

## EFL TEACHER & ACTIVITY LEADER (2020)

### Our Courses

Students who attend our courses participate in mixed-nationality English classes and a varied activity and excursion programme. We run a zigzag timetable in most of our centres, which means that there are usually morning and afternoon lessons. There is also the possibility of teaching on weekends (see specific centre programmes). Our daily activity programme covers a wide range of sporting and non-sporting activities. We also provide an extensive and enjoyable social programme in the evenings. The excursion programme allows the students to visit interesting places in the local area and also popular tourist destinations.

### Person Specification

You need to be **eligible to live & work in the UK and be 18 or over**

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| <p><b>ESSENTIAL</b><br/>You <u>MUST</u>...</p> | <ul style="list-style-type: none"> <li>• have native or near native level of fluency in English</li> <li>• have a degree or equivalent</li> <li>• have a Trinity TESOL Certificate, CELTA, QTS in English or an equivalent externally validated TEFL qualification verified by the British Council</li> <li>• have an interest in working with Young Learners, in teaching &amp; student welfare</li> <li>• have good communication skills</li> <li>• have experience in sports, drama &amp;/or arts &amp; crafts</li> <li>• be flexible &amp; motivated</li> <li>• be willing to work as part of a team</li> </ul> |
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| <p><b>DESIRABLE</b><br/>You <u>SHOULD</u> have...</p> | <ul style="list-style-type: none"> <li>• a Masters or equivalent</li> <li>• a Trinity Diploma in TESOL, Cambridge Delta or PGCE TEFL/TESOL</li> <li>• experience working in residential language schools for Young Learners</li> <li>• Coaching qualifications</li> <li>• experience supervising on excursions</li> <li>• experience working with single &amp; mixed nationality groups</li> <li>• enthusiasm for involvement in the non-teaching side of the course</li> <li>• Leadership Skills</li> <li>• a First Aid certificate</li> <li>• Child Protection Training</li> <li>• Full driving licence</li> </ul> |
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### Job Description

EFL teachers/Activity Leaders report to the Academic Manager, Activity Manager & Centre Manager

#### Main Duties & Responsibilities

- To teach English as a Foreign Language to classes allocated by the Centre Manager and Academic Manager.
- To complete Elac's online induction and training prior to arrival in the centre.
- To keep a full record of attendance and to notify the Academic Manager of any absenteeism immediately.
- To keep a full record of work completed during the course and to report to and discuss with the Academic Manager any issues arising from the teaching.
- To liaise with co-teachers when teaching swap classes in order to ensure continuity and balance of material taught.
- To agree to be observed by the Academic or Activity Manager, Academic Consultant, Centre Manager or Group Leader.
- To attend two hours of teacher development during the contract period.
- To prepare students as appropriate for the Trinity Examinations in Spoken English (if required).
- To complete a summary report of progress and achievement for each student in their class before leaving.
- To assist in the administration and marking of the initial student assessment tests.
- To liaise with support staff and group leaders on student welfare.
- To lead students in sports and non-sporting activities, making sure that equipment is set-up prior to student's arrival, to consider potential hazards concerning Health & Safety & to pack away equipment and tidying when session is finished.
- To prepare feedback for the Activity Manager.
- To encourage student involvement in extra-curricular activities.
- To communicate with students to help improve their English Skills.
- To accompany, supervise and guide students on our excursion programme.
- To be involved in pastoral, bus and/or meal time supervision duties.

#### General

- To undertake any reasonable duties as and when required.
- To adhere to all Elac Study Vacations policies & procedures and to implement Elac's Safeguarding policy at all times.

## Working Hours

Employees on half EFL teacher/half Activity Leader contracts are required to do 14 contact teaching hours, 3 hours assisting with student testing and orientation per week (these may not be spread evenly over the contract period) and to supervise on any combination of excursions, activities and pastoral duties (see below) – maximum 48 hours. Where a need for additional teaching arises, we may ask you to substitute lessons for either activity sessions or student testing and orientation hours. In the case of substituting activity sessions for teaching the difference in the pay between teaching and activity work (£5.00 per hour extra) will be paid. Contracted teaching and student testing hours may also be substituted for activity sessions (3hrs teaching = 1 Activity Session). In this case there is no additional pay.

**The contract includes 2 hours of planning time per week** & a minimum of one full day off per a week. Working on weekends is sometimes required & all academic staff must complete two hours of professional development during the contract. Applicants can ask to be included in a list of staff wanting to maximise their earnings by working additional hours (48 hour week work opt-out must be signed). **Attendance at a Staff Training day (includes General, Academic & Activity Induction) at the centre (prior to student arrival) is required as part of this contract.**

	Academic Programme				Activity Programme	
	Contact Teaching hours		Student Testing & Orientation		1 Activity (3 hours) = 1 Session 1 Excursion (9.5 hours) = 3 Sessions 3 Pastoral Duties (30 min) = 1 Session	
	Per week	Over 4 weeks	Per week	Over 4 weeks	Per week	Over 4 weeks
<b>Residential</b>	<b>14</b>	56	<b>3</b>	12	<b>10 Sessions</b>	40 sessions
<b>Non-Residential</b>	<b>14</b>	56	<b>3</b>	12	<b>7 Sessions</b>	28 sessions

## Remuneration

There are 5 Salary levels that an applicant can be offered in their contract. The level of experience in the EFL field and/or summer schools & loyalty to Elac Study Vacations are taken into consideration when deciding an applicant's salary level.

**SALARY INCLUDES PAYMENT FOR:** Contact teaching hours, Student testing and orientation hours, Planning time, Pastoral & Activity work as indicated above. (For Residential staff a deduction of £57.40 for accommodation has already been taken from the figures below.) **Residential contracts (RES) include residential board and accommodation.**

Pay in lieu of any untaken holiday (12.07% of total gross salary) will be added at the end of the contract.

Below are examples of gross earnings per week at all levels when no holiday days have been taken.

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
<b>*RES &amp; NON-RES BASIC PAY</b>	£350.00pw	£355.00pw	£360.00pw	£375.00pw	£400.00pw
<b>+ 12.07% HOLIDAY PAY</b> (if no holiday taken)	£42.25pw	£42.85pw	£43.45pw	£45.26pw	£48.28pw
<b>TOTAL WEEKLY PAY</b>	<b>£392.25pw</b>	<b>£397.85pw</b>	<b>£403.45pw</b>	<b>£420.26pw</b>	<b>£448.28pw</b>
<b>Extra Teaching per an hour</b> <b>Trinity Examinations</b> <b>Teaching per an hour</b>	£12.50	£12.75	£13.00	£13.25	£13.50
	£13.75 for all Teaching Staff				

This job description outlines the main responsibilities and tasks of the job. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager. We remind successful applicants that a busy summer school environment requires flexibility from all staff members.

## Safeguarding

We are committed to safeguarding and promoting the welfare of children. We require all employees to do an enhanced DBS check (or equivalent Police check), provide 2 references and 2 proofs of ID, and to read and implement our safeguarding policy. We also require prospective employees to explain any gaps in their employment history. Further policies can be found in the Staff Guide and Handbook.

## Centre Dates

Below are the centre dates for summer 2020. The dates are when the first groups of students arrive at the centre. Staff will be required to attend staff training a day prior to the student arrivals. Also included are the possible contract lengths at each centre.

Centre	First Student Arrival day (Staff training on day before arrival day)	Contract Lengths
Bath Spa University, Bath	Tuesday 30 <sup>th</sup> June	4 – 6 Weeks
Eastbourne College, Eastbourne	Wednesday 1 <sup>st</sup> July	4 – 6 Weeks
Nottingham University, Nottingham	Wednesday 1 <sup>st</sup> July	4 Weeks
Cardiff Metropolitan University, Cardiff	Wednesday 1 <sup>st</sup> July	4 Weeks
Christ's Hospital School, Horsham	Wednesday 8 <sup>th</sup> July	4 – 6 Weeks
St. Andrew's School, Eastbourne	Sunday 5 <sup>th</sup> July	4 Weeks

**EFL TEACHER / ACTIVITY LEADER**

Mayfield School, Mayfield

Tuesday 7<sup>th</sup> July

3 - 4 Weeks

Ardingly College, Haywards Heath

Monday 6<sup>th</sup> July

4 - 6 Weeks