

# Job Description



## Assistant Head Teacher, Junior Centre

**Vacancies in Reading, Harrow, Northampton & Stirling**  
**Temporary 4-8 week positions for summer 2010**  
**Residential post responsible to the Head Teacher**  
**Salary available following initial application**

### Requirements

- Minimum CELTA, ideally DELTA or equivalent
- Minimum 5 years' teaching experience, including teaching teenagers
- Experience in a senior teaching or management role desirable
- 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 emphasizing the professionalism and creativity of 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 as well as 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.

### Responsibilities of the Role

The Assistant Head Teacher is responsible for supporting the Head Teacher in delivering and administering our Academic Programme, which consists of our own topic-based, project-oriented syllabus, supported by the Lewis School in Southampton. The emphasis in the classroom is on communication activities, improving linguistic competence, and having fun. Specific duties of the Assistant Head Teacher are to:

- assist the Head Teacher in ensuring the professional delivery of our Academic Programme
- liaise with the Head Teacher to help provide the best possible study holiday for students and group leaders
- take on the duties of the Head Teacher when he/she is unavailable
- support teachers in their role as providers of high-quality lessons
- support teachers in ensuring that appropriate behaviour is maintained in the classroom
- participate in weekly meetings with teachers
- assist the Head Teacher in the supply of teaching materials and help provide additional teaching material for trips
- assist with effective and efficient placement testing
- carry out administrative tasks to support the Head Teacher
- teach a minimum of 15 hours per week
- be ready to cover unforeseen teacher absences at short notice
- ensure administrative tasks related to the role are completed correctly and in a timely fashion
- assist in the preparation of 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.