



## Job Description

<b>Job Title:</b>	<b>EFL Teacher (Residential)</b>
<b>Department:</b>	<b>Summer School</b>
<b>Responsible to:</b>	<b>Director of Studies</b>
<b>Last reviewed:</b>	<b>September 2023</b>

### Job Outline

In 2022, Haileybury delivered its first International Summer School and we are building on this success in 2024. The programme has an academic focus and it is aimed at international students aged 11-17 with varying levels of English. The different courses include an impressive range of activities and some exciting excursions to top-end destinations.

You will be required to deliver a top-quality academic programme. We do not use course books so teachers are expected to use a variety of resources and techniques when planning, to ensure the design and delivery of engaging, learner-centred lessons using CLIL and TBL methodology. Learners will choose a pathway: STEM or Arts, Business and Humanities and one of a number of project classes and will learn English through their chosen subjects. We also run a short 'International Study Preparation Course which is more focussed on developing academic skills.

You will ensure all academic administration is completed to a high standard. The majority of learners will take Trinity GESE exams and you will assist with preparation for the exams.

Teachers will also undertake pastoral and activity duties as required.

The nature of a 24 hour a day, 7 days per week summer school requires staff to work flexibly. The work is intense, days are long and whether on or off duty, staff are expected to put the needs of the pupils and the reputation of the school first. However, it is extremely rewarding and enables staff to develop their knowledge and skills in a vibrant, energetic workplace. You will work a 6-day week and be asked to sign a 48-hour waiver.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Duties

- Support the Director of Studies in the running of the academic department.
- Support pupils with Trinity exam preparation.

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- Ensure that all lessons are appropriately planned following summer school guidelines, and that resources are used effectively and efficiently.
- Liaise with colleagues to make sure that excursions are prepared for/exploited in class.
- Complete academic administration efficiently and in a timely manner.
- Ensure that course reports, certificates and can-do statements are completed professionally and in a timely manner.
- Find innovative ways to showcase learning outcomes.
- Participate in and contribute to the INSETT and CPD programme.
- Collect and act upon feedback as per the course schedule.
- Undertake pastoral duties as required.
- Assist with activities and excursions as required.

## **Other Requirements**

### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality, Diversity and Inclusion*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

**EFL Teacher  
Person Specification**

	Essential	Desirable
<b>Qualifications</b>		
A first degree	✓	
A Cambridge CELTA or Trinity Cert TESOL or PGCE	✓	
A Cambridge DELTA, Trinity LTCL Diploma TESOL		✓
A Young Learner qualification e.g. TYLEC, CELTA extension		✓
Trinity GESE or IELTS Examiner status		✓
A recognised first aid qualification		✓
A full, clean, UK driving licence		✓
<b>Knowledge, Skills and Experience</b>		
At least one year of EFL teaching experience	✓	
Experience in teaching teenagers	✓	
Experience in materials design		✓
Experience of working in a residential summer school		✓
Experience of preparing students for IELTS and / or Trinity exams		✓
Experience of teaching EAP		✓
Experience of using CLIL and TBL methodology		✓
High level of computer literacy, particularly: Outlook, Word, Excel and PowerPoint	✓	
Good numeracy and literacy skills	✓	
<b>Personal Attributes</b>		
Ability to work as part of a team across all areas of the summer school and ensure an immersive experience for learners	✓	
Ability to create a culture of innovation and personal responsibility	✓	
Having the willingness and flexibility to deal with unexpected situations whilst putting student welfare and the reputation of the school as priorities	✓	
Highly articulate and confident	✓	
Excellent communication skills with all relevant client groups both internally and externally	✓	
Good understanding of working in a school environment	✓	

	Essential	Desirable
• Well organised with the ability to prioritise work to deadlines and under pressure	✓	
• Ability to work in a way that promotes the safety and wellbeing of children and young people	✓	
• Ability to maintain confidentiality with tact, diplomacy and discretion	✓	
• Ability to work in a team and individually, using own initiative	✓	
• Flexible with the ability to adapt to changes to work schedules	✓	
• Accurate with an eye for detail	✓	
• Confident, self-motivated and proactive	✓	
• Honest, polite, reliable, resourceful, punctual and committed	✓	