



# Senior Teacher

Summer 2010

35 hours: £385 per week

## Job Description

The Senior Teacher's role is to provide support to the DOS and the teaching department as well as teaching 15 hours per week.\* This will include assisting the Director of Studies in the testing, timetabling and academic welfare of students, supporting other teachers and helping with administrative tasks such as syllabus and materials development.

The Senior Teacher will also assist in the preparation and presentation of Group Leader sessions and Teacher Seminars. We have our own in-house syllabus and materials. However, supplementary resources are also provided. Staff receive a teacher's handbook which includes our syllabus, pre-excursion lessons, project work ideas and testing procedures. Senior Teachers work up to a maximum of 40 hours a week over a five-day week, plus one full day off per week 20 hours of lesson preparation and teaching admin is included in the maximum number of hours.

On the application form, you will be required to sign a form declaring details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post. Furthermore, if your application is successful, you may be subject to Disclosure Scotland background check. (Payable by the employee)

All non-management staff undergo a paid induction day, and you may be asked to start work after this induction. Both the induction and the work afterwards (if applicable) are paid and count towards your maximum of 40 hours per week.

Residential staff receive all meals and accommodation. Non-residential staff receive lunch when working, and dinner if allocated an official evening activity.

**Reports to: Director of Studies**



## Job Description - Senior Teacher

### Main Responsibilities and Duties

1. To have read and understood the staff handbook and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty, staff are responsible for the care, welfare and safety of students whilst ensuring they are following school rules.
2. Participate in the Staff Induction Day (paid) and assist the DOS in the induction day for teachers.
3. Run the Student Placement Test as directed.
4. Teach English to a high standard, following our syllabus, with the emphasis on oral communication. If you are required to teach more than 15 hours per week, this will be offset by fewer additional duties.
5. Duties as outlined in the EFL Teacher's job description.
6. Assist the Director of Studies in the testing, time-tabling and academic welfare of students.
7. Administrative tasks e.g. syllabus and materials development, monitoring the use of resources, etc.
8. Assist with preparing and presenting Group Leader Sessions and Teacher Seminars.
9. Be pro-active in giving support to other teachers in the planning and implementation of lessons. This may include (though not exclusively) helping with lesson plans, giving advice, observations and preparing materials.
10. Complete documentation as required, including class lists and weekly plans, etc.
11. Be observed by the Director of Studies, usually during the second week of employment, and participate in the employee appraisal system. Additional feedback may be given at the end of the course.
12. Attend seminars and meetings arranged by the Director of Studies.
13. Ensure that all St Andrew's College Summer Schools Health & Safety policies are implemented and monitored.
14. All Senior Teachers are required to work up to a maximum of 40 hours a week, which could include welfare, free-time supervision, mealtime. They are entitled to at least one full day off per week, which is typically taken at the weekend.
15. Additional duties, including assisting the DOS, leading and attending meetings, leading and attending seminars, lesson preparation. report writing, planning new teaching activities and programmes of study, lesson material preparation for the teaching staff, (this list is not exhaustive). Other duties as required.



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### Essential Requirements / Desirable Requirements

- Degree or equivalent
- RSA CELTA
- or Trinity TESOL Certificate
- Native or near native level of fluency in English
- 3 years' full-time EFL experience
- Computer literate
- Smart personal appearance
- Previous experience working with/supervising teenagers.
- Previous summer school experience
- Previous Senior Teacher experience

### Salary per Week: £385 (35 hours, including 15 hours of teaching / 5 Days + Holiday Pay)

All staff accrue pro rata paid holiday during their period of employment.

Holiday entitlement is set at 28 days per annum pro-rata.

Salaries are paid in arrears into a UK bank account every week.

Staff do not receive any overtime payment unless this is expressly agreed with the Director of Operations

All staff must be employees of St Andrew's College Summer Schools.