

Job Description

Job Title:	English Language Teacher
Contract:	Fixed Term, Seasonal
Hours:	See detailed breakdown on page 3-4 of this document
Salary:	See detailed breakdown on page 3-4 of this document
Department / Section:	St Edmund's College Summer School
Reporting to:	Academic Team Leader
Line management responsibility for:	None

Summary of the Post:

English Language Teachers will work closely with the Academic Manager, Assistant Academic Manager and Academic Team Leaders 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. Plan and teach 12 hours of English Language classes according to School's Content- and Task- based approaches
3. Base teaching themes on excursions, ensure children are engaged on excursions
4. Attend in and contribute to weekly planning meetings
5. Assist in Assessment and Placement procedures as directed
6. Write End-of-Course Reports
7. Lead class on excursions, ensure children's safety and well-being
8. Conduct 'class talk time' pastoral sessions
9. Hold weekly end-of-week tests
10. Submit weekly Schemes of Work to Team Leader, revising as required
11. Perform break and lunch duties as required
12. Maintain all required records in the Masterfile
13. Attend INSET training
14. Follow all child welfare and protection protocols and procedures
15. 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:

	Essential	Desirable	Method of Assessment
Qualifications (Candidate holds...)	<ul style="list-style-type: none"> Bachelors degree in any field CELTA or equivalent or QTS Primary/Secondary English or Modern & Foreign Languages For non-native speakers, recognised certificate demonstrating C2 level of English Language Proficiency 	<ul style="list-style-type: none"> DELTA or equivalent or Masters degree in relevant discipline Emergency First Aid at Work certificate Fire Marshall Training certificate Level 1 Child Protection training 	These determine eligibility for selection to interview. Confirmed by production of applicant's certificates and discussion at interview.
Experience (Candidate has...)	<ul style="list-style-type: none"> 2+ years' experience in English Language Teaching Experience teaching multilingual groups Experience teaching without a fixed syllabus Experience integrating British cultural and geographical content into lessons 	<ul style="list-style-type: none"> 5+ years' experience in English Language Teaching Any experience teaching Cambridge, Trinity, IELTS and LanguageCert exams Any experience in a residential work environment Experience leading classes on excursions Experience teaching literature 	These determine eligibility for selection to interview. Confirmed by contents of application form, discussion at interview and professional references.
Skills (Candidate is able to...)	<ul style="list-style-type: none"> Plan own lessons and submit weekly Schemes of Work Teach according to task- and content-based approaches Use error correction in class Develop their own teaching materials Correctly identify students' CEFR levels Encourage and enforce student discipline Create and administer tests Work as part of a team Ability to communicate effectively with students and staff A confident IT user, with proficiency in the use of Microsoft Office. 	<ul style="list-style-type: none"> Innovate pedagogically Teach classes which promote personal as well as linguistic development Integrate creative and artistic expression into their teaching Inspire other team members 	Confirmed by contents of application form, discussion at interview and professional references. These are also appraised during the summer school's operation.
Qualities (Candidate is...)	<ul style="list-style-type: none"> Motivation to work with children and young people. Professional, Consistent & Reliable Organised Able to work independently Personable Pragmatic Enthusiastic 	<ul style="list-style-type: none"> Innovative Self-confident Inspirational 	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 8th July 2023 until Friday 18th 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 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.

Total pay for full duration of programme (inclusive of holiday pay):

Pay Scale	Contract A	Contract B
1	£4,283.45	£3,757.29
2	£4,617.88	£3,956.15
3	£4,952.32	£4,155.00
4	£5,286.75	£4,353.85
5	As above plus £600.00 (£100.00 per week)	

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 – 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.

Reviewed By:	Mike Pengelly (Summer School Director)
Review Date:	November 2022