher job description
3. Hold weekly planning meetings with team
4. Review and evaluate weekly Schemes of Work
5. Lead Assessment and Placement Procedures for respective age groups
6. Be Group Leader on excursions
7. Line manage, supervise and appraise team in a managerial capacity
8. Support team in a pastoral capacity
9. Ensure that the professional values of the College are upheld
10. Collate and interpret Assessment and Placement results, compile class lists
11. Feed back to Academic Manager re: academic team performance
12. Ensure child welfare and child protection protocols are followed
13. Any other duties consistent with the post

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.**

Performance of the above duties is assessed during the summer school's operation and the Performance Development Review process.

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
<b>Qualifications</b>  (Candidate holds...)	<ul style="list-style-type: none"> <li>• Bachelors degree in any field</li> <li>• CELTA or equivalent or QTS Primary/Secondary English or Modern &amp; Foreign Languages</li> <li>• If a non-native speaker of English, a recognised qualification demonstrating C2 level proficiency in English as a Second Language</li> </ul>	<ul style="list-style-type: none"> <li>• DELTA or equivalent</li> <li>• Masters degree in related field</li> <li>• Emergency First Aid at Work certificate</li> <li>• Acas management training</li> </ul>	These determine eligibility for selection to interview.  Confirmed by production of applicant's certificates and discussion at interview.
<b>Experience</b>  (Candidate has...)	<ul style="list-style-type: none"> <li>• Experience as an English Language Teacher at the St Edmund's College Summer School, with an exemplary appraisal record</li> <li>• 3+ years' teaching experience</li> </ul>	<ul style="list-style-type: none"> <li>• Previous academic management experience</li> </ul>	These determine eligibility for selection to interview.  Confirmed by contents of application form, discussion at interview and professional references.
<b>Skills</b>  (Candidate is able to...)	<ul style="list-style-type: none"> <li>• Be Group Leader on excursions</li> <li>• Lead a team of teachers</li> <li>• Encourage a team to innovate and share ideas</li> <li>• Supervise, support and line manage a team</li> <li>• Provide honest critiques and feedback on Schemes of Work</li> <li>• Pastorally support new teachers</li> <li>• Ability to communicate effectively with students and staff</li> <li>• A confident IT user, with proficiency in the use of Microsoft Office.</li> </ul>	<ul style="list-style-type: none"> <li>• Be an inspirational presence for their teaching team</li> <li>• Encourage innovative new pedagogical techniques</li> </ul>	Confirmed by contents of application form, discussion at interview and professional references.  These are also appraised during the summer school's operation.
<b>Qualities</b>  (Candidate is...)	<ul style="list-style-type: none"> <li>• Motivation to work with children and young people.</li> <li>• Professional</li> <li>• Consistent &amp; Reliable</li> <li>• Organised</li> <li>• Able to work independently</li> <li>• Personable</li> <li>• Pragmatic</li> <li>• Enthusiastic</li> </ul>	<ul style="list-style-type: none"> <li>• Innovative</li> <li>• Self-confident</li> <li>• Inspirational</li> </ul>	Confirmed by contents of application form, discussion at interview and professional references.  These are also appraised during the summer school's operation.

### Safeguarding:

The St Edmund's College Summer School complies with the DCSF Guidance '*Safeguarding Children and Safer Recruitment in Education*' and is committed to safeguarding and promoting the welfare of children and young people.

The job holder is expected to share this commitment and comply with all associated internal policies and procedures.

### Dates & Hours:

Saturday 8<sup>th</sup> July 2023 until Friday 18<sup>th</sup> August 2023.

We have two types of teaching contract:

- Contract A – morning class teacher plus additional afternoon teaching and 1 off-site excursion per week
- Contract B – morning class teacher plus 2 off-site excursions per week

A typical week for an Academic Team Leader contains the following hours:

	Contract A	Contract B
Morning class teaching	12 hours	12 hours
Additional afternoon teaching	10 hours	0 hours
Planning / Preparation	6 hours	6 hours
Off-site excursions	10 hours (x1 excursion)	20 hours (x2 excursions)
On-duty activities	4 hours	4 hours

The full duration of the summer school typically contains the following hours:

	Contract A	Contract B
Staff training / induction	16 hours (08-09/July/2023)	16 hours (08-09/July/2023)
Class teaching	132 hours (10/07/2023 to 18/08/2023)	72 hours (10/07/2023 to 18/08/2023)
Planning / Preparation	66 hours (10/07/2023 to 18/08/2023)	36 hours (10/07/2023 to 18/08/2023)
Off-site excursions	60 hours (10/07/2023 to 18/08/2023)	110 hours (10/07/2023 to 18/08/2023)
On-duty activities	24 hours (10/07/2023 to 18/08/2023)	24 hours (10/07/2023 to 18/08/2023)

Both Contract A and B include two days induction and preparation at the start of the summer school (08-09 July 2023).

There are no residential duties included in this role. The inductions, meetings, briefings, and duties are paid and included in the salary, which also includes all marking and preparation time.

### Salary and Benefits:

We have five academic pay scales depending on your qualifications and experience. All teaching staff must have a Bachelors Degree.

Pay Scale	Qualifications	Professional Profile	Teaching Rate	Off-site Excursions & On-duty Rate
1	CELTA	Teacher with a CELTA or trinity CertTESOL certificate.	£18.75 ph*	£13.00 ph
2	DELTA or QTS	Teacher with a DELTA or Trinity DipTESOL, or teacher with Qualified Teacher Status.	£20.79 ph*	£13.00 ph
3	QTS + CELTA	Teacher with both Qualified Teacher Status and CELTA or Trinity CertTESOL.	£22.83 ph*	£13.00 ph
4	QTS + DELTA	Teacher with both Qualified Teacher Status and DELTA or Trinity DipTESOL.	£24.87 ph*	£13.00 ph
5	n/a	Academic Team Leader position. TEFLQ qualification plus a proven track record of excellence.	As above plus team leader supplement	

\* per hour teaching rate relates to classroom contact time. This is inclusive of all additional activities such as assessment marking and any preparation time.

Academic Manager and Assistant Academic Manager positions have separate pay rates to the aforementioned five academic pay scales.

Academic Team Leader role has the same pay scale as English Language Teacher with a £600.00 (£100.00 per week) supplement for team leader duties. Total Academic Team Leader pay for full duration of programme (inclusive of holiday pay):

Pay Scale	Contract A	Contract B
1	£4,283.45 + £600.00 = £4,883.45	£3,757.29 + £600.00 = £4,357.29
2	£4,617.88 + £600.00 = £5,217.88	£3,956.15 + £600.00 = £4,561.15
3	£4,952.32 + £600.00 = £5,552.32	£4,155.00 + £600.00 = £4,715.00
4	£5,286.75 + £600.00 = £5,886.75	£4,353.85 + £600.00 = £4,953.85
5	As above	

### Supplementary Information:

Here are a few documents, and sources of information, that you might find useful when you consider applying to work with us:

- [www.stedmundscollege.com](http://www.stedmundscollege.com) – our summer school website.
- [All About St Edmund's](#) - this handbook gives a flavour of the St Edmund's College Summer School, and the great opportunities and benefits on offer to colleagues who choose to work with us.
- [Our Hiring Process](#) - this guide breaks our recruitment process down into a tangible map for you to follow as you apply to work with us.

<b>Reviewed By:</b>	Mike Pengelly (Summer School Director)
<b>Review Date:</b>	November 2022