



British  
Summer  
School

Recruitment Guidance

# SENIOR EFL TEACHER

TEACHING ROLE

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:**

Senior EFL Teacher

**REPORTING TO:**

Director of Studies

**KEY PURPOSE OF THE JOB:**

To assist with DOS, to ensure all teachers are planning and delivering high-quality lessons to the expected standard.

**SALARY:**

£646.92 per week + 12.07% Holiday Pay  
*Total weekly pay £725.00 (Including holiday pay)*

**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:**

31<sup>st</sup> October 2023

## Accountabilities

- To work closely with the DoS, helping the Teachers plan 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 (see syllabus).
- To assist with the smooth running of the EFL department
- To teach as and when required, a maximum teaching contact time of up to 25 hours per week.
- To assist with placement testing and administering exams.
- To complete administrative duties such as maintaining accurate lesson plans, class profiles, registers, and weekly logs of work done.
- 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 weekly work.
- To take responsibility for the safety, welfare, and behaviour of all students during the EFL programme time, being especially vigilant when taking students off-site
- To assist with airport transfers on the 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 attend daily staff meetings
- On a rota basis carry out mealtime supervision and wake-up duties
- To follow guidelines as outlined in the Staff and EFL Handbooks and as explained by the Centre Manager / DoS
- To carry out any other reasonable duties, including to help set up / pack up camp.

## Key Skills

- Native / near-native competence in English (written and spoken)
- 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
- Highly organised with excellent time management skills

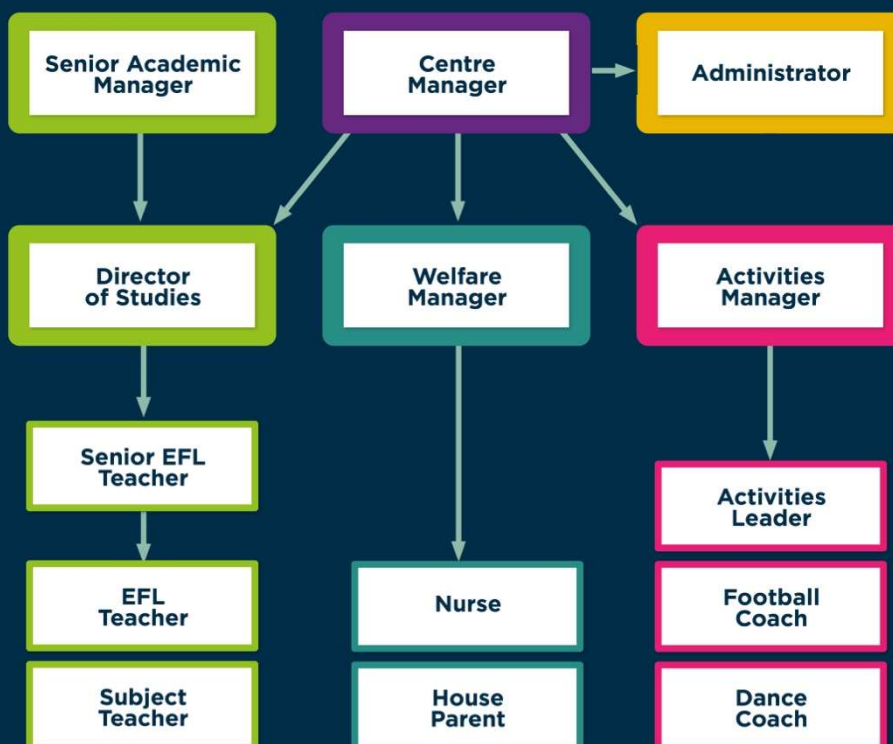
## Qualifications

- First degree or equivalent
- DELTA or Accreditation UK recognised equivalent or PGCE (in English or MFL), QTS (primary or secondary) are particularly welcomed.
- CELTA/Trinity Cert. TESOL (or Accreditation UK recognised equivalent)
- First-aiders, are particularly welcome.

## 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



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