



## JOB DESCRIPTION

<b>Department:</b>	Millfield Enterprises
<b>Post:</b>	EFL Teacher
<b>Responsible to:</b>	Director of Studies
<b>Job Purpose:</b>	As an EFL Teacher you will work to a Principal Teacher who in turn will be responsible to the Assistant Director of Studies and Director of Studies. Day to day management responsibility will then be via the Centre Manager, MELHC Manager and the Director of Enterprises. The Director of Studies has overall responsibility for professional leadership of all academic staff.

### MAIN DUTIES AND RESPONSIBILITIES

- Safeguarding children is the responsibility of all members of Millfield staff.
- Being a member of the teaching team delivering 15 hours per week of English lessons during the mornings and early afternoons, your teaching timetable will vary according to campus requirements. You will work on an English programme as designated by the Director of Studies considering your skills and experience.
- Additional 3 hours teaching per week in afternoons on a rota basis delivering English Workshops.
- Liaising with your co-teacher and line manager to prepare a cohesive scheme of work relevant to both the syllabus and student needs.
- Ensuring the maximum use of the Learning Notebook.
- Keeping detailed records of student attendance and reporting any absences via the approved route.
- Keeping detailed class profiles, student progress and records of lessons taught.
- Reporting any concerns about class dynamics to your line manager.
- Delivering Friday and Saturday morning English focussed activities as required (residential staff only).
- Assisting with the delivery of student feedback questionnaires.
- Writing comprehensive and personalised student reports at the end of their course in liaison with your co-teacher.
- Ensuring you leave your classroom secure and tidy after use, returning any borrowed equipment and reporting any damage to your line manager.
- Attending all academic meetings.
- Being available to be observed during class time at times agreed with the Director of Studies.
- Attend at least one professional development session per week and help deliver these if your experience is appropriate.
- Giving feedback and taking part in an exit interview.

### HEALTH & SAFETY

- Ensuring that general safety procedures are observed at all times . If you are in doubt about the safety of an activity, stop it immediately and check with your line manager or the Health and Safety Officer.
- Acquaint yourself with all relevant fire, safety and health arrangements whether during sports and activities, social events or in the House, and both on and off the main campus.
- Ensure that all Covid-19 protocols, current at the time, are followed in accordance with Millfield guidelines.
- Complete First Aid training as requested. If you possess a First Aid Certificate, please send us a copy.

### OTHER DUTIES:

- If working as a residential member of staff, you will assist Houseparents with pastoral duties and help with

social activities on a rota basis.

- Acquainting yourself with all relevant fire, health and safety arrangements whether during lessons, during the activity programme or in the House, and both on and off the campus.
- You are to report as soon as possible to your line manager any matters (real or apparent) of unprofessional behaviour on the part of staff and of indiscipline, misbehaviour, major complaint, accident or personal problem among the student body.
- You will be representing the good name of Millfield School so, both on and off site, you will be expected to behave in a manner that is expected of someone in care of minors at all times.
- You will lead by example and take an active part in school life to ensure the students have a memorable and rewarding summer.
- You are to participate in the staff induction.
- You will perform any other duties that your line manager sees fit providing that such duties are appropriate to your role.

### **PERSONAL SPECIFICATION**

Essential:

- Recognised Teaching Qualification: CELTA, Cert TESOL, Primary PGCE, English PGCE or equivalent (or other PGCE for teachers of subject based lessons only)
- Degree level education or extensive work experience including professional development
- Ability to plan and deliver student centred lessons
- Commitment to working with children / teenagers
- Understanding of and commitment to safeguarding
- Teamworking skills and experience
- Excellent communication skills
- Organised approach to work with ability to meet deadlines
- Ability to work under pressure
- Flexibility in working hours
- Interest in CPD and willingness to develop teaching skills and practice
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Desirable:

- Previous experience teaching Young Learners / working with children
- Teaching Young Learners' Qualification: CELTP, TYLEC
- Secondary PGCE / experience of teaching KS3/4 curriculum
- Previous summer school experience
- IT skills – use of IWB, incorporating technology into lessons
- Experience of creating own materials
- Awareness of Trinity GESE qualifications
- Understanding and experience of teaching CLIL based lessons

*Millfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, as such you are required to attend necessary child protection training and participate fully in activities that ensure the school stays compliant with statutory child protection and safeguarding guidelines issued to the School by ISI and Ofsted.*

*Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.*

*The school will not unfairly discriminate against any applicant for employment on the basis of conviction or other details disclosed. The school makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar them from employment with the school. Each case will be decided on its merits in accordance with the objective assessment criteria.*

*All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants*

*must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.*

I understand the duties and commitment statement listed above.

I require clarification of the duties listed above.

Signed:.....

Print Name: .....

Date:.....