

General Data

DIRECTION/DEPARTMENT:	Twin Summer Centres
JOB TITLE:	EFL Teacher + Activity Leader
REPORTS TO:	Director of Studies; Activity Manager

Overview of the role

Teach English as a foreign language using the communicative method; deliver a high quality activity and excursion programme; build confidence in using and understanding English in and outside the classroom by integrating language learning with the social programme; supervise students to ensure their safety and welfare.

Responsibilities

- Teaching a minimum of 15 hours per week
- Carefully planning course book- and project-based lessons following the prescribed syllabus
- Incorporating excursion lessons and excursion based projects into lessons
- Delivering student induction, including classroom evacuation practice
- Delivering Career Skills/GESE classes as required
- Completing the daily record of work done
- Assisting in first day testing and placement as required
- Abiding by the copyright rules and always sourcing material before photocopying
- Recording students' attendance on the class register and reporting absences of students no later than the first break
- Monitoring students' progress using the weekly checklist
- Reporting any anomalies in students' academic or pastoral progress to the Director of Studies
- Moving students up or down a level as required in consultation with the Director of Studies
- Liaising regularly with teaching partners if you share a class, providing handover information to new or substitute teachers
- Writing academic reports and assisting in certificate completion
- Preparing and planning activities and excursions in advance
- Participating actively in activities and excursions
- Being familiar and completing risk assessments including any extra risks for individual students
- Implementing Health & Safety standards/procedures for each lesson/ tour/activity/event
- Preparing for student arrivals including checking bedrooms are ready
- Meeting and greeting students at the airport and welcoming students to the centre
- Preparing for student departures and seeing students off
- Assisting the management staff as required
- Supervision of students during mealtimes, breaks and free time
- Attending an on-site staff induction
- Attending all teaching and staff meetings
- Participating in weekly teacher development sessions
- Participating in formal, informal and peer observations of lessons and activities
- Assisting group leaders with any special requests
- Reporting accidents/ incidents to the Centre Manager and completing necessary documentation

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

- Maintaining adequate levels of student discipline
- Keeping your workplace tidy
- Any other reasonable/appropriate duties

Principle Accountabilities

- Delivering enjoyable lessons in which students' learning goals are met
- Delivering engaging activity sessions and informative and well organised excursions
- Ensuring the health, safety and welfare of students at all times

Knowledge/Experience required

Essential requirements:

Applicants should be at least 18 years old with the necessary maturity to undertake responsibility for groups of students aged between 8 and 18 years old.

Desirable, but not essential:

- Previous EFL teaching experience, particularly in a summer school environment
- Ability to use technology in the classroom
- Experience of supervising minors
- Safeguarding training
- Experience of working in a multi-cultural environment
- Customer service experience
- Ability to speak a second language
- Experience working in a fast paced and high pressure environment
- Experience working as part of a team

Education/Qualification

- Essential - First Degree + CELTA or Trinity TESOL Certificate or PGCE in English/modern languages with ELT/TESOL subsidiary or equivalent
- Desired - DELTA, CELTAYL, Trinity TESOL Diploma or equivalent

Person Specification

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| <ul style="list-style-type: none"> ▪ An inspirational teacher ▪ Able to demonstrate innovation in the classroom ▪ Flexible and creative ▪ Hardworking and caring ▪ Enthusiastic and energetic | <ul style="list-style-type: none"> ▪ Good time-management and organisational skills ▪ Good decision making ability ▪ Ability to assume responsibility of a group of juniors |
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- Ability to work independently and as part of a team
- Desire to make a contribution to the programme
- Self- motivated and proactive
- Strong understanding of the principles of safeguarding
- Approachable but professional
- Professional appearance in line with Twin policy

Twin Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undertake an enhanced disclosure via the CRB, where appropriate.

We are dedicated to ensuring that all job applicants and members of staff are treated equally, without discrimination on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.

Safeguarding, Welfare and Prevent

Twin Group is committed to the safeguarding of children and vulnerable adults, the prevention of radicalisation, and promoting the welfare of all of our customers, and we expect all staff and volunteers to share this commitment. Twin Group has as a Safeguarding Policy which all staff must read and comply with. Successful applicants who will work directly with children and/ or vulnerable adults will be required to undertake an enhanced DBS and complete mandatory training.

Equality & Diversity

We are dedicated to ensuring that all job applicants and members of staff are treated equally, without discrimination on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age. Twin Training has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this.

Confidentiality

The post holder must maintain the confidentiality of information about customers, staff and other Twin Training stakeholders. Some work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act (GDPR) at all times.

Health & Safety

Employees must comply with the provisions of the ‘The Health and Safety at Work Act 1974’ and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The organisations efforts to promote a safe and healthy working environment can only succeed with the full cooperation of its employees.

Flexibility

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with their line manager. The post holder may be asked to carry out any other reasonable and lawful duty or instruction.

I confirm that I have read, understood and accept the requirements detailed in this job description.

Signed:			
Print name:		Date:	

H.R. Administrator Signed:	
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Print name:	Terri Swain	Date:	
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