

## International Student Club

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### EFL Teacher Job Description (R07)

International Student Club (ISC) runs residential, English language summer courses for young, international students at **Bloxham School** in Oxfordshire. Induction training for all staff takes place **5, 6 and 7 July** and our courses run **from 8 July - 18 August 2025**.

The students will attend either the junior course for 9-13 years or the senior course for 14-17 years. Around 20 nationalities are represented. Staff live in the boarding houses with the students, usually 3 or 4 staff per house of 40-45 students, along with international group leaders that accompany the students to the school.

#### About Us

ISC, founded in 1997, offers an interactive, engaging General English Programme and General English+ Courses that include a daily activity programme and excursions. ISC has a welcoming, professional and supportive environment, with staff, leaders and students returning year after year. We run one summer school in one location, with the aim of delivering high-quality courses and levels of care. We are proud to have a strong British Council report including strengths in teaching and care of under 18s. We expect new team members to maintain our high standards of providing excellent levels of education and care for our students.

#### Qualifications and Experience

- Candidates must be professional, reliable and able to work under pressure.
- Strong interpersonal and communication skills are a requirement.
- Enthusiasm, energy and proactiveness are vital.
- Candidates must be able to work effectively as part of a team and provide a positive role model for students.
- A first degree, plus Celta/Trinity/PGCE or equivalent are a requirement, as is at least one year's teaching experience. A DELTA or equivalent is an advantage.
- Previous experience of working in a summer school is an advantage, as are first aid qualifications and experience of drama, sports, and arts and crafts.
- Knowledge of our trip destinations: London, Oxford and Birmingham, is an advantage.

#### Safer Recruitment

You will be asked to provide a DBS disclosure, and if appropriate an overseas background check, confirming your suitability to work with children, and be asked to sign a declaration to that effect. Copies of qualifications and documentation will be required initially, but originals must be made available for inspection before taking up the post. Offers of employment are subject to satisfactory references. References, which specifically ask whether you are suitable to work with under 18s, will always be taken up.

Every prospective employee must provide original, documentary proof (e.g. passport/work permit) of their right to work in the UK. We commit a criminal offence if we do not ask for, see and satisfy ourselves as to the validity of documents offered for this purpose.

## The Teaching Programme

The General English programme consists of 27 lessons/30 hours of lessons per two-week course. There are also General English+ courses, including 1:1/1:2/Mini-Group Tennis, Academic English and Cambridge PET/FCE Exam Preparation. Teachers are employed to deliver the General English programme, and we usually have 1 or 2 teachers that teach the Cambridge Exam and Academic English courses.

On the General English programme, the junior course receive tuition in the morning and the senior course in the afternoon, alternating each day. The first lesson of each day is General English, followed by a 20-minute break, then a British Culture lesson and Project class. Morning lessons take place from 9:00-12:30 and activities 09:00-12:00. Afternoon lessons are from 13:30-17:00 and activities 14:00-17:00.

Students arrive on a Tuesday and depart on a Monday on our two-week programme. Lessons take place every day apart from on arrivals day, trip days (Friday and Sunday - week 1 and Tuesday - week 2) and departures day.

## The Social and Activity Programme

There is a full daily, activity programme delivered by our Activity Director (AD), with the support of 10–16 activity leaders. Activities include sports, arts and crafts, baking, team competitions, outdoor adventure skills, dance, yoga, swimming, traditional British games and much more.

Teachers help to coordinate the evening activities, which include a murder mystery, discos, team competitions, drama games, quiz night and talent competition. A sample timetable can be found on the ISC website. Students are divided into mixed international teams for some activities and are awarded points for their achievement and contribution.

There are also three full-day trips to Birmingham, London and Oxford. Students are prepared for their trips in British Culture lessons so that students can fully benefit from them. Staff provide guided tours and ensure the students' safety throughout the trip. A pre-excursion meeting, which details the itinerary, tour notes, student and safety information is held the evening before the trip. An optional trip takes place on the first Sunday, this is organised by activity leaders.

The activity programme is educational, fun and a great opportunity for students to practise their communicative English. **Maximum interaction with students is essential** to ensure their involvement, enjoyment and above all, safety.

## Staffing

We employ 8–14 teachers at any one time, depending on student numbers, who will work under the guidance of a director of studies (DOS) and a senior teacher (ST). Two teaching contracts are offered, subject to the needs of the course, involving either 27 hours or 13.5 hours teaching. Primarily we offer full-time, 27-hour teaching contracts. 27-hour teachers help to supervise 5 activity sessions a week, whilst 13.5-hour teachers help supervise 10 activity sessions each week. The working day consists of three sessions – morning, afternoon and evening.

## Salary, Hours and Benefits

The post is for a minimum of 2 weeks, maximum of 6 weeks. The successful candidate will serve a probationary period of seven days. Continuation of employment is conditional upon satisfactory performance during the first week.

This job description, together with your letter of appointment will form the basis of your contract. A formal contract will be offered on acceptance of the post.

### The 27-hour teacher pay rate is:

- Graduates with CELTA/Trinity/DELTA/PGCE or equivalent and 1+ years EFL experience - **£600/week**.
- **27-hour** teachers supervise 5 activity sessions and have **7** sessions off each week.

### The 13.5-hour teacher pay rate is:

- Graduates with CELTA/Trinity/DELTA/PGCE or equivalent and 1+ years EFL experience - **£542/week**.
- **13.5-hour** teachers supervise 10 activity sessions and have **6** sessions off each week. **13.5-hour** teachers teach for 12.5 hours in week 1 and 14 hours in week 2.

### For both roles:

- Full-board accommodation is provided, equivalent to £74.62 per week.
- A discretionary bonus, based on performance, is paid upon completion of the courses.
- An additional **£37** per week payment for head of house residential duties.
- An additional payment of **£15** per week for returning staff.
- Pre-course, compulsory, paid induction training, plus online Safeguarding training.
- Holiday entitlement, if untaken, is paid on top of wages, and is accrued over the period worked in line with UK law (1.3 days per two-week contract, 2.4 days per four-week contract and 3.5 days per six-week contract).
- Pay calculations for 27-hour teaching contracts are based on a 43-hour week (27-hour teaching contract + 1 hour PD + 5 activity sessions, average session of 3 hours). Staff are asked to sign a 48-hour working week opt out agreement. This can be cancelled at any time by giving 7 days' notice in writing.
- Use of Bloxham's gym facilities, staff yoga/swimming sessions and social events.
- Full support from senior management, the senior teacher and activity director with any aspects of the courses.

## Role and Responsibilities

The safety of students and staff is paramount. You will be expected to follow our Health and Safety and Safeguarding guidelines and to exercise careful judgement in providing a safe environment at all times. You will accept responsibility for your own safety and that of others.

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Your primary responsibility is to work under the guidance of the director of studies and senior teacher to deliver the highest quality of teaching possible. You are also responsible for assisting in the smooth running of the activities and excursions programme, with support from the activity director and assistant activity director. Pastoral duties are an integral part of the role as staff live in the boarding houses with students.

ISC is committed to equality of opportunity and takes positive action to promote diversity and inclusion. All staff have a responsibility to deliver the Equality and Diversity policy, thus allowing everyone to work with dignity and respect.

At all times you must work in a professional and flexible manner with colleagues, group leaders, Bloxham staff and all visitors. Additional duties, e.g. head of boarding house, will be either confirmed in your appointment letter or allocated upon taking up your post.

### **As part of your duties you will:**

- **On Saturday 5<sup>th</sup> July, Sunday 6<sup>th</sup> July and Monday 7<sup>th</sup> July** take part in staff induction training and help set up the school. You will also help demount the school at the end of the courses.
- Complete induction training, including training on basic safeguarding awareness, child protection and all aspects of the courses.
- Help with greeting, testing and orienting students on arrival.
- Be responsible for the welfare and Safeguarding of students at all times. Any concerns should be reported to Nicola Lee, Designated Safeguarding Lead, or Al Dadge, Deputy Designated Safeguarding Lead.
- Adhere to and consider and suggest improvements to ISC Health and Safety procedures.
- Follow the ISC code of conduct and maintain professionalism at all times.
- Teach for 27 hours a week (or 13.5 hours), in addition to lesson preparation, completing teaching paperwork and producing a motivating and challenging course for your students, within the guidelines provided by the director of studies and senior teacher.
- Supervise and make a positive contribution to activity sessions. A session is either a morning, afternoon or evening and lasts 2.5-3.5 hours with an average of 3 hours depending on the activity. The course director draws up a weekly rota for your duties.
- 13.5-hour teachers may be asked to cover for absent teachers or help teach PET/First exam preparation or Academic English classes if needed.
- Help wake students and take bedtime house registers on a rota basis.
- Provide supper duty (22:00-23:00) and be the first point of call overnight in the boarding house (23:00-07:00). Maximum two evenings per week. If staff work during the hours of 23:00-07:00, this should be reported to the directors immediately and the staff member will be given compensatory rest or extra hours will be remunerated. The directors provide 24-hour support and are responsible for any overnight emergencies.
- Create a positive experience for ISC students and motivate them to participate in the maximum number of activities to the greatest possible extent.
- Follow disciplinary procedures, ensuring students are aware of the high standard of behaviour expected of them.
- Accompany students on excursions, provide a guided tour (notes and training provided), and give guidance during the trip. Detailed information is provided by ISC.
- Attend compulsory staff and excursion preparation meetings on time.
- Complete student certificates at the end of each course.
- Attend and participate in professional development sessions. Staff are welcome to present a session.
- Complete a staff questionnaire and take part in a debrief meeting to discuss ongoing professional development, your experience at ISC and recommendations for improvements.