



British  
Summer  
School

Recruitment Guidance

# EFL TEACHER

TEACHING ROLES

future  
ready

# Our Vision & Values



## Our Values

- We are a **team**.
- We **support** each other.
- We **lead by example**.
- We **try our best**.
- We are **open**.
- We respect **diversity**.
- We are **enthusiastic**.
- We **make things happen**.
- We **work hard**.
- We **respect** the **past** but look to the **future**.

## Our Aim

At British Summer School, we aim to inspire our students and help them to develop the knowledge, abilities and qualities needed to fulfil their potential in both their personal and professional lives. We increase our students' ability and confidence to communicate and operate in the 21st century to help them become happy, confident, and successful individuals in a global and competitive world.

**JOB ROLE:**

EFL Teacher

**REPORTING TO:**

Director of Studies

**KEY PURPOSE OF THE JOB:**

To prepare and deliver high-quality lessons to the expected standard, i.e. lessons that motivate the class and have variety, pace and are challenging

**SALARY:**

£624.61 per week + 12.07% Holiday Pay  
Total pay per week £700 (Including Holiday)

**HOURS:**

07.30 am – 17.00 pm Mon, Tues, Thurs, Fri  
07.30 am – 18.00 pm Wednesday.  
*Friday will be a later finish.*  
*Saturday or Sunday 9.5 hours (Times will vary based on the needs of the school)*

**JOB LOCATION:**

One of Brambletye, Worth, Clayesmore, Oundle or Moulton

**WRITTEN BY:**

Danny Kenward

**DATE:**

25<sup>th</sup> of October 2023

## Accountabilities

- To prepare and deliver high-quality lessons to the expected standard, i.e., lessons that motivate the class and have variety, pace, and challenge all the students in line with the BSS ethos.
- To prepare and teach up to 4 hours of lessons each weekday (20 contact hours per week). The working day includes up to 2.5 hours of preparation and admin time.
- To complete administrative duties such as maintaining accurate lesson plans, class profiles, registers, and weekly logs of work completed
- To liaise with other teachers and the Director of Studies on weekly planning.
- To ensure that student notebooks are up-to-date, work is marked, mistakes have been corrected and students' self-reviews have been completed.
- To ensure that classroom displays are clear, vibrant, illustrative, and representative of the student's work.
- To take responsibility for the safety, welfare, and behaviour of all students, being especially vigilant if taking students off-site or outside of the classroom
- To carry out break time, and mealtime supervision along with assisting the House Parents with wake-up duties
- To assist with airport duties one day each weekend, where possible early return for extra prep time
- To attend one 30-minute CPD session per week
- To write weekly Progress Reports for all students (even if not leaving or if students change programme after just a few days)
- To assist the DoS with Placement Testing and administering exams if required
- Assist with the setup of the centre during the opening weekend, so that when the first students arrive, the school is ready, tidy, and fully branded.

## Key Skills

- Professionalism: being of smart appearance appropriate to the role and using appropriate language
- Flexible and adaptable approach to working hours.
- Excellent communication skills, enthusiastic and friendly
- Experience dealing with international students.
- Highly organised and responsible character with excellent time management skills

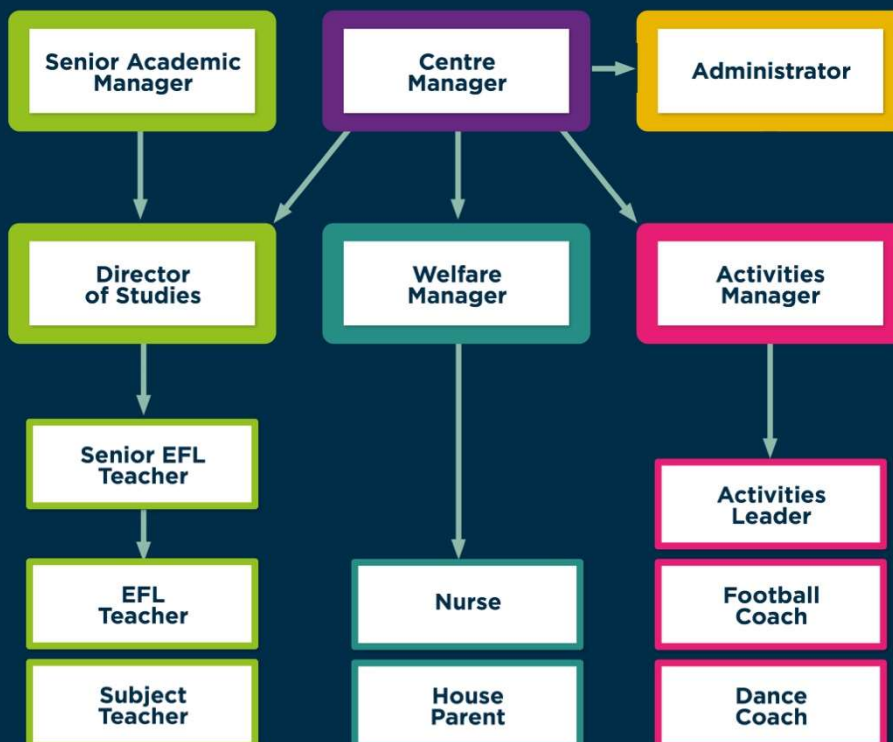
## Qualifications

- Native / near-native competence in English (written and spoken)
- First degree or equivalent
- CELTA, Trinity TESOL or Accreditation UK recognised equivalent or PGCE (in English or MFL)
- DELTA, CELTYL, or QTS (primary or secondary) are particularly welcomed.
- Minimum of 1 year teaching experience

## Safeguarding

British Summer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

# Staff Organogram





**For more information  
or to apply visit:**

[britishsummerschool.co.uk/summer-jobs](http://britishsummerschool.co.uk/summer-jobs)



Accredited by the  
 **BRITISH  
COUNCIL**  
for the teaching  
of English in the UK



**+44 (0)1444 444744**

**[admin@britishsummerschool.co.uk](mailto:admin@britishsummerschool.co.uk)**

**[www.britishsummerschool.co.uk](http://www.britishsummerschool.co.uk)**

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