

## Job Description – Non-Residential Full Time Teacher

Reporting to the Centre Management Team



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Teachers are required to plan and teach effective EFL lessons, complete relevant administration and participate fully in the activities and excursions.

### 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 Languages
- ✓ 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 23 sessions per fortnight. A session is defined as approximately three hours teaching either in the morning or afternoon (in INPS centres this may be 3.5 hours on some days). A full-day excursion is two sessions. Airport transfers may be considered as one or two sessions depending on the duration. **One session is reserved to cover any staff meetings or development workshops that staff are required to attend. One session is reserved to cover any supervisory duties (meal times etc.) as arranged by the Centre Management.** 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 and assist with the centre set up as required
- ✓ Meet and greet students at the airport and accompany them to the Centre as required
- ✓ 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
- ✓ Feedback regularly to your Course Director and Centre Manager
- ✓ Complete exit feedback at the end of your contract
- ✓ Be punctual for all lessons, activities and excursions
- ✓ Be observed by the Course Director and by other interested parties where advance warning is given
- ✓ Organise and supervise sports, activities, excursions and mealtimes as required on a rota basis
- ✓ Ensure the success of the activities by participating fully and encouraging the involvement of students
- ✓ Integrate the excursions into the classroom using link lessons
- ✓ Read, understand and sign off to all risk assessments for excursions
- ✓ Lead excursions when required and ensure the safety and welfare of students at all times
- ✓ Ensure that all activity equipment and materials are in place for the start of an activity and returned at the end
- ✓ 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 problems 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.



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Weekly salary ranges from £385-£410 based on experience and qualifications with increments awarded for returnees. All salaries are paid monthly in arrears.