



Bedstone College Summer School

EFL Teacher

Job Description

Dates of Courses: 11/07/22-13/08/22

SUMMARY

To teach and deliver General English courses to non-native speakers of English at Bedstone College Summer School.

Qualifications

- Native English speaker.
- A first degree.
- CELTA or equivalent (minimum)

Core Duties

Delivering the Summer School English Curriculum as outlined by the Summer School Director and Assistant Director of Studies who will observe lessons and give feedback.

Responding to feedback from the Summer School Director or Assistant Director of Studies

Preparing all classes to suit the abilities and needs of your students. This may mean differentiating the programme, and adapting materials provided.

Encouraging students to use and develop learner independence wherever appropriate.

Maintaining up-to-date and complete registers and lesson planners.

Lesson preparation including adapting and creating program lesson plans according to specific class needs.

Maintaining good order in classroom.

Punctuality of teacher and students for all classes and events.

Advising SSD or/and Assistant DoS immediately of any absences.

Encouraging lively student participation in a well-structured environment.

Maintain a tidy and safe classroom.



Accompanying students on two half-day excursions and one full day excursion, either on a Saturday or Sunday as requested.

Participating in afternoon activities as requested by Head of Activities.

Involvement in student placement testing and writing student reports.

Other

Like all staff members of Bedstone College you have a responsibility for the welfare of our students and we expect you to take ownership of any welfare issues that are raised.

Please note that as part of the appointment process:

References will be followed up and all gaps in CVs must be explained satisfactorily.

Proof of identity and qualifications will be required.

Reference requests will ask specifically whether there is any reason that you should not be employed in situations where you have responsibility for, or substantial access to, persons under 18.

Requested Online training courses via the Educare platform must be completed prior to commencement of work. These will be provided and paid for by Bedstone College.

Working Hours and days

The role requires you to teach Mon –Fri and accompany students on a full day excursion on either a Saturday or Sunday.

Working hours are 8:00 to 17:45 with an hour break for lunch and two hours of lesson preparation time on Mondays, Wednesdays and Fridays.

The post is a residential one. However, consideration will be given to applicants who do not wish to board.

Salary

£400 to £480 a week depending on qualifications and experience.

Accommodation and meals will be provided by the College and your DBS will also be paid for by the College.

Contact

If you wish to apply for the post, please email the Summer School Director, Mr Leo Kouniakidis at

Leo.Kouniakidis@bedstone.org

Please include a CV and Cover Letter of application.

Please note that the deadline for applications is 19/06/22.