



STONYHURST

Language School & Tennis Academy

Job Description

Job Title: Language School Residential EFL/TEFLQ Teacher
Department: Stonyhurst Language School
Line Manager: Director of Studies

Key Tasks and Responsibilities:

To teach a maximum of 23 hours per week and to be responsible for a number of supervisory duties, including boarding.

Academic Duties:

1. To prepare, plan and teach English lessons to a high standard, based on the individual needs of the students, and with a student-centred approach to learning. Support to achieve this will be given by the Director of Studies.
2. Applicants who have a TEFLQ will be asked to provide extra help and support to less experienced teachers and may be asked to deliver a teacher development session during the course.
3. To follow the framework syllabus with the focus on language skills and interactive language use.
4. To complete and keep up to date the administrative paperwork as necessary (end of course reports, classroom registers, marking, class records of work).
5. To maintain classroom discipline, keep classrooms safe and tidy, display students work, maintain personal and student punctuality, begin, and end lessons according to the timetable.
6. To participate in the Appraisal scheme, be observed by a member of the SMT, and engage in subsequent discussions.
7. Attend staff meetings: daily at 08:40 - for briefing and discussion of academic and welfare matters and one in-house teachers meeting/training session per week.
8. Set homework of 45 minutes duration on two nights per week, and ensure that homework is corrected and feedback is provided to students.
9. Monitor the performance of students at all times.

All staff must have an overriding responsibility for the student's welfare and safety at all times during the course including times outside the normal duty rota.

Welfare Duties:

1. To have read and understood the Stonyhurst policies concerning pastoral care and the protection of children set out in the Staff Handbook.

2. To have read and passed Level 1 of the Lancashire Safeguarding Children Board E Learning Course before the course commences. A free link will be sent to successful applicants.
3. To maintain student safety as a top priority and follow the Stonyhurst guidelines on Health and Safety contained in the Staff Handbook.
4. To be diligent in carrying out supervisory duties according to the guidelines in the Staff Handbook.
5. To take on the role and responsibilities of a night duty warden as described in the Staff Handbook.
6. To carry out a minimum of three overnight duties during the 2 week course.
7. To wear the IDs and Language School clothing when on duty.

Person Specification

Qualifications:

The successful candidate will have:

1. An RSA CELTA qualification, or a Trinity TESOL certificate or equivalent.
2. A first degree.
3. A high standard of spoken and written English equivalent to CEF level C2/CPE/IELTS 8-0.

Essential EFL Teacher:

1. One year's uninterrupted EFL teaching experience in a British Council accredited school, or, if you are a newly qualified teacher, you must have a CELTA pass A or B.
2. A willingness to undertake duties other than teaching if required.
3. To be available for the whole 4 week period, including a full-day induction, (period of employment will be from Thursday 4 July to Friday 2 August 2019 inclusive)

Essential TEFLQ Teacher:

1. A TEFLQ qualification, (Cambridge DELTA or Trinity DipTESOL or equivalent).
2. Five year's uninterrupted EFL teaching experience in a British Council accredited school.

Desirable:

1. Has worked with teenagers whose first language is not English.
2. Is computer literate.
3. Is enthusiastic and adaptable.
4. Experience of teaching teenagers in either a Language School or year-round academic school.
5. Experience of working in a summer language school.

Please state which level of Teaching you are applying for on your application form.