

Teacher – Cambridge Family Course

About Us

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. 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 team-work 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: Cambridge Family Course Coordinator primarily, other Directors and senior management within the organisation.

Set-up and Close-down:

- Attend a pre-course induction and teacher training session prior to the course.

Teaching:

- Teach 20 50-minute English lessons on five days per week. Hours may vary from week to 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.
- Co-operate with managers, colleagues from language agencies, and accrediting inspectors in the observation and evaluation of lessons.
- Attend staff meetings for briefing and discussion of academic and welfare matters.

Activities:

Teachers can elect to work on the social programme, they will have up to 20 hours of pastoral and activities supervision over a maximum of 4 days per week. In this instance they will be required to

- Take part fully in activities as scheduled, encouraging full and enthusiastic involvement from students in the scheduled social programme and leading by example.
- Attend staff meetings for briefing, preparation and discussion of social programme and welfare matters.

Job Description

- Co-operate with the Family Course Coordinator, and also on occasions with agents and accreditation inspectors, in the observation and evaluation of activities.
- 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 course coordinator.
- All staff are required to complete online safeguarding and first aid training.

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

| Essential | Desirable |
|--|--|
| Eligibility to work in UK | Experience of working in a summer school environment |
| Native/ near native level English ability | Experience teaching children/ young learners |
| First degree and CELTA/ Trinity TESOL or equivalent as recognized by the British Council | Knowledge of local area if participating in activity programme |
| Ability to prepare exciting and engaging lessons for young learners | Ability to develop own materials and resources |
| Knowledge of how to adapt resources to your students | |
| 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 | |

Salary

£19.69 per hour (teaching and supervising, where required, between lessons)
 £11.44 per hour for any additional hours on the Activities Programme.

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**

St Giles Juniors

Job Description

Summer 2023 - **£60**

Course location and dates

St Giles, Bateman Street, Cambridge

St Mary's Sixth Form Centre, Brookside, Cambridge