

## Job Description: Residential Teacher Plus

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 activities and excursions. The role of the Teacher Plus is to support the management team. In addition to fulfilling the normal duties of a Teacher, a Teacher Plus has additional responsibilities for the academic part of the course.

### 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
- ✓ Previous experience in a management or supervisory role

### Working Hours:

A Teacher Plus is required to do 24 sessions per fortnight, their non-teaching sessions will be split between activity/excursion supervision and assisting the Course Director as required. A session is defined as approximately three hours teaching (in INPS centres this may be 3.5 on some days), an afternoon activity, an evening activity or a half-day excursion (a full-day excursion is two or three sessions depending on the duration). 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 Operating 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
- ✓ Be punctual for all lessons, activities and excursions
- ✓ Feedback regularly to your Course Director and Centre Manager
- ✓ Complete exit feedback at the end of your contract
- ✓ Be observed by the Course Director and by other interested parties where advance warning is given
- ✓ Organise and supervise sports, activities, excursions, mealtimes and lights out as required on a rota basis
- ✓ Ensure the success of the activities by participating fully and encouraging the involvement of students
- ✓ Integrate excursions into the classroom by using the link lessons provided and delivering feedback to the Academic Director.
- ✓ 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
- ✓ Provide support to the Course Director
- ✓ Help with the testing of new students, the marking and allocating of students into classes
- ✓ Be around to give guidance to teachers when planning their lessons and create an atmosphere of collaboration and idea sharing
- ✓ Help the Course Director to complete and maintain the necessary documentation and admin and encourage fellow teachers to keep on top of their paperwork

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 is £415 with increments awarded for returnees. All salaries are paid monthly in arrears. Full board accommodation is provided in return for full residential support and some supervision duties; these will be in the form of mealtime duty and lights-out duty which will be on a rota basis.**