

## EFL TEACHER & ACTIVITY LEADER (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

This is a combined role where you would be responsible for delivering interesting, engaging, and challenging classes to multi-national groups of students on our summer courses. The lessons will be a mixture of in-house Elac material focussing on fluency and communication skills but also developing a range of 21<sup>st</sup> Century skills. Older students will address topics such as business innovation, critical thinking, and leadership, discuss environmental awareness issues and undertake STEM projects. Younger students, based at one of our centres, will learn English through vocabulary expansion, project work, drama, and performance. Additionally, you will assist in a variety of activities such as sports, arts and crafts, talent shows, movie nights, discos, and other fun activities and you will supervise students on educational excursions and provide a high-level of welfare and care throughout the course.

### 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"> <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> </ul>	<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>Coaching qualifications</li> <li>a First Aid certificate</li> <li>Child Protection Training</li> <li>Full driving licence</li> </ul>	<ul style="list-style-type: none"> <li>Proof of qualifications</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>have experience in sports, drama &amp;/or arts &amp; crafts</li> </ul>	<ul style="list-style-type: none"> <li>experience working in residential language schools for Young Learners</li> <li>experience supervising on educational visits</li> <li>experience working with single &amp; mixed nationality groups</li> </ul>	<ul style="list-style-type: none"> <li>Application form and CV</li> <li>Interview</li> <li>Professional references</li> </ul>
SKILLS	<ul style="list-style-type: none"> <li>have native or near native level of fluency in English</li> <li>have good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Leadership Skills</li> </ul>	<ul style="list-style-type: none"> <li>Application form and CV</li> <li>Interview</li> <li>Professional references</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>have an interest in working with Young Learners, in teaching &amp; student welfare</li> <li>be flexible &amp; motivated</li> <li>be willing and able to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>enthusiasm for involvement in the non-teaching side of the course</li> </ul>	<ul style="list-style-type: none"> <li>Application form and CV</li> <li>Interview</li> <li>Professional references</li> </ul>

## Job Description

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

### Pre-Course

- To complete Elac’s online staff induction 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.

### Teaching

- To teach English as a Foreign Language to classes allocated by the Centre Manager and Academic Manager.
- To liaise with co-teachers when teaching swap classes in order to ensure continuity and balance of material taught.
- To prepare students as appropriate for the Trinity Examinations in Spoken English (if required).

### Activity & Educational Visits Programme

- 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 accompany, supervise and guide students on our educational excursion programme.
- To encourage student involvement in extra-curricular activities.

### Administrative

- 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 assist in the administration and marking of the initial student assessment tests.
- To complete a summary report of progress and achievement for each student in their class before leaving.

### Safeguarding

- To liaise with support staff and group leaders on student welfare.
- To adhere to all Elac Study Vacations policies & procedures and to implement Elac’s Safeguarding policy at all times.

### General

- To communicate with students to help improve their English skills.
- To undertake any reasonable duties as and when required.

**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

EFL Teachers are contracted to work the following hours each week.

- EFL Teachers are contracted to work **14 contact teaching and/or testing and orientation hours each week**.
- Teachers are required to attend a morning meeting before teaching each day.
- Elac is proud to offer a varied Professional Development programme for teachers which is always well received. Teachers are therefore encouraged to attend a 1.5-hour Professional Development evening workshop during their contract and attend shorter training sessions to help with planning and teaching (approx. 3 hours over 4 weeks.)
- On educational excursions staff will be expected to supervise, assist and lead their group around the excursion destination. Staff training, information and guidelines will be provided. Though some pre-excursion research is strongly advised to improve the overall experience for the students.
- Activity Sessions and Half Day excursions are 3 hours and Full Day Excursions are 9.5 hours.
- If you are needed to substitute activity/ educational visit hours for additional teaching, a supplement will be paid.
- Extra teaching hours and activity/ educational visit hours are paid additional to the contract.
- Staff wanting to maximise their earnings by working additional hours must sign the 48 hour week work opt-out.
- Contracted hours will not necessarily be used equally throughout your contract.
- Working on weekends is required.
- 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 staff training, both onsite and online, includes general and activity training at the centre (prior to student arrival) is required as part of taking up this position. A contribution for this of £50.00 is provided at the end of the contract.

	Academic Programme (per week)	Activity/Educational Excursion Programme (per week)
	Teaching, Testing & Orientation	Activity Sessions & Educational Excursion hours
<b>Residential Teacher</b>	14 hours	27 hours
<b>Non-Residential Teacher</b>	14 hours	18 hours

**1 Activity (3 hours) = 1 Session**  
**1 Educational Excursion (9 hours) = 3 Sessions**  
**6 Pastoral/Meal duties (6x30 min) = 1 Session**

## Lesson Planning

- Our Elac curriculum includes pre-prepared in-house material (approx. two-thirds) and some free-choice (approx. one-third).
- The pre-prepared material enables our teachers across all of our centres to provide a similar interesting, enjoyable, and challenging educational experience for all students. Although no planning is necessary, you will still be need to read though the teacher notes and gather any material in advance of the lesson.
- The free-choice element enables you to choose topics and language which are motivating and engaging for your students. You will prepare these lessons using your own material or the range of material available in our Elac summer centres.
- The Senior Teacher/Academic Manager will be on hand to support you with planning and to talk through the Elac in-house materials.

## 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 and loyalty to Elac Study Vacations are taken into consideration when deciding an applicant's salary level.
- **SALARY INCLUDES PAYMENT FOR:** Contact teaching hours and student testing and orientation hours, as indicated above.
- Residential contracts include residential board and accommodation. You will usually be accommodated in single rooms in staff accommodation areas.
- For Residential Teachers £63.70 for full-board accommodation has been deducted from the weekly salary amounts below.
- Pay in lieu of any untaken holiday (12.07% of total gross salary) will be added at the end of the contract (See details below).

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

NON-RESIDENTIAL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
<b>BASIC PAY</b>	£450.00pw	£455.00pw	£460.00pw	£465.00pw	£485.00pw
<b>+ 12.07% HOLIDAY PAY</b> (if no holiday taken)	£54.32pw	£54.92pw	£55.52pw	£56.13pw	£58.54pw
<b>TOTAL WEEKLY PAY</b>	<b>£504.32pw</b>	<b>£509.92pw</b>	<b>£515.52pw</b>	<b>£521.13pw</b>	<b>£543.54pw</b>
<b>Extra Teaching hours</b>	£16.67	£16.85	£17.04	£17.22	£17.96
<b>Extra Activity Session (3 hours)</b>	£33.09	£33.27	£33.45	£33.66	£33.84
RESIDENTIAL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
<b>BASIC PAY</b>	£450.00pw	£455.00pw	£460.00pw	£465.00pw	£485.00pw
<b>Minus £63.70 accommodation</b>	£386.93pw	£391.93pw	£396.93pw	£401.93pw	£421.93pw
<b>+ 12.07% HOLIDAY PAY</b> (if no holiday taken)	£46.70pw	£47.31pw	£47.91pw	£48.51pw	£50.93pw
<b>TOTAL WEEKLY PAY</b>	<b>£433.63pw</b>	<b>£439.24pw</b>	<b>£444.84pw</b>	<b>£450.44pw</b>	<b>£472.86pw</b>
<b>Extra Teaching hours</b>	£16.67	£16.85	£17.04	£17.22	£17.96
<b>Extra Activity Session (3 hours)</b>	£33.09	£33.27	£33.45	£33.66	£33.84

## Centre Dates

Centre	Student Ages	On-site Staff Training	Course Dates	Contract Lengths
Bath Spa University, Bath	11 – 17 years	1 <sup>st</sup> July	2 <sup>nd</sup> July – 13 <sup>th</sup> August	2 – 6 Weeks
Nottingham University, Nottingham	11 – 17 years	1 <sup>st</sup> July	2 <sup>nd</sup> July – 30 <sup>th</sup> July	2 - 4 Weeks
Ardingly College, Haywards Heath	11 – 17 years	2 <sup>nd</sup> July	3 <sup>rd</sup> July – 14 <sup>th</sup> August	2 - 6 Weeks
Eastbourne College, Eastbourne	11 – 17 years	3 <sup>rd</sup> July	4 <sup>th</sup> July – 15 <sup>th</sup> August	2– 6 Weeks
Christ's Hospital School, Horsham	11 – 17 years	4 <sup>th</sup> July	5 <sup>th</sup> July – 16 <sup>th</sup> August	2 – 6 Weeks
Royal Agricultural University, Cirencester	7 – 17 years	4 <sup>th</sup> July	5 <sup>th</sup> July – 16 <sup>th</sup> August	2 - 6 Weeks
Prior Park College, Bath	11 – 17 years	9 <sup>th</sup> July	10 <sup>th</sup> July – 7 <sup>th</sup> August	2 – 4 Weeks