

Job Description



Teacher (Summer Junior Centres 2008)

Southampton, Reading, London Harrow, Northampton

This post is responsible to the Head Teacher

Requirements

Minimum RSA CELTA, Trinity Cert., TESOL, PGCE or recognised equivalent

Experience desired but not essential

Ability to communicate in English at a standard equivalent to native-speaker

Lewis School of English

The Lewis School of English, Southampton, was established in 1976 and is open all year round for adult courses. We have been running junior courses since 1997. The school is accredited by the British Council and is regularly inspected. We are also a member of EnglishUK and Quality English as well as being an Investor in People.

Junior Programmes

Our centres run for 6-9 weeks, depending on location. Junior Centre teachers may be employed for all or part of the programme. A Junior Centre teacher is a locally-based (i.e. non-residential) teacher.

Our students are aged between 11 and 17 and come from all over the world. They receive English language tuition together with a programme of activities and excursions.

Our programmes in Southampton, Reading, London Harrow and Northampton have teaching sessions in both the mornings and the afternoons, 5 days a week, which means that for those who we can allocate and who wish to do so there is an opportunity to teach up to 6 hours a day (4 lessons of 90 minutes each).

Classes

Classes are mixed-nationality and the maximum class size is 15. The emphasis in the classroom is on communication activities, improving linguistic competence and having fun. We follow our own project-based syllabus, which can be backed up with pre-prepared lesson plans to help cut down on planning time.

Induction

An induction day will be held the week before the programme starts, when you will be given full details of the syllabus and how it works, how placement tests are run, our administrative procedures and everything else you need to know to make your summer teaching experience a success.

Duties

- To teach the designated number of hours/week: timetables are given out the week before teaching
- To deliver lessons to a professional standard
- To be punctual to classes and meetings
- To manage students in the classroom and to ensure appropriate levels of behaviour are maintained
- To report student absences to the Head Teacher
- To complete attendance and lesson records
- To write student reports
- To attend all staff meetings as required by the Head Teacher
- To submit to classroom observations and to liaise with Group Leaders if asked
- To assist with placement testing if required
- To attend leaving ceremonies and parties if required

Additional Requirements

Teachers will also be required to:

- Attend an interview either at our school in Southampton or other convenient location
- Be available for work from the end of June 2009
- Attend a paid induction session
- Provide the Lewis School of English with originals of qualifications and teaching certificates for inspection before employment commences
- Provide the Lewis School of English with your NI number, bank account details, and the prerequisite documentation to work in the UK before employment commences
- Provide professional references and submit to an Enhanced CRB disclosure or equivalent if requested

Pay

Our remuneration package is competitive. Full details will be supplied on application.

How to Apply

Please complete and send our application form, with a covering letter, to:

Junior Centre Recruitment
Lewis School of English
33 Palmerston Road
Southampton
SO14 1LL
UK

You can download our application form from our website, www.lewis-school.co.uk/junior.

What Happens Next?

If your initial application is successful, we will invite you for an interview, where you will have a chance to find out more about us, and we will assess your skills and suitability.

If selected, you will be sent a contract, which will specify in detail the terms, conditions and provisional dates of your employment with the Lewis School of English.

Please note that we do not normally refund interview expenses or cover travel to and from the centre if you are appointed.