



# Teacher

## Job Description: Junior Summer Centres

### Introduction

The Lewis School of English was established in 1976 and has been running junior programmes since 1997. Our main school and all our summer junior centres are accredited by the British Council. We are also members of Quality English and English UK, and are an Investor in People. We proudly describe ourselves as a 'boutique' language school – independent, customer-focused and high in quality.

Our students come from all over the world – across our summer centres we welcome students from over 30 different countries each year. Students receive English language tuition together with a fun-filled and purposeful activities programme. The activities programme includes daytime and evening activities and full-day and half-day trips to local attractions and popular tourist destinations. In larger centres we operate a 'zigzag' timetable whereby half of the students have lessons in the morning and activities in the afternoon and the others vice-versa, alternating on a weekly basis. Please note that the programmes and timetables are different for each centre.

### Working Week

Classes run 5 days per week, and teaching may take place on Saturdays depending on the centre. Teachers will be allocated hours by the Head Teacher on a weekly basis. Due to fluctuations in student numbers the number of teaching hours can vary from week to week up to a maximum of 30 hours. In addition, teachers will attend regular meetings (paid). Paid INSET will be held to aid your continuous professional development.

This position may be available as a residential position which would include teaching, participation in the activities programme and residential duties.

### Main Duties / Responsibilities

- To teach in accordance with the Lewis School syllabus following the guidance of the Head Teacher
- To prepare engaging, age-appropriate lessons
- To maintain proper levels of student discipline, safety and welfare
- To assist with placement tests if necessary
- To ensure weekly paperwork is completed (lesson plans, reports and certificates)
- To attend all relevant meetings

This position reports to the Head Teacher

## Person Specification

### Essential

- Appropriate qualifications - CertTESOL, CELTA or equivalent
- Enthusiasm, flexibility and interpersonal skills
- Ability to work in a fast-paced environment
- Excellent organisational and time management skills
- Ability to work as part of a team

### Ideally you will have

- Summer school experience
- Experience working with or supervising minors
- Residential experience

## Pay for Teachers

Competitive hourly rate for teaching depending on experience and qualifications. Paid meetings and INSET.

**Residential teachers** will be offered a weekly salary to include teaching and activity leading and/or residential duties. Rates range from £306 to £367 depending on the role, including full board accommodation.

**Non-residential teachers** will be engaged on a zero-hours contract basis as hours may increase or decrease depending on student numbers. Hours are not guaranteed. The starting rate is £15.40 per hour.

A £20 per week bonus is applied to returning staff. Increments are payable for length of experience and EFL qualifications beyond CELTA/Trinity Cert TESOL

Staff will accrue prorated paid holidays at the statutory rate of 5.6 weeks per annum. Unless there are special circumstances agreed during the interview, this holiday can only be taken at the end of the contract and staff will be paid for this untaken holiday at the end of their employment.

You must be eligible to work in the UK and you will need to provide, or agree to undergo, a Criminal Records DBS Check, and to undertake training in Safeguarding for Child Protection Level 1.

*Updated April 2018*