



The Person Specification identifies the attributes required to undertake the role effectively.

	Essential	Desirable	Tested at Application	Tested at Interview
Qualifications:				
RSA CELTA or Trinity TESOL Certificate and/or Qualified Teacher Status (QTS) in English or MFL, or equivalent**	X		X	
Level of spoken and written English equivalent to CEF level C2/CPE/IELTS 8.0	X		X	X
Degree or equivalent	X		X	
Qualifications in related subjects (e.g. arts, drama, sports coaching etc)*		X	X	
Current recognised coaching qualification*		X	X	
Current First Aid certificate**		X	X	
Experience:				
Experience of working in an EFL summer school		X	X	X
Experience in a teaching environment		X	X	X
Genuine interest in both the teaching and welfare of young students	X			X
Skills:				
Knowledge of specific sports/games, arts/crafts or drama		X		X
Good IT skills		X	X	
Additional Attributes:				
Enjoy working with young students in out-of-class activities and excursions	X		X	X
Professional appearance	X			
Flexibility, and a willingness to undertake any duty in the job description	X			X
Enthusiastic approach	X			X

***Other TEFL qualifications may be acceptable if they have been validated by an external body, include a minimum of 6 hours of supervised teaching practice and 100 hours of input. Please note that one-day, weekend, online and distance learning courses are not considered equivalent.*

BRIEF STATEMENT ON TERMS AND CONDITIONS OF EMPLOYMENT

Salary:

SALARY PER WEEK (7 DAYS) ENTITLED TO ONE DAY OFF PER WEEK										
Post	Basic salary	EFL Teaching Experience Increment*		Coaching and/or arts increment+ (T15s only)	First aid increment+	Lifesaving increment + (T15s only)		Loyalty increments (dated from 2004)		
		1-3 year s full-time	3+ year s full-time			RLSS	Other	1 previous summer	2 previous summers	3 previous summers
Residential Teacher (15/30)	£283	£10	£20	£18	£10	£25	£15	£13	£23	£33
Non-residential Teacher (15/30)	£325	£10	£20	£18	£10	£25	£15			

* Experience increments are calculated on full academic years post-CELTA/Trinity CertTESOL teaching.
 + Please consult us on acceptable qualifications.

We value our centre staff and offer loyalty bonuses for returning staff. The loyalty increments quoted above only apply if this is your second, or subsequent, year as a member of the team. Staff do not receive any overtime payment unless this is expressly agreed with the Director of Studies in consultation with Head Office.

Annual Leave: The annual leave entitlement is 28 days pro-rated. Unless there are special circumstances agreed during the interview/appointment (e.g. graduation, family wedding, interview etc.) this holiday can only be taken at the end of the contract. Staff will be paid for unspent holiday at the end of their contract.

Salary: Staff will be paid 2 weekly, in arrears, to their nominated bank account. Named cheques and international transfers are made at the employee's own cost.

Criminal Records Bureau (CRB) disclosure check: Please note that some posts at the company may require a CRB disclosure check or a Disclosure Scotland check. In these cases candidates would be informed at application and receipt of a satisfactory check would be a condition of appointment.

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.

All staff must be employees of Stafford House Study Holidays. We cannot hire any staff on a self-employed basis

EQUAL OPPORTUNITIES STATEMENT

Our Equal Opportunities Policy states:

"In the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post.

The requirements being met, no employee will be discriminated against on the basis of their sex, race, colour, ethnic origin, nationality (within current legislation), age, disability, sexual

orientation, marital status, caring or parental responsibilities, or beliefs on matters such as religion or politics.”