

SENIOR TEACHER (2023)

Safeguarding

We are committed to safeguarding and promoting the welfare of children. We require all employees to provide 2 references, 2 proofs of ID, and to read and implement our safeguarding policy. All references will be followed up, gaps in CVs must be explained satisfactorily and appropriate criminal checks (enhanced DBS check – paid for by Elac - or equivalent Police check) will be required prior to confirmation of appointment. Further policies can be found in the Staff Guide and Handbook. We require all staff to present original certificates and documents on arrival at the centre.

Job Overview

A Senior Teacher supports the teaching team to ensure the delivery of interesting, engaging, and challenging classes to multi-national groups of students on our summer courses. They will be on hand to help teachers with lesson planning, material creation and to make sure in-house Elac material and curriculum is followed. The Senior Teacher will also run short teacher develop workshops and help the Academic Manager with administrative duties. Cover teaching/part-time teaching is also expected. There are no pastoral duties for people taking on this role.

Person Specification

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

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> • have a degree or equivalent • have a Trinity TESOL Certificate, CELTA, QTS in English or an equivalent externally validated TEFL qualification verified by the British Council 	<ul style="list-style-type: none"> • a Masters or equivalent • have a Trinity Diploma in TESOL or Cambridge Delta with experience • a First Aid certificate • Child Protection Training 	<ul style="list-style-type: none"> • Proof of qualifications
EXPERIENCE	<ul style="list-style-type: none"> • have a minimum 2/3 years teaching experience • have experience working with Young Learners 	<ul style="list-style-type: none"> • management/ST experience in EFL • experience working in residential language schools for Young Learners • experience working with single & mixed nationality groups 	<ul style="list-style-type: none"> • Application form and CV • Interview • Professional references
SKILLS	<ul style="list-style-type: none"> • have native or near native level of fluency in English • have excellent interpersonal & communication skills • be willing and able to work as part of a team • be flexible & motivated • be able to show initiative 	<ul style="list-style-type: none"> • Leadership skills • Problem solving skills 	<ul style="list-style-type: none"> • Application form and CV • Interview • Professional references
PERSONAL QUALITIES	<ul style="list-style-type: none"> • have the ability to inspire a teaching team • have a genuine interest in management & student welfare 		<ul style="list-style-type: none"> • Application form and CV • Interview • Professional references

SENIOR TEACHER

Job Description

The Senior Teacher reports to the Academic Manager and/or the Centre Manager

Pre-Course

- To assist in the delivery of the staff academic induction.
- To complete Elac's online induction and training prior to arrival in the centre.
- To attend all staff training (both online and/or at the centre) directly before the start of the course.

Management (Academic)

- To organise & sometimes manage the academic timetable.
- To organise & sometimes manage the placement testing and student induction.
- To support & guide teachers in the preparation & delivery of lessons & provide them with feedback.
- To run short teacher development workshops.
- To manage the teaching resources effectively.
- To hold regular meetings with staff, and with group leaders as required.
- To teach when required to meet operational demands.
- To communicate effectively with the Academic Manager (where applicable), Centre Manager, Assistant Centre Manager, Activity Manager, Group Leaders, teachers and students.
- To assist in the preparation and entry of students for the Trinity College Spoken English Examinations.
- To help the Academic Manager oversee the preparation of end of course certificates.

Safeguarding

- To liaise with support staff and group leaders on student welfare.

General

- To carry out the 24hr emergency duty (on a rota basis).
- 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.

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.

Working Hours

- The Senior Teacher works six days out of seven each week and is part of a duty rota with other senior staff. Due to the nature of summer schools we expect management staff to be flexible in relation to working hours.
- Attendance at management training, both onsite and online is required as part of taking up this position. A contribution for this of £50.00 is provided at the end of the contract.

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.
- **This post is residential & includes residential board and accommodation.** A deduction of £63.70pw for accommodation has already been taken from the figures below.
- Pay in lieu of any untaken holiday (12.07% of total gross salary) will be added at the end of the contract.

	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
SENIOR TEACHER	£550.00pw	£565.00pw	£580.00pw	£595.00pw	£610.00pw
+ 12.07% HOLIDAY PAY <i>(if no holiday taken)</i>	£66.39pw	£68.20pw	£70.01pw	£71.82pw	£73.63pw
TOTAL WEEKLY PAY	£616.39pw	£633.20pw	£650.01pw	£666.82pw	£683.63pw

Centre Dates

Centre	Student Ages	On-site Management Training	Course Dates	Contract Lengths
Bath Spa University, Bath	11 – 17 years	30 th June	2 nd July – 13 th August	4 – 6 Weeks
Nottingham University, Nottingham	11 – 17 years	30 th June	2 nd July – 30 th July	4 Weeks
Ardingly College, Haywards Heath	11 – 17 years	1 st July	3 rd July – 14 th August	4 - 6 Weeks
Eastbourne College, Eastbourne	11 – 17 years	2 nd July	4 th July – 15 th August	4– 6 Weeks
Christ's Hospital School, Horsham	11 – 17 years	3 rd July	5 th July – 16 th August	4 – 6 Weeks
Royal Agricultural University, Cirencester	7 – 17 years	3 rd July	5 th July – 16 th August	4 - 6 Weeks
Prior Park College, Bath	11 – 17 years	8 th July	10 th July – 7 th August	3 - 4 Weeks