

# Job Description



## Teacher (Summer Junior Centres 2010)

Southampton, Reading, Harrow, Northampton, Stirling, Kampinos (Poland) & Bodrum (Turkey)

This post is responsible to the Head Teacher

### Requirements

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

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

Experience desirable

### 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 encouraging 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.

Students receive 15 hours of lessons per day 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.

### Junior Programmes

Our centres run for 4-9 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 10 and 17 and come from all over the world (students at Kids' Camp London are aged 8-12). They receive English language tuition together with a programme of activities and excursions.

Programmes in most centres have morning and afternoon classes, 5 days a week. This means that we are able to offer 15, 22.5 or 30 hours' teaching a week depending on your preferred working hours, your experience and the number of classes available.

### What we offer

Our goal is to provide a high-quality learning experience in a safe, friendly and professional environment. In order to achieve this, our teachers are well supported through:

- an induction prior to starting
- observations by the Head Teacher during your term, to provide constructive feedback and assist your professional development
- in-service training
- a friendly and supportive working culture

### Classes

Classes are mixed-nationality and the maximum class size is 15. The emphasis in the classroom is on communication, 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

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

## Additional Requirements

Teachers will also be required to:

- attend an interview either at main office in Southampton or another convenient location
- be available for work from late June / early July 2010 depending on centre
- 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:

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.