

# Job Description



## Head Teacher, Junior Centre

**Vacancies in Reading, Harrow, Northampton, Stirling & Bodrum, Turkey**  
**Temporary 4-8 week positions for summer 2010**  
**Residential post responsible to the Centre Manager**  
**Salary dependent on qualifications and experience**

### Requirements

- Minimum DELTA or equivalent
- Experience in a senior teaching or management role
- Minimum 5 years' teaching experience, including teaching teenagers
- Basic IT skills essential

### The Lewis School of English

The Lewis School of English is a rapidly-growing organisation based in Southampton, UK. Our aim is to provide a quality learning experience for students by facilitating the professionalism and creativity of our teachers, allowing them to cater to the needs of individual learners within the framework of our flexible in-house syllabus.

Our centres range in size - weekly numbers range from 100-300 students. Each student receives 15 hours of lessons per week in mixed nationality classes. We also provide students with accommodation and a full activities programme.

Established in 1976, the Lewis School has been running junior programmes since 1997 and is accredited by the British Council. We are also a member of English UK and Quality English, and are an Investor in People. Our professional and caring management team and dedicated centre staff are committed to providing a high level of service and care.

### What We Offer

Our goal is to provide, through high-quality service, the best possible study holiday for students and group leaders, as well as ensuring a rewarding experience for our staff. We will support you in your role by providing:

- comprehensive training at a pre-season induction
- on-going support through the Academic Director

In addition, this is an opportunity for you to gain valuable management experience working for an accredited provider of junior programmes, in a role that encompasses administration, people management and front-line interaction with the customer.

### Responsibilities of the Role

The Head Teacher is responsible for delivering and administering our Academic Programme, which consists of our own topic-based, project-oriented syllabus. The emphasis in the classroom is on communication, improving linguistic competence, and having fun.

Specific duties of the Head Teacher are to:

- be responsible for the professional delivery of the Academic Programme, ensuring customer satisfaction
- liaise with and support the Centre Manager to help provide the best possible study holiday for students and group leaders

- manage a team of teachers, including an assistant head teacher
- support teachers in their role as providers of high-quality lessons, through observations, feedback, in-service training and advice
- support teachers in ensuring that appropriate behaviour is maintained in the classroom by supplying appropriate responses to classroom management problems
- hold weekly meetings with teachers
- help integrate the academic programme and activities programme
- manage the supply of teaching materials and help provide additional teaching material for trips
- plan and carry out effective and efficient placement testing and appropriate placement
- liaise with the Lewis School Main Office in matters related to student arrivals and departure
- ensure administrative tasks related to the role are completed correctly and in a timely fashion, such as timetabling and database entries
- be ready to cover unforeseen teacher absences at short notice
- administer Trinity exams
- liaise regularly with group leaders in matters relating to the academic programme
- prepare student reports and certificates in advance of the group's departure
- participate fully in leaving ceremonies
- be on call at all times to assist in dealing with any operational problems that may arise

### **Application and Induction Requirements**

- interview either at our main office in Southampton or another convenient location
- paid induction in Southampton, during which the successful applicant will be given training in procedures and systems
- provision of original qualification documents, references, NI number, bank account details, and evidence of right to work in the UK
- enhanced CRB disclosure

### **How to Apply**

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

Jonathan Park  
 Academic Director (Junior Programmes)  
 Lewis School of English  
 33 Palmerston Road  
 Southampton  
 SO14 1LL, UK

Apply online at [www.lewis-school.co.uk/jobs](http://www.lewis-school.co.uk/jobs)

### **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.