**Teacher Job Description**

SBC teachers are an integral part of a successful summer, and it is often their ability to engage the students both in and out of the classroom in a fun yet professional manner that ensures students are happy throughout their stay.

**Hours of Work:**

All teachers work a 13-session week, with a session being either a morning, afternoon or evening.

Of these 13 sessions, 5 are spent in the classroom, whilst the other 8 are spent helping with the activities programme or on pastoral duties.

All staff are also expected to oversee the safety and wellbeing of the students during meals, break times, in the boarding houses and at night.

This breakdown means that many sessions will be spent delivering the non-academic elements of the course, so it is important teaching staff are enthusiastic and ready to actively engage in all aspects of the summer school programme.

All teachers will receive one full day off per week.

**Pay (per week)**:

*EFL Teachers*: £500

*Summer Study*: £525

**Contract Dates**:

Various - depending on school and position

Between 6th July and 20th August

**Teaching Duties:**

The teachers report directly to the management team and must:

* Become familiar with the SBC syllabus, materials and resources during induction week
* Teach lessons using the SBC syllabus and other appropriate materials
* Maintain administrative systems by preparing and keeping class lists, records of work, class registers and preparing certificates and reports
* Attend to the individual needs of students to ensure that maximum benefit is gained from the English Course
* Manage the classroom behaviour effectively and ensure all students participate
* Attend meetings as requested by the summer school management
* Attend teacher development workshops
* Be observed by the Director of Studies and if necessary, the Academic Manager

**Activity Programme Duties:**

* Engage fully in the activity programme, leading, assisting and taking part in activities
* Assist in preparing if required
* Lead groups of students on excursions, following pre-planned itineraries
* Ensure that the students are safe and engaged in the activity or excursion

**House & Pastoral Duties:**

The welfare of students is paramount to us. Although we employ House Parents to oversee and attend to the day-to-day welfare needs of our students, every member of the team is expected to assist in maintaining the welfare and order within their boarding house. Both teachers and Activity Leaders are placed on house duty twice each week to support and mirror the House Parent in the pastoral duties of that day.

All members of our staff teams have a duty of care for students at our summer school and therefore, will be expected to carry out the following tasks:

* Assist with meal time and break time supervision when required
* Support House Parent when doing the allocated day’s **House Duty**, including wake-up, escorting students around the school, supervising students while in the houses and lights-out
* Help ensure that the students do not breach the rules of the school
* Assist when present, whether on duty or not, with an emergency situation, or where a student is ill or injured
* Engage with the students outside of classes and assigned activity sessions in a friendly and professional manner

**Essential Requirements:**

*EFL Teachers*

* Educated to degree level or equivalent
* Trinity CertTESOL or CELTA, and/or Primary QTS or PGCE in English/modern languages with ELT/TESOL subsidiary
* Previous professional teaching experience
* Passion for working with young learners

*Summer Study Teachers*

* Formal teaching qualifications are necessary, and in this case, can either be through a BEd Primary / Primary PGCE / or CELTA / Trinity CertTESOL Certificate with experience in teaching the subjects covered in the Summer Study Syllabus (qualifications must be in line with the British Council guidelines)
* Previous professional teaching experience

**Desirable requirements:**

* Previous residential summer school experience
* Experience of leading students in an extracurricular capacity
* An interest in sports / arts & crafts / music / drama
* Awareness of basic young learner welfare needs

Please note; as a large part of the teaching role is spent engaging and leading students outside the classroom and in the Activity & Social Programme, applicants who can discuss their suitability in these areas will be at an advantage.

**Person Specification**

All members of staff employed by SBC will be expected to bring certain key qualities to the operation. There must be a real interest in working with children and a strong empathy for international children studying in this residential summer school environment.

Overall, we look for teachers who are:

* Engaging
* Motivated
* Approachable
* Flexible within the summer school environment

Safety and welfare of the students is of paramount importance and this should be the priority of all staff.

Teachers must be amenable and demonstrate a genuine ability and interest in engaging with students in their care. The summer school programme is as rewarding as it is intense therefore, a desire to commit fully to the role is advantageous. A good sense of fun is also a must!

**Should you be successful:**

* We will require the details of two recent and relevant referees who we will contact.
* Any gaps in your CV will be enquired about and must be explained satisfactorily.
* You will be required to undergo a Disclosure and Barring Service check (previously called a Criminal Records Bureau check), and/or equivalent if living outside the UK, and you will be asked to sign the Children’s Act 1989 declaration safeguarding the welfare of children, and state that you have no known reason why you cannot work with children.
* Official identification and certificates (either originals or certified copies) will be required for our records.

*Summer Boarding Courses is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.*