

PARTICULARS OF EMPLOYMENT

Post title: Senior Teacher

Salary Scale: Basic rate of £325 per week for residential positions, or £372 for non-residential positions, plus accrued holiday pay. Increments available

Department: Academic

Contract: Temporary, Fixed Term

Responsible to: Director of Studies

Maximum hours per week: 48 hours (including 5 hours of lesson preparation time and 2 hours of teaching admin time) over 1 6-day week

MAIN DUTIES

	Teaching*	Other duties, including academic support, activities, excursions, planning for activities and excursions, lights out (if residential), free time supervision, meal duties, transfers, centre admin tasks etc	Teaching admin, e.g. meetings, updating records of work, etc	Lesson preparation (hours)	Maximum hours per week
Senior Teacher	15 – 30 hours	10 – 26 hours	2 hours	5 hours	48

*In certain circumstances, Senior Teachers will be required to teach up to 30 hours per week.

KEY RESPONSIBILITIES (This list is not exhaustive)

1. To have read and understood the staff handbook and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty, staff are responsible for the care, welfare and safety of students whilst ensuring they are following school rules.
2. Participate in the Staff Induction Day (paid) and assist the DOS in the induction day for teachers.
3. Run the Student Placement Test as directed.
4. Teach English to a high standard, following our syllabus, with the emphasis on oral communication. If you are required to teach more than 15 hours per week, this will be offset by fewer additional duties.
5. Duties as outlined in the EFL Teacher's job description, including activities and excursion leading where necessary.
6. Deputise for the DOS when necessary
7. Assist the Director of Studies in the testing, time-tabling and academic welfare of students.

8. Administrative tasks e.g. syllabus and materials development, Trinity exams, monitoring the use of resources, etc.
9. Assist with preparing and presenting Group Leader Sessions and Teacher Seminars.
10. Be pro-active in giving support to other teachers in the planning and implementation of lessons. This may include (though not exclusively) helping with lesson plans, giving advice, observations and preparing materials.
11. Complete documentation as required, including class lists and weekly plans, etc.
12. Be observed by the Director of Studies, usually during the second week of employment, and participate in the employee appraisal system. Additional feedback may be given at the end of the course.
13. When necessary, actively assist in the supervision of sports and/or games or arts and crafts, and social activities on a rota basis, both on and off campus.
14. Lead students on excursions. Information on excursions is provided at the centre and teachers should take class time both before and after the trip to make it a valuable language and cultural experience for the students. The first duty on an excursion is the safety and welfare of the students, as well as providing them with information to help them get the maximum benefit from their stay (see Staff Handbook).
15. Attend seminars and meetings arranged by the Director of Studies.
16. Night duty 2 nights per week (10pm to 1am)
17. Assist with airport transfers and student arrivals and departures.
18. Ensure that all Stafford House Health & Safety policies are implemented and monitored.
19. All Senior Teachers are required to work up to a maximum of 48 hours a week, which includes welfare, free-time supervision, mealtime and, if residential, lights out duties. They are entitled to at least one full day off per week, which is typically taken at the weekend.
20. Other duties as required

INFORMATION

The Senior Teacher's role is to provide support to the DOS and the teaching department as well as teaching 15 hours per week.* This will include assisting the Director of Studies in the testing, timetabling and academic welfare of students, supporting other teachers and helping with administrative tasks such as syllabus and materials development, Trinity exams etc, as well as participating in the activities and excursions programme as necessary, depending on the size of the centre. The Senior Teacher will also assist in the preparation and presentation of Group Leader sessions and Teacher Seminars.

We have our own in-house syllabus and materials. However, supplementary resources are also provided. Staff receive a teacher's handbook which includes our syllabus, pre-excursion lessons, project work ideas and testing procedures.

Senior Teachers work up to a maximum of 48 hours a week over a six-day week, plus one full day off per week 7 hours of lesson preparation and teaching admin is included in the maximum number of hours.

On the application form, you will be required to sign a form declaring details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post. Furthermore, if your application is successful, you may be subject to a CRB Enhanced Disclosure or Disclosure Scotland background check.

All non-management staff undergo a paid induction day, and you may be asked to start work after this induction. Both the induction and the work afterwards (if applicable) are paid and count towards your maximum of 48 hours per week.

Residential staff receive all meals and accommodation. Non-residential staff receive lunch when working, and dinner if rostered for an evening activity.

* In certain circumstances you may be asked to teach up to 30 hours per week