

## **Senior Teacher & Duty Manager (Residential)**

St Giles has over 68 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 and having the educational experience of a lifetime.

St Giles Juniors attracts students from more than 50 different countries from the ages of 5 to 17 and is a highly regarded summer school provider. Our Cambridge Spring Camp welcomes children from age 12 to 17. All staff are considered ambassadors of the Summer School 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.

### **Main Purposes of the Role**

To help all on site managers with their workload and to assist in overseeing the academic and activity programme. As a senior member of staff, you will be assisting the Centre/Academic Manager and the Activity Manager with all parts of the programme while using initiative and leadership skills. You will also be covering for each other during scheduled time off, teaching in the mornings and helping to take responsibility for the successful delivery of the programme, including the lessons, organising on-site afternoon and evening activities as well as excursions and other off-site activities as required. You will assist the management in training and managing the staff and help with motivating the team. You will ensure that the course is stimulating, structured, and inclusive, and that the welfare, safety and discipline of the students is paramount.

**Reports to:** Centre /Academic Manager.

## **Job Description**

### **Duties**

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

- Assist in setting up the school in advance of students' arrival, including unpacking, distribution and storage of course materials. Ensure sufficient signage is displayed appropriately.
- Assist in welcoming the students on the first Friday co-ordinating orientation around the site, allocation of and checking into rooms, calls home and initial "getting to know you" entertainment.
- Assist in induction of students and group leaders onto course.
- Set up the centre notice board with sections for notices, academic information, and activities. Ensure the weekly (and daily) plans of activities are displayed in an exciting and attractive way. Update board daily.

#### **Teaching**

- Teach for up to 20 50-minute English lessons on up to five days per week.
- When teaching, follow the themed and topic-based syllabus with a focus on language skills, project work and excursion lessons.
- Support less experienced teachers during lesson planning time in the staffroom.
- Deliver Teacher Development sessions when required.
- Share lesson materials with less experienced teachers.
- Help co-ordinate the weekly projects.
- Design materials when required.

#### **Social Programme:**

- Support the activity leader team and the teaching team by motivating and leading through example.
- If covering for the Activity Manager, allocate and brief centre staff for any activities, supervision arrangements and excursions, ensuring staffing ratios are maintained at all times.
- Advertise and build enthusiasm for programmed activities.
- Lead excursions, if required

#### **Students:**

- Co-ordinate with the Centre/Academic Manager and Activity Manager on arrival and departure duties to ensure the safe arrival/departure of all students.
- Ensure the attendance of all students throughout the social programme by taking regular roll calls.
- Take responsibility for the safeguarding, health, safety, welfare and discipline of the students anticipating discrimination, bullying and damage.
- Liaise with the Centre Manager and other Managers each day regarding planned activities, use of additional facilities and issues of safety, welfare and discipline.

#### **Safeguarding:**

- Take responsibility for the welfare of all St Giles Juniors students. Report any safeguarding concerns to the centre manager.

#### **Other:**

- Participate in regular weekly meetings with the management team.
- Assist in the closing down of the course, repacking and stock checking.
- All other reasonable requests.

### **Person Specification**

**Job Description**

<b>Essential</b>	<b>Desirable</b>
Eligibility to work in UK	Experience of working in a management position at residential junior summer school
18+ years old	YL qualification
Native/ near native level of English	Experience in a customer facing or customer service role
DELTA/ MA Tefl or equivalent	Experience in syllabus/ materials development
Experience in managing a team	First Aid qualification
Experience of working with children and/or teenagers in a residential summer school	
Ability to react positively to quickly changing and high-pressure circumstances in a calm, collaborative and professional manner	
Can-do, approachable, positive and friendly attitude	
Excellent organization and interpersonal skills	
Experience and competence in Microsoft Office packages	

**Salary**

**£621.00** 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. Management training weekend will take place on the 8<sup>th</sup>-9<sup>th</sup> June 2024.

**St Giles Juniors**

**Job Description**

