

ENGLISH TEACHER (2024)

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

Our English teachers are 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 focusing on fluency and communication skills but also developing a range of 21st 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. Residential teachers will also be involved in leading some activities and educational visits. There is no pastoral work for teachers, such as morning or night-time duties.

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"> • have a degree or equivalent • have a Trinity TESOL Certificate, CELTA, QTS in English or an equivalent externally validated TEFL qualification verified by the British Council 	<ul style="list-style-type: none"> • a Masters or equivalent • a Trinity Diploma in TESOL, Cambridge Delta or PGCE TEFL/TESOL • a First Aid certificate • Child Protection Training 	<ul style="list-style-type: none"> • Proof of qualifications
EXPERIENCE		<ul style="list-style-type: none"> • experience working in residential language schools for Young Learners • experience supervising on educational excursions • experience working with single & mixed nationality groups • experience in sports, drama &/or arts & crafts 	<ul style="list-style-type: none"> • Application form and CV • Interview • Professional references
SKILLS	<ul style="list-style-type: none"> • have proficient level of fluency in English • be flexible & motivated • be willing and able to work as part of a team 	<ul style="list-style-type: none"> • Leadership Skills 	<ul style="list-style-type: none"> • Application form and CV • Interview • Professional references
PERSONAL QUALITIES	<ul style="list-style-type: none"> • have an interest in working with Young Learners • have a genuine Interest in teaching & student welfare 		<ul style="list-style-type: none"> • Application form and CV • Interview • Professional references

Job Description

EFL teachers report to the Academic 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.
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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).
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Educational Excursions Programme

- To accompany, supervise and guide students on our educational excursions programme (based on specific contract details).
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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.
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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.
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General

- To attend one hour of teacher development each week during the contract period.
 - To agree to be observed by a senior member of the Elac team or Group Leader.
 - To undertake any reasonable duties as and when required.
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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 **27 contact teaching and/or testing and orientation hours each week**.
- Residential Teachers will also complete 1 educational excursion per week (10 hours)
- Residential staff will work 6 days per 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.
- Extra teaching hours are paid additional to the contract.
- Contracted hours will not necessarily be used equally throughout your contract.
- 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)	Educational Excursion Programme (per week)
	Teaching, Testing & Orientation	Educational Excursion hours
Residential Teacher	27 hours	10 hours (= 1 full day excursion)
Non-Residential Teacher	27 hours	

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 our centres to provide a similar interesting, enjoyable, and challenging educational experience for all students. Although no planning is necessary, you will still need to read through 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 be accommodated in single rooms.
- For Residential Teachers £69.93 for full-board accommodation will be deducted from the weekly salary amounts as detailed 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
BASIC PAY		£485.00pw	£495.00pw	£505.00pw	£515.00pw	£525.00pw
<i>Per teaching hour</i>		£18.00/hour	£18.35/hour	£18.75/hour	£19.10/hour	£19.45/hour
+ 12.07% HOLIDAY PAY		£58.54pw	£59.75pw	£60.95pw	£62.16pw	£63.37pw
<i>(if no holiday taken)</i>						
TOTAL WEEKLY PAY		£543.54pw	£554.75pw	£565.95pw	£577.16pw	£588.37pw
Extra Teaching hours		£18.00	£18.35	£18.75	£19.10	£19.45

RESIDENTIAL		LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5
BASIC PAY		£485.00pw	£495.00pw	£505.00pw	£515.00pw	£525.00pw
<i>Per teaching hour</i>		£18.00/hour	£18.35/hour	£18.75/hour	£19.10/hour	£19.45/hour
Minus £69.93 accommodation		£415.07pw	£425.07pw	£435.07pw	£445.07pw	£455.07pw
+ 12.07% HOLIDAY PAY		£50.10pw	£51.31pw	£52.51pw	£53.72pw	£54.93pw
<i>(if no holiday taken)</i>						
TOTAL WEEKLY PAY		£465.17pw	£476.38pw	£487.58pw	£498.79pw	£510.00pw
Extra Teaching hours		£18.00	£18.35	£18.75	£19.10	£19.45

Easter Centre Dates

Centre	Student Ages	On-site Management Training	Contract Dates	Contract Lengths
Eastbourne College, Eastbourne	10 – 17 years	24 th March	24 th March – 13 th April	3 Weeks
Prior Park, Bath	10 – 17 years	29 th March	29 th March – 13 th April	4 Weeks

Summer Centre Dates

Centre	Student Ages	On-site Staff Training	Contract Dates	Contract Lengths
Bath Spa University, Bath	10 – 17 years	30 th June	1 st July – 11 th August	4 - 6 Weeks
Ardingly College, Haywards Heath	10 – 17 years	30 th June	1 st July – 11 th August	4 - 6 Weeks
Nottingham University, Nottingham	10 – 17 years	1 st July	2 nd July – 29 th July	4 Weeks
Eastbourne College, Eastbourne	10 – 17 years	1 st July	2 nd July – 12 th August	4 - 6 Weeks
Christ's Hospital School, Horsham	10 – 17 years	2 nd July	3 rd July – 13 th August	4 - 6 Weeks
Royal Agricultural University, Cirencester	7 – 17 years	2 nd July	3 rd July – 13 th August	4 - 6 Weeks
Prior Park College, Bath	10 – 17 years	7 th July	8 th July – 4 th August	3 - 4 Weeks
Berkhamsted School, Berkhamsted	10 – 17 years	7 th July	8 th July – 18 th August	4 - 6 Weeks