

## Where learning meets adventure



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# Applicant information pack

Job title: **EFL Teacher and Activity Leader**

Job type: **Full-Time, Temporary**

Supported by: **Academic Manager & Social Programme Manager**



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## **Safeguarding Commitment:**

Elac prioritise the welfare of children. All employees must:

- Provide two professional referees and two proofs of ID
- Read and follow our safeguarding policy
- Undergo reference checks and explain CV gaps
- Complete an enhanced DBS check (paid by Elac) or equivalent Police check
- Ensure they have a copy of the Policies (in the Temporary Staff Handbook)
- Present original certificates and documents upon arrival

# Contents



Why work with us?



Your Development

About us



Role Overview



Are you right for us?



Pay & Conditions



Centre Details



Additional Responsibilities



Support & Wellbeing



Our Centres





# Why Work With Us?

- ✓ 35 years' experience
- ✓ Caring dedicated team
- ✓ Independently owned
- ✓ Professional development
- ✓ Progression opportunities
- ✓ Support



**Professionalism**



**Integrity**



**Relationships**

**Our Values**



**Innovation**



**Social &  
Environmental  
Ambition**



# Your Development

## What you will gain from working with us:



**A Strong Sense of Community:** Build lasting friendships and connections



**Global Exposure & Cultural Enrichment:** Work in an international environment and meet diverse people from around the world. Learn about and appreciate different cultures



**Skills Development:** Enhance your soft skills e.g., leadership, problem-solving, teamwork, and intercultural communication, and acquire many more in-demand transferable skills



**Career Advancement:** Access better opportunities to progress in various fields such as education, business, management, leisure, and sports leadership. Opportunities to progress within the Elac team

## We are proud to provide ample opportunities for professional development. We offer:

### Teachers

- Pre-summer training
- Safeguarding training
- Continuous feedback
- Lesson observations with feedback
- Development workshops
- Appraisal

### Activity Leaders

- Pre-summer training
- Safeguarding training
- Continuous feedback
- Activity session observations and feedback
- Appraisal

### Managers

- Pre-summer online training
- Key-staff training event
- Safeguarding training
- Continuous feedback
- Mid-course review
- Appraisal



# About Us

## Vision Statement

Our goal is to be an independent, ethical, and environmentally-aware organisation dedicated to the teaching of English, and more generally to the nurturing of positive values in young people in an international setting.

To achieve this goal, we aim to provide a secure, welcoming, inclusive and fun environment where students can feel at ease with each other and our staff, whilst on a course which they find both stimulating and challenging.

We believe that this will provide the platform we need to deliver the following outcomes for our students:

- **A development of their language skills and confidence**
- **A deepening of their knowledge and understanding of British life and culture**
- **A broadening of their outlook on the world and awareness of other perspectives**
- **New, wide-ranging and long-lasting friendships that cross cultures**

Discover more about our vision, values, and story [here](#)





# Support & Wellbeing

## Our Commitment to Support

We recognise the importance of robust support in a fast-paced summer school environment. To ensure our staff feel confident and prepared, we offer comprehensive support both before and during the course. This includes:

- **Thorough pre-employment training and induction**
- **Role-specific handbooks**
- **Extensive academic resource materials**
- **Pre-prepared lessons and activities**
- **Activity and excursion handbooks**
- **Experienced managers**
- **Collaborative working environment**
- **Trained mental health First Aiders**
- **Wellbeing strategies**

We are dedicated to addressing any concerns, reacting to feedback, and stepping in whenever necessary to support our team.





# Role Overview



This is a combined role which involves teaching and running activities with multi-national groups of students on our summer courses. We are looking for applicants who are committed and genuinely interested in teaching young learners aged 7-17. While previous summer school experience is welcome, it's not essential. Our environment is ideal for newly qualified teachers, offering ample support, development opportunities, and pre-prepared lessons which are repeated daily, thus significantly cutting down on planning time; a fantastic way to launch your TEFL career!

During your time with us, you'll enhance your classroom skills by teaching multilingual groups of international young learners. Our innovative curriculum focuses on developing in-demand soft skills, such as creative and critical thinking, social and environmental awareness, and cultural understanding. By the end of the summer, you'll have gained valuable experience at a British Council accredited school, boosting your TEFL career.

Additionally, you will assist in a variety of activities such as sports, arts and crafts, talent shows, movie nights, discos, and other engaging activities and provide a high-level of welfare and care throughout the course.

Residential teachers will also be involved in leading educational excursions. There is no pastoral work for teachers, so no canteen, morning and wake-up, or night-time duties.

## Key Responsibilities

- **Teaching and Curriculum Delivery:** Teach engaging and communicative Elac lessons tailored to students' proficiency levels and ages
- **Lesson planning:** Customise lessons to meet students' language needs and create interactive activities to develop language skills in 'teacher's choice' lessons
- **Assessment & Feedback:** Regularly assess progress, recycle language, and provide constructive feedback for improvement
- **Professional Development:** Stay updated with the latest educational research and teaching strategies.
- **Activity Planning and Implementation:** Develop and organise activities that are engaging and educational
- **Supervision and Safety:** Monitor participants to ensure they are safe and following rules
- **Encouragement and Motivation:** Foster a positive and inclusive environment
- **Feedback and Improvement:** Gather feedback from participants to improve future activities



Apply online or send us your CV:



[elac.co.uk/application-form](https://elac.co.uk/application-form)



[recruitment@elac.co.uk](mailto:recruitment@elac.co.uk)



# Additional Responsibilities

## Pre Course

- Complete Elac's online staff induction before arrival
- Attend all pre-course staff training (online and at the centre)

## Lesson Planning & Teaching

- Teach English as a Foreign Language and soft skills to assigned classes
- Carefully read pre-prepared Elac in-house lesson plans (teacher notes and PowerPoints), and gather materials in advance of lessons; Elac in-house materials help students develop language skills and soft skills through engaging, interactive, and challenging lessons
- Use your own materials or those available at Elac summer centres for the free-choice element; this will allow you to select topics and language that motivate and challenge, tailoring contents to the interests and needs of your students
- Coordinate with swap teachers for continuity and balance of material taught
- Communicate regularly with the Academic Manager/Senior Teacher; they will support you with planning and offer guidance

## Activity & Educational Visits Programme

- To lead students in sports and non-sporting activities, making sure that equipment is set-up prior to student's arrival, to consider potential hazards concerning Health & Safety & to pack away equipment and tidying when session is finished.
- To accompany, supervise and guide students on our educational excursion programme.
- To encourage student involvement in extra-curricular activities.

## Administrative

- Maintain attendance records and report absenteeism
- Keep records of work completed and discuss issues arising from the teaching with the Academic Manager/Senior Teacher
- Assist with administration and marking of initial student assessment tests
- Complete progress and achievement reports for each student before leaving

## Safeguarding

- Liaise with support staff and Group Leaders on student welfare
- Follow all Elac policies and implement the Safeguarding policy at all times

## General

- Agree to be observed by senior staff or Group Leaders
- Undertake any reasonable duties as and when required
- Read and adhere to the Elac policies
- 

**This job description covers the main duties, but tasks may change as needed. Flexibility is important in our busy summer school environment.**



# Are you right for us?

## Essential

## Desirable

### Qualifications

- 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

- A Masters or equivalent
- A Trinity Diploma in TESOL, Cambridge Delta or PGCE TEFL/TESOL
- Coaching qualifications
- A First Aid certificate
- Child Protection Training
- Full driving licence

### Experience

- Have experience in sports, drama &/or arts & crafts

- Experience working in residential language schools for Young Learners
- Experience supervising on educational visits
- Experience working with single & mixed nationality groups

### Skills

- Have proficient level of fluency in English have good communication skills

- Leadership Skills

### Personal Qualities

- Have an interest in working with Young Learners, in teaching & student welfare
- Be flexible & motivated
- Be willing and able to work as part of a team

- Enthusiasm for involvement in the non-teaching side of the course



# Pay & Conditions

	Level 1	Level 2	Level 3	Level 4	Level 5
Basic Weekly Pay	£525.00	£535.00	£545.00	£555.00	£565.00
Hourly rate (Additional Teaching)	£19.45	£19.85	£20.20	£20.60	£20.95
Additional Activity Sessions (3 hours)	£39.75 per a session				
<b>Total Weekly Pay Including Holiday Pay - Non Residential</b>	<b>£588.37</b>	<b>£599.57</b>	<b>£610.78</b>	<b>£621.99</b>	<b>£633.20</b>
<b>Total Weekly Pay Including Holiday Pay - Residential</b> (difference due to accommodation supplement deduction on basic pay before holiday pay calculated)	<b>£501.96</b>	<b>£512.50</b>	<b>£524.38</b>	<b>£534.91</b>	<b>£546.12</b>

- **Teaching Hours:** 14 contact teaching/testing/orientation hours per week.
- **Meetings:** Daily morning meetings before teaching.
- **Activity Sessions:** 27 Activity Hours per week for residential staff & 18 hours per week for non-residential staff. NB: Activity Session (3 Hours) & Educational Excursion (around 9-10 hours).
- **Educational Excursions:** Supervision and leadership required, with training and guidelines provided. Pre-excursion research is advised.
- **Additional Hours:** Extra teaching and activity hours are paid additionally. A supplement is paid for substituting activity/educational visit hours for teaching (£7.00).
- **Work Hours:** Option to work more than 48 hours per week by signing an opt-out. Contracted hours may vary throughout the contract.
- **Weekend Work:** Required.
- **Staff Training:** Attendance at both online and on-site training sessions is required. A payment of £80 will be paid to staff who complete all training sessions. Those who do not attend the on-site training will receive a reduced payment of £30. These payments will be paid at contract end.
- **Included Payments:** Salary covers contact teaching hours, student testing, and orientation hours.
- **Residential Contracts:** These include board and accommodation in single rooms.
- **Holiday Pay:** Any untaken holiday will be compensated at 12.07% of the total gross salary.

**PLEASE NOTE:** Residential staff have board and accommodation included, though a weekly accommodation supplement of £77.70 will be deducted.





# Our Centres






# Centre Details




Centre	Student Ages	Contract Dates	First night stay from	Onsite staff training
<b>Ardingly</b> (Ardingly College)	11 - 17 years	1st July to 11th August 2026	30th June 2026	30 <sup>th</sup> June & 1st July 2026
<b>Bath University</b> (University of Bath)	11 - 17 years	1st July to 11th August 2026	30 <sup>th</sup> June 2026	30 <sup>th</sup> June & 1st July 2026
<b>Bath</b> (Prior Park College)	11 - 17 years	6th July to 2nd August 2026	5th July 2026	5th & 6th July 2026
<b>Cirencester</b> (Royal Agricultural University)	7 - 17 years	2nd July to 12th August 2026	1st July 2026	1st & 2nd July 2026
<b>Eastbourne</b> (Eastbourne College)	11 - 17 years	1st July to 11th August 2026	30th June 2026	30th June & 1st July 2026
<b>Horsham</b> (Christ's Hospital School)	11 - 17 years	8th July to 4th August 2026	7th July 2026	7th & 8th July 2026
<b>Nottingham</b> (Nottingham University)	11 - 17 years	1st July to 11th August 2026	30th June 2026	30th June & 1st July 2026

**We also run 2 - 3 week Spring courses at our centres in Eastbourne and Bath. If you are interested in working on our Spring course please make this clear in your application.**

**Apply online or send us your CV:**

 [elac.co.uk/application-form](https://elac.co.uk/application-form)

 [recruitment@elac.co.uk](mailto:recruitment@elac.co.uk)



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adventure  
awaits!



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[recruitment@elac.co.uk](mailto:recruitment@elac.co.uk)

**elac.co.uk**

