



EFL Teacher on Courses for 8 to 17 year-olds

As part of the staff, you will have a number of core responsibilities. First and foremost, all staff on the course will be seen as teachers of English. Below is a list of general job details applicable to all members of staff and core functions for your specific role. Other roles include: Sports Teacher, Administrative Assistant and Administrative Assistant. At certain times you may be asked to fill in for others and the Course Director will endeavour to assign cover according to your strengths, but all staff should be ready to take on whatever task is assigned to them.

Core Functions

- To plan and execute an interesting and demanding two or three week English programme for the groups you are allocated, within the guidelines provided.
- To make a positive contribution to the afternoon, evening, weekend and excursion programme.
- Actively participate as a part of the team that ensures that the principles and objectives of the Learning Model and the Integrated Day are met.

Job Details

1. Ensure that all students speak and learn English at all times in line with the Learning Model and Integrated Day.
2. Take part in the briefing, training and set up meetings held prior to the commencement of the course, and assist in setting up, clearing up and packing up the centre.
3. Collect and return the students to the airport.
4. Assist in the planning and execution of placement testing and grouping of all students on the course.
5. Produce a motivating, exciting and challenging course for your group appropriate to their needs.
6. Exploit the English environment, multilingual mix of students and materials not known to student.
7. Liaise in detail with the other teacher/s of your group/s to provide a coherent course for the students.

8. Provide the Head of EFL with an outline plan of your two or three week course during the first week.
9. Prepare materials and photocopies required to a professional and high standard in line with CLA and NLA guidelines and ensure all sources are acknowledged.
10. Lead, encourage and teach groups of students for afternoon options, evening and weekend activities as timetabled.
11. Report a lack of attendance at class to i/c EFL or the Course Director immediately. Check on punctuality of arrival at class.
12. Feed back to the i/c EFL, Course Director and other members of staff, as appropriate, any information which will
 - i) help in the management of the course,
 - ii) extend their understanding of individual students.
13. Attend regular department and course meetings.
14. Produce a typed report and a group certificate for each of your students as and when requested by i/c EFL.
15. Take a genuine interest in the students' needs in all areas of the course.
16. Foster a warm, caring, responsible and professional standard of interaction with the students.
17. Conscientiously carry out a significant number of residential and pastoral duties which could include meal time, bed time and break time supervision, telephone cover, security and boarding house supervision. You may also be required to drive Pilgrims' transport.
18. In the event of any accident or injury to a student or member of staff, report it immediately and complete an accident form within 24 hours.
19. Ensure that all Health and Safety procedures and guidelines are adhered to as set out for the activity you are supervising, leading or participating in.
20. Ensure the careful use of loaned materials and equipment. In the event of damage to equipment or facilities complete a damage report form within 24 hours.
21. Ensure that contact with agents, parents and all visitors is conducted in a professional and responsible manner.
22. Anything else the Course Director asks you to do to ensure the smooth running of the course.
23. Complete a staff questionnaire, course record at the end of the course.

Internal Relations

- All staff and students on the course.
- Other summer course staff as appropriate.
- All staff at Binsey Lane, Oxford.

External Relations

- Host centre staff, in particular maintenance and ground staff.

- Resident couriers and visiting agents, parents etc.

Supervisor/Accountable to:

The Course Director. In the event of an unresolved dispute there is the right of appeal to The Director of Training, Gary Luke.