

## **Teacher (Residential)**

### **About Us**

St Giles has 69 years' experience in providing high quality English courses. From the moment our young learners arrive, St Giles staff work hard to ensure that they are active, learning effectively and having the educational experience of a lifetime.

St Giles Juniors attracts students from more than 50 different countries and is a highly regarded summer school provider. Our residential Juniors programmes welcome children from age 8 to 17 and 5-17 on Family Courses. All staff are considered ambassadors of the company and are challenged, both individually and collectively, to share the organisation's ethos and actively contribute towards achieving its objectives.

Our goal is to give students an educational, culturally-enriching, enjoyable and memorable summer experience in a safe and supervised setting. We only employ people who are willing to accept this responsibility and have the necessary wide-ranging skills, experience and commitment to help us achieve our goal of being the very best junior course provider.

It will be necessary to always put the welfare of students first. The working day is challenging and can be very tiring, but also filled with teamwork and a real sense of achievement in delivering an exceptional programme, ensuring that our students have a positive experience from the moment they arrive.

### **Job Description**

**Reports to:** Centre/Academic Manager

#### **Set-up and Close-down:**

- Attend a pre-course induction and teacher training session prior to the course.
- Assist with centre set-up prior to centre start date.

#### **Teaching:**

- Teach 20 50-minute English lessons on five days per week.
- Follow the themed and topic based syllabus with a focus on language skills, project work and excursion lessons.
- Use recommended resource materials, adapting or modifying to suit the students' needs and abilities (or substitute own resources in consultation with managers and respect all copyright requirements).
- Ensure that feedback is provided to students.
- Complete academic records as required (class records of attendance, student reports and progress check results) and within time limits prescribed by the Academic Manager/Senior Teacher.
- Co-operate with managers, colleagues from language agencies, and accrediting inspectors in the observation and evaluation of lessons.
- Assist with the welcome, induction and with the supervision at morning break and lunch time on a rota basis.
- Conduct placement tests in class on day one of each week and communicate results to the Academic Manager/Senior Teacher
- Attend staff meetings for briefing and discussion of academic and welfare matters.

**Job Description**

**Activities:**

- Undertake 28 hours of activities and pastoral supervision over 6 days per week.
- Take part fully in activities as scheduled, encouraging full and enthusiastic involvement from students in the social programme and leading by example.
- Attend staff meetings for briefing, preparation and discussion of social programme and welfare matters.
- Co-operate with the Activities Manager, and also on occasion with agents and accreditation inspectors, in the observation and evaluation of activities.
- Assist with arrivals and departures of students, checking bedrooms and facilities, escorting students on airport transfers as and when required etc.
- Supervise the “going to bed” and “wake up” routines, breaks, mealtimes on a rotation basis.
- Have an overriding responsibility for the students’ welfare and safety at all times during the course including times outside the normal duty schedule.

**Safeguarding:**

- Take responsibility for the welfare of all St Giles Juniors students. Report any safeguarding concerns to the Centre Manager.
- All staff complete online safeguarding training prior to commencement of contract

**Other:**

- Welcome visitors to the programme as required (e.g. third party agents, colleagues from St Giles, language agencies, inspectors from accrediting bodies).
- Suggest improvements and adaptations necessary and provide feedback on the course.
- All other tasks, responsibilities or activities reasonably requested.

**Person Specification**

<b>Essential</b>	<b>Desirable</b>
Eligibility to work in UK	Experience of working in a residential summer school environment
Native/ near native level of English	Experience teaching young learners
First degree and CELTA/ Trinity TESOL or equivalent as recognized by the British Council or QTS in English/ MFL/ Primary Education	Knowledge of local area
Ability to prepare exciting and engaging lessons for young learners	First Aid qualification
Knowledge of how to adapt resources to your students	Other relevant qualifications e.g. teaching YLs, sports coaching, drama,
Confidence in classroom management to ensure all students have every opportunity to engage and improve	
Ability to react positively to last-minute changes in a calm, collaborative and professional manner	
Can-do, approachable, positive and friendly attitude	
When involved in activities programme, willing to fully participate and provide a stimulating, engaging experience	
Experience working with children/ young adults	

**Sample Weekly Schedule**

<b>Teacher: Typical 48 hour Working Week</b>							
	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>Morning</b> 0900-1300		Full Day Excursion	Teaching	Teaching	Teaching	Teaching	Teaching
<b>Lunch</b> 1300-1400							
<b>Afternoon</b> 1400-1800	Assist with registration	Or Day Off	Cambridge Easter Egg Hunt	Botanic Gardens	Sports and Games	Center for Computing History	Cambridge Science Tour
<b>Dinner</b> 1800-1900					Dinner Supervision + Break	Dinner Supervision + Break	
<b>Evening</b> 1900-2200	Colour Run Activity			Pizza Party	Escape Room		Capture the Flag

**Salary**

**£540.00** per week, full board accommodation included. Plus accrued holiday pay.

**Returnees**

At the end of the successful completion of their contract, returnees will receive a bonus based on the number of summer seasons they have been employed by St Giles Juniors since 2022.

Summers 2022 and 2023 - **£120**

Summer 2023 - **£60**

**Course location and dates**

The St Giles Juniors residential Summer programmes will be based at

- University College London
- Oxford Brookes University
- The University of Brighton
- The King’s School, Canterbury

The St Giles Family Course programmes will be based at

- De Morgan House, London
- Jubilee Library, Brighton
- St Mary’s School, Cambridge

Courses run from 23<sup>rd</sup> June to 11<sup>th</sup> August 2024 (centre dependant)

On site induction and set up will be up to two days before the start date.