



# TEFL Teacher

Summer 2010

20 hours: £260 per week

## Job Description

Teachers are provided with full support, including guidelines, Teacher's Handbook and a wide variety of teaching materials. They are responsible for the planning and teaching of effective EFL classes and related administrative tasks. A full range of supplementary resources are provided. Staff receive a teacher's handbook which includes our syllabus guidelines, pre-excursion lessons, project work ideas and testing procedures.

Teachers' hours are spread over a 20- hour, five-day working week and all full time staff receive weekends off each week. The number of teaching hours will vary according to the needs of the centre, and will normally be between 15 hours per week. Teaching admin (e.g. meetings, updating records of work, etc.) and lesson preparation time, is also included within the 20 hours per week. There may be the opportunity of overtime at the DOS discretion at some points during the course.

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. Non-residential staff receive lunch when working in the afternoon.

In some occasions, we run classes in the afternoon as well as the morning, hence you may be required to teach all day.

**Reports to: Director of Studies**



## Job Description - TEFL Teacher

### Main Duties and Responsibilities

#### Welfare

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 also ensuring they are following school rules.

#### Academic

2. Teach English to a high standard, following our syllabus, with the emphasis on oral communication.
3. Assist in the running of the Student Placement Test as directed.
4. Complete documentation as required, including registers and weekly plans.
5. Be observed by the Director of Studies or Senior Teacher, usually during the second week of employment, and take part in the employee appraisal system. Additional feedback may be given at the end of the course.
6. Attend meetings as arranged by the Director of Studies.
7. Maintain proper records as directed by the DOS.
8. Encourage the involvement of students in activities and events. The activity programme is as important as the academic programme, and students have the right to expect an equally high standard of delivery for both aspects.

#### Other Duties

9. Admin duties as designated by the Director of Studies
10. Ensure that all St Andrew's College Summer Schools Health & Safety policies are implemented and monitored.
11. Additional duties as required.



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### Essential Requirements

- Native or near native level of fluency in English
- Degree or equivalent
- RSA CELTA or Trinity TESOL Certificate and/or
- Flexibility, especially in non-teaching duties, and a team player
- Genuine interest in both the teaching and welfare of young students
- Enjoy working with young students in out-of-class activities and excursions
- Smart and tidy appearance

### Salary per Week: £260 + Holiday Pay (5 Days)

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 Studies.