

International Student Club

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Summer Course Teacher Job Description (R07)

International Student Club runs English language summer courses for young, foreign students at **Bloxham School** in Oxfordshire. Induction training for all staff takes place **1, 2 and 3 July** and our courses run **from 4 July - 14 August 2023**. 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.

Qualifications and Experience

First degree plus Celta or equivalent, plus at least one year's teaching experience. Previous experience of working in a summer school is an advantage.

You will be asked to provide a DBS disclosure and if appropriate 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) 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

We offer a General English programme that 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 a 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 - 12:15. 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 (Saturday and Monday - week 1 and Wednesday - week 2) and departures day.

There is a full daily, activity programme supervised by an Activity Director (AD), with between 10 – 16 activity leaders. Activities include sports, drama, arts and crafts, team competitions

and much more. There are also 3 full-day trips to Royal Windsor, London and Oxford and Royal Windsor, which teachers assist with.

Staffing

We employ 8 – 14 teachers at any one time, depending on student numbers, working under the guidance of a director of studies and a senior teacher. 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 Job

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

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

The standard 27-hour teacher pay rate is:

- Graduates with CELTA or PGCE and 1+ years EFL experience - **£535/week**
- **27-hour** teachers supervise 5 activity sessions and have **7** sessions off

The 13.5-hour teacher pay rate is:

- Graduates with CELTA or PGCE and 1+ years EFL experience - **£485/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 £63 per week.
- A discretionary bonus, based on performance, is paid upon completion of the courses.
- An additional **£35** per week for Head of House residential duties.
- An additional payment of **£15** per week for returning staff.
- Holiday entitlement 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.

Duties of the Post

Be aware that 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.

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.

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 1st, Sunday 2nd and Monday 3rd 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 course.
- 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 Dudge, Deputy Designated Safeguarding Lead.
- Teach for 27 hours a week (or 13.5 hours), preparing lessons, completing lesson plans and other paperwork and producing a motivating and challenging course for your students, within the guidelines provided by the DOS.
- Supervise and make a positive contribution to activity sessions allocated in accordance with your contract. A session is either a morning, afternoon or evening. An average shift is 3 hours depending on the activity.
- 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.
- Adhere to and consider and suggest improvements to ISC Health and Safety procedures.
- Help wake students and put students to bed on a rota basis.
- Take house registers and provide support for the students during their stay.
- Provide overnight on-call duty (22:00-07:00) twice a week, paid at £10 per session and included in the weekly wage. If staff are on duty for a lengthy period of time overnight, this should be reported to the directors and the staff member will be offered time off or compensated in the final payment at the end of the courses.
- Accompany students on excursions and give guidance during the trip. Detailed information is provided by ISC.
- Attend departmental and excursion preparation meetings when required.
- Complete student certificates at the end of each course.
- Attend and participate in professional development sessions. Staff are welcome to present a session.
- Take responsibility for the discipline as well as the welfare of all students and make them aware of the high standard of behaviour expected of them.
- Take part in an end of course exit interview in which ongoing professional development, the teacher's experience at ISC and recommendations for course improvements are discussed.