

## Job Description – Non-Residential Teacher only

Reporting to the Centre Management Team

Teachers are required to plan and teach effective EFL lessons, complete relevant administration.

### Essential qualities and skills:

- ✓ Eligibility to work full time in the UK
- ✓ Native English speaker / near native level of English
- ✓ Educated to degree level
- ✓ CELTA / Trinity Cert TESOL / Qualified Teacher Status in English or Modern Language
- ✓ Energy and enthusiasm
- ✓ A desire to work with young people from different cultures
- ✓ Adaptability and flexibility
- ✓ Good communication and interpersonal skills
- ✓ Enjoy working as part of a team

### Desirable qualities and skills:

- ✓ Knowledge of the local area
- ✓ Previous experience of summer schools or working with young people
- ✓ Creative ideas
- ✓ Willingness to learn and adopt new teaching methods

### Working Hours:

A non residential teacher is required to work 11 sessions per fortnight, a session is usually defined as 3 hours teaching. A teacher may be asked to cover an activity session or attend an evening activity extra to their 11 sessions (such as a certificate giving ceremony or talent show). In this case the teacher will receive payment for the hours worked (see below). Pay is only calculated if the teacher has been asked to attend and will provide a supervisory role (pay is not calculated if a teacher decides to attend an event without being formally asked). **One session is reserved to cover any staff meetings or development workshops that staff are required to attend.** In some centres teaching may take place at weekends and it may be necessary for teachers to work on six consecutive days.

### Duties:

- ✓ Comply with the Teacher handbook
- ✓ Responsible for reading and adhering to the Operations and Safeguarding Handbook and maintaining good standards of Health and Safety at all times.
- ✓ Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy
- ✓ Attend the staff induction
- ✓ Assist with the placement testing and the marking of tests
- ✓ Attend and contribute positively to all staff meetings
- ✓ Prepare lessons to a high standard to suit the needs of the students using the materials provided
- ✓ Create a positive learning environment and take all necessary measures to ensure students get the most out of the lessons and enjoy themselves
- ✓ Place great emphasis on oral communication both inside and outside the classroom
- ✓ Maintain discipline and ensure that students understand what they have to do
- ✓ Complete all class registers, work records, reports and certificates as required
- ✓ Be punctual for all lessons, activities and excursions
- ✓ Be observed by the Course Director and by other interested parties where advance warning is given
- ✓ Integrate the excursions into the classroom using link lessons
- ✓ Dress appropriately at all times
- ✓ Maintain an entirely professional manner at all times and in all dealings with students, group leaders and staff
- ✓ Deal quickly and effectively with student and group leader queries and where necessary report any problem to the appropriate member of the management team
- ✓ Maintain the good name and reputation of UKLC at all times

This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.

**Weekly salary ranges from £200 - £225, based on experience and qualifications with increments awarded for returnees. All salaries are paid monthly in arrears.  
Extra activity pay is calculated at £9 per hour.**