



Orwell Park School

Job Title: Summer School EFL/TEFLQ Teacher (Residential where appropriate)

Reports to: Camp Director

Date completed: 15 Feb 2024

Main Purpose

1. To teach a maximum of 23 hours per week and to be responsible for a number of supervisory duties, including boarding and extra-curricular activities.
2. To form part of the leadership group for the summer camps and ensure they are a successful and enjoyable activity for customers.
3. All staff must have an overriding responsibility for the student's welfare and safety at all times during the course including times outside the normal duty rota.

Specific Responsibilities

Academic

1. To prepare, plan and teach English lessons to a high standard, based on the individual needs of the students, and with a student-centred approach to learning. Support to achieve this will be given by the Director of the Camps.
2. Applicants who have a TEFLQ will be asked to provide extra help and support to less experienced teachers and may be asked to deliver a teacher development session during the course.
3. To follow the framework syllabus with the focus on language skills and interactive language use.
4. To complete and keep up to date the administrative paperwork as necessary (end of course reports, classroom registers, marking, class records of work).
5. To maintain classroom discipline, keep classrooms safe and tidy, display students work, maintain personal and student punctuality, begin, and end lessons according to the timetable.
6. Attend staff meetings daily, for briefing and discussion of academic and welfare matters and one in-house teachers meeting/training session per week.
7. Monitor the performance of students at all times.

Welfare and Pastoral

1. To have read and understood the School policies concerning pastoral care and the protection of children set out in the Staff Handbook.
2. To maintain student safety as a top priority and follow the School guidelines on Health and Safety contained in the Staff Handbook.
3. To be diligent in carrying out supervisory duties according to the guidelines in the Staff Handbook.
4. To take on the role and responsibilities of a night duty warden as described in the Staff Handbook.

5. To carry out a number of overnight duties throughout the course.
6. To wear the IDs and Summer School clothing when on duty.

Personal Specification

The successful candidate will have:

1. An RSA CELTA qualification, or a Trinity TESOL certificate or a BA(Ed) or a PGCE, or equivalent.
2. A high standard of spoken and written English equivalent to CEF level C2/CPE/IELTS 8-0.

Essential EFL Teacher:

1. One year's uninterrupted EFL teaching experience in a British Council accredited school, or, if you are a newly qualified teacher, you must have a CELTA pass A or B.
2. A willingness to undertake duties other than teaching if required.
3. To be available for the whole 3-week period, including a full-day induction.

Essential TEFLQ Teacher:

1. A TEFLQ qualification, (Cambridge DELTA or Trinity DipTESOL or equivalent).
2. Five years' uninterrupted EFL teaching experience in a British Council accredited school.

Desirable:

1. Has worked with children/young people whose first language is not English.
2. Is computer literate.
3. Is enthusiastic and adaptable.
4. Experience of teaching teenagers in either a Language School or year-round academic school.
5. Experience of working in a summer language school.

Please state which level of Teaching you are applying for on your application form.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the School's DSL (Designated Safeguarding Lead) or to the Headmaster.

Feb 2022