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Summer Course Teacher Job Description 2009.

International Student Club runs English language courses for foreign students visiting Britain. In 2009, we are running summer courses for junior students at **Haileybury College** in Hertfordshire, **from 6 - 26 July and from 27 July - 16 August**. The students will attend either the Junior Course for 10-14 years or the Senior Course for 14-17 years. Up to 18 nationalities will be represented. Accommodation and food are provided. Staff live in the boarding houses with the students, usually 3 - 4 staff per house of 40 - 45 students.

The teaching programme

The junior course will have tuition in the morning and the senior course in the afternoon, alternating each day. Each class receives 15 hours of lessons each week - Monday to Saturday. Teaching sessions are made up of 2 lessons of General English, one lesson of British Culture and one project lesson.

There is also a full social programme supervised by an Activity Director ['AD'], with between 10 - 16 activity monitors and teachers. Activities will include sport, arts and crafts, and excursions.

Staffing

We employ 8 - 12 teachers at any one time, depending upon student numbers. They work under the guidance of a Director of Studies and a Senior Teacher.

2 teaching contracts are offered, subject to the needs of the course, involving either 30 hours or 15 hours teaching. 30- hour teachers also help supervise 4 activity sessions a week, whilst 15- hour teachers help supervise 10 activity sessions each week. 30- hour teachers receive a higher rate of pay and more time off.

The job

Appointments are made for either a 2 or 3 week course in July **or** the July course plus 2 or 3 weeks in August, depending upon student numbers and the successful completion of the July contract. This job description together with your letter of appointment will form the basis of your contract. A formal contract will be offered once your acceptance of the post has been confirmed.

You may be asked to provide a CRB disclosure or a letter of good conduct, confirming your suitability to work with children, and be asked to sign a declaration to that effect. Copies of qualifications will be required initially, with originals being made available before taking up the post. References will always be taken up.

Every prospective member of staff must provide original, documentary proof (eg passport) of their right to work in the UK. We commit a criminal offence if we do not ask for, see and satisfy ourselves as to the validity of documents offered for this purpose.

Duties of the post

- **Your primary responsibility is to work under the guidance of the Director of Studies and Senior Teacher to deliver the highest quality of teaching possible.**
- **Be aware that the safety of students is paramount. You will be expected to follow our health and safety guidelines and to exercise careful judgement in providing a safe environment at all times.**
- **On Saturday 4th and Sunday 5th July** you will take part in staff training and help set up the school. You will also help pack up the school at the end of the course, if required.
- Help with greeting, testing and orienting students on arrival.
- Teach for 30 hours a week (or 15 hours on the 15-hour contract), preparing lessons, completing lesson paperwork and producing a motivating and challenging course for your students, within the guidelines provided by the DOS.
- Supervise and make a positive contribution to 4 or 10 activity sessions in accordance with your contract. A session is either a morning, afternoon or evening and lasts from 2.5-4.5 hours, depending on the activity.
- 15 hour teachers may be asked to cover for absent teachers or help run senior students' conversation classes on the August course.
- Consider and suggest improvements to ISC Health and Safety procedures.
- Help put students to bed on a rota basis.
- Attend departmental and excursion preparation meetings, when required
- Complete student certificates and a staff questionnaire at the end of the courses, making suggestions for improvements as appropriate.
- Take responsibility for the welfare and discipline of all students, not only those in your boarding house, and make them aware of the high standard of behaviour expected of them.
- Work in a professional and flexible manner with colleagues, group leaders, Haileybury staff and all visitors.
- Additional duties, eg Head of boarding house, will be either confirmed in your appointment letter or detailed and allocated upon taking up your post.

Standard 30 hour teacher pay rate is:

Graduates with CELTA or equivalent or PGCE and limited EFL experience - **£340/week.**

Graduates with CELTA or PGCE and over 2 years EFL experience - **£360/week.**

15 hour teacher pay rate is:

Graduates with CELTA or equivalent and limited EFL experience - **£300/week.**

Graduates with CELTA or equivalent or PGCE and over 2 years experience - **£320/week.**

For extra residential duties we pay an additional £10-30 per week.

There is an additional payment of £20 per week for returning staff

Payment, including holiday pay, is made at the end of each course.

30-hour teachers have 7 sessions off and 15-hour teachers have 6 sessions off each week