

Job Description

DEPARTMENT: Summer Centres

JOB TITLE: English as a Foreign language (EFL) - Teacher

REPORTS TO: Director of Studies (DoS), Activity Manager when on activities and also the HQ Academic Manager

RESPONSIBLE FOR: The implementation of the Twin academic programme and to assist in the day-to-day operation of the Centre.

Level: temporary, only during the Summer

OVERVIEW OF THE ROLE

General Information for Teachers:

The Teaching Programme:

Administration - Students are normally tested on Monday or as soon as possible in the event of midweek arrivals, and placed in classes of 15 according to level and age, ensuring any groups are kept on the same timetable i.e. either morning or afternoon classes. Registers are taken for each lesson and teachers are expected to prepare and record lessons taught.

At the end of the course the students are given a certificate of attendance and may be given an end of course report depending on their requirements. Teachers agree to be observed by other teachers, Twin academic staff, British Council inspectors, and occasionally by group leaders as necessary. Teachers are required to attend staff meetings and a pre-course briefing, as part of their weekly paid sessions.

Timetable - Centres normally start in June or July. Some centres operate a morning teaching programme with a programme of lessons in the weekday mornings followed by afternoon and evening activities including one full day and one half day excursion in most centres. Others operate a zig-zag system whereby some students have lessons in the afternoon with activities in the morning and then switch. It may be necessary for a morning teaching centre to move to zig-zag owing to pressure on classrooms, facilities, staffing or coaches. It is therefore possible that you will teach both morning and afternoon, or teach in the morning with afternoon and a combination of afternoon and evening activities.

Teaching - Morning, and afternoon classes, are divided into 4 x 45 minute lessons with a half hour break after the first two. Weeks are themed e.g. Shopping, and Twin provides an academic programme with resources around each theme. Teachers are encouraged to follow the programme, but may supplement with their own ideas and materials, providing the main theme is adhered to. In addition some lessons are set aside to prepare for excursions or carry out follow up work. In centres on a zig-zag system teachers will, wherever possible, be assigned to classes of the same level in both the morning and afternoon to reduce preparation time.

Support - Twin aims to provide clear and helpful suggestions for each class at each level to minimise preparation time and there will be a senior teacher or academic manager on-site to help with planning. Further support will be provided through teacher development sessions and observations.

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RESPONSABILITIES

Main duties:

- Effectively teach a programme of lessons appropriate to a summer school environment
- Ensure adequate preparation for all teaching and activity sessions
- Test and induct new students
- Assist the DOS with the marking of tests and placement of students
- Assist with general academic administration, recording attendance for example
- Assist the DOS in the creation of academic reports and certificates/awards for all students
- Assist with the creation of an end-of-course report where required
- Take part and lead activities and excursions as necessary
- Carry out residential supervision duties, such as mealtime and evening supervision
- Carry out evening patrols where required
- Ensure the health and safety and welfare of clients at all times, reporting all issues to the Centre Manager or Centre Support and Welfare Officer
- Enthusiastically support the activities programme in and out of class
- Attend all staff meetings and morning assemblies
- Any other reasonable/appropriate duties required by the Centre Manager

This description is intended as a guide only to the main duties of your job and the principal terms of employment.

KNOWLEDGE/EXPERIENCE REQUIRED

Essential requirements:

- Qualifications - Please note that we require EFL teachers to have a minimum qualification of the UCLES or Trinity CELTA the Trinity College Certificate in TESOL or a recognised equivalent. This equivalent must include at least 100 hours of TEFL input and a minimum of 6 hours observed teaching practice, and the course must be externally examined
- A university degree (in addition to your teaching qualifications)
- Ability to multi-task effectively
- Ability to work in a high pressure and fast paced environment
- Flexibility
- Ability to demonstrate good time-management and organisational skills

Desirable, but not essential:

- Residential experience
- Summer school experience
- First aid qualification

The most important requirement is that applicants are enthusiastic, energetic, outgoing and keen to make a decisive contribution to all the aspects of a course.

Please ensure you enclose a copy of your TEFL qualification with your contract if you have not already done so with your application form. Teachers currently attending an appropriate TEFL training course, which they will have completed by the start of the summer course which they wish to be part of, are also encouraged to apply.

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**EDUCATION/QUALIFICATION DESIRED**

- Applicants must be educated to degree level in addition to being CELTA qualified (or equivalent). Applicants should be at least 18 years old with the necessary maturity to undertake responsibility for groups of students aged between 10 and 18 years old.

Remuneration will be at a competitive rate, depending on the experience of the individual applicant.

The company reserves the right to vary or amend the functions and responsibilities of the post holder at any time according to the needs of the Company's business.

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