

PARTICULARS OF EMPLOYMENT

Post title:	EFL Teacher
Salary Scale:	Basic rate of £283 per week for residential positions and £325 for non-residential positions, plus accrued holiday pay. Increments available
Department:	Academic
Contract:	Temporary, Fixed Term
Responsible to:	Director of Studies, and Activities Manager where applicable
Maximum hours per week:	48 (includes 5 -6 hours of lesson preparation time and 2 hours teaching admin time) over a 6-day week

MAIN DUTIES

Teach well prepared EFL classes according to our syllabus and guidelines

Assist in leading activities and excursions as required

Welfare duties on a rota basis

Typical breakdown of hours:

	Teaching	Other duties (as outlined above)	Teaching admin (including meetings, paperwork etc)	Lesson preparation	Maximum hours per week
T15	15 hours	26 hours	2 hours	5 hours	48
T30	30 hours	10 hours	2 hours	6 hours	48

Note: In most centres, we run classes in the afternoon as well as the morning, hence you may be required to teach in the afternoons and lead excursions/activities in the morning, or teach all day (with no activities or half-day excursions). It is a condition of your employment that you take on any of the duties when directed. For example, if you teach 30 hours one week, you may be required to teach 15 hours when student numbers are low, or you may be required to supervise students rather than lead an excursion.

KEY RESPONSIBILITIES (This list is not exhaustive)

Welfare

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 also ensuring they are following school rules.
2. If applicable, carry out meal time and free-time supervision duties on a rota basis and if residential T15, lights out supervision as outlined above.
3. Lanyards and ID badges must be worn at all times whilst on duty and company T-shirts must be worn on excursions and transfers (all provided).

Academic

4. Teach English to a high standard, following our syllabus, with the emphasis on oral communication.
5. Assist in the running of the Student Placement Test as directed.
6. Complete documentation as required, including registers and weekly plans.
7. Be observed by the Director of Studies or Senior Teacher, usually during the second week of employment, and take part in the employee appraisal system. Additional feedback may be given at the end of the course.
8. Attend meetings as arranged by the Director of Studies.
9. Maintain proper records as directed by the DOS.

Activities and Excursions (where applicable)

10. 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.
11. Encourage the involvement of students in activities and events, leading by example. The activity programme is as important as the academic programme, and students have the right to expect an equally high standard of delivery for both aspects.
12. Assist in supervision of 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).
13. If holding a first aid, lifesaving, coaching, or an arts qualification, must be willing to undertake these duties as needed. Please note that these increments are only payable where facilities exist at the chosen centre.

Other duties

14. Admin duties as designated by the Director of Studies
15. Assist with airport transfers and student arrivals and departures.
16. Ensure that all Stafford House Health & Safety policies are implemented and monitored.
17. Additional duties as required

INFORMATION

Teachers are provided with full support, including syllabuses, Teacher's Handbook and a wide variety of teaching materials. They are responsible for the planning and teaching of effective EFL classes and related administrative tasks. We have our own in-house syllabus and materials and a full range of supplementary resources are also provided. Staff receive a teacher's handbook which includes our syllabus, pre-excursion lessons, project work ideas and testing procedures.

- Teachers' hours are spread over a 48 hour, six-day working week and all full time staff receive one full day off per week, which is usually taken at the weekend.
- The number of teaching hours will vary according to the needs of the centre, and will normally be between 15 and 30 hours per week.
- Teaching admin (e.g. meetings, updating records of work, etc.) and lesson preparation time, is also included within the 48 hours per week.

You must be prepared to be flexible and willing to help out as necessary.

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

We anticipate that returning staff will share their knowledge with new colleagues.

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