

Job Title: Summer School EFL Teacher
Line Manager: Summer School Director of Studies

Pay Rate: £550 per week
(plus accrued holiday pay)
(all food and boarding included)

Dates: Fixed Term Contract
July 5th - August 4th
(includes pre-course induction)

Location: Residential (on-site at Culford School)



Culford Summer School:

Culford is a boarding and day school for over 850 children aged 1 to 18, set in 480 acres of beautiful Suffolk parkland, with an 18th century grade II mansion at its centre and three separate schools: the Pre-Prep & Nursery (ages 1 to 7); the Prep (ages 7 to 13); and the Senior School (ages 13 to 18).

2024 marks the start of Culford's Summer School programme, an exciting and dynamic language and multi-activity course for teenagers aged 12-17. The programme consists of two 2 week courses, where students learn English, take advantage of Culford's impressive sports and classroom facilities, and make lifelong friendships with other students from all around the globe. Students typically have English lessons in the morning, take part in a range of activities in the afternoon, and enjoy an evening social programme. Throughout the 2 week course, they take part in 5 culturally enriching excursions to destinations near Culford.

We are looking for passionate educators to help give our students an unforgettable summer filled with positive memories and the urge to return again in 2025.

Job Description:

English teachers are responsible for delivering engaging English lessons in line with the Director of Studies's vision. They are responsible for all aspects of the planning and delivery of these lessons, tailoring the content and delivery to the specific needs of the learners. Teachers will take an active role in the delivery of the activity and social programme, including accompanying students on some of the excursions. As residential staff, teachers will be responsible for ensuring the safety and wellbeing of students inside the classroom and out.

Key Duties:

- Teaching 3.5 hours each morning over 4 lessons, 5 days per week.
- Plan and deliver high-quality lessons in line with schemes of work.
- Assist with delivery of placement testing at beginning of each 2-week course.
- Keep up to date class registers, noting absences as well as other key administrative documents.
- Liaise with the Director of Studies and Senior Teacher to ensure delivery of content is tailored to individual needs of students.

Additional Duties to include:

- Enthusiastic participation in activity programme, evening social programme, and excursion programme, encouraging confidence in English use in our students.
- Liaise with the activity team to report any difficulties students may have (either language, culture, or personal).
- Safeguarding students' wellbeing, by reporting any and all incidents, and being available to solve students' problems.
- Residential duties to ensure every student is involved and engaged in the programme, and is safe within the boarding environment.
- Interact with students, staff, agents, and group leaders with courtesy, professionalism, and respect at all times.
- Uphold the high reputation of Culford when in school and out on trips.
- Work in line with all policies and procedures.

Working Hours:

Teachers are expected to work up to 48 hours a week. This is made up of roughly 17 hours of teaching time, with 8 hours of non-fixed planning time. The remaining 23 hours are allocated to assisting the activity team with activities, the evening social programme, and pastoral or residential duties.

Due to the nature of the summer programme, it is not possible to take holiday time during the course of the short term employment. Instead all holiday time accrued will be given as an additional payment at the end of your contract. Holiday requests may be given in exceptional circumstances where it has been agreed upon before the role commences.

Person Specification:

Criteria	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none">● Enthusiastic, passionate and able to encourage students to get involved in all aspects of the course● Keen understanding of different cultures, and able to promote cross-cultural interactions● Good at problem solving and thinking on their feet● Dynamic and flexible, and willingness to take part in all aspects of the summer programme● Enjoys working with children and teenagers● Punctual, professional, and able to act as a good role model	
Professional Qualities	<ul style="list-style-type: none">● Professional approach to teaching● Self-motivated, driven, and able to tailor lesson content to a wide variety of levels and learner needs● Well organised and able to work with others● Able to deliver high-quality and energetic lessons, in line with the	

	scheme of work	
Qualifications	<ul style="list-style-type: none"> ● Bachelor's degree or higher (or equivalent) ● TEFL-I qualified or higher (CELTA, CertTESOL, or equivalent) 	<ul style="list-style-type: none"> ● First Aid qualification ● Safeguarding qualifications ● Sport or coaching qualifications
Previous Experience	<ul style="list-style-type: none"> ● Previous experience in teaching English as a foreign or second language 	<ul style="list-style-type: none"> ● Previous experience working with young learners and teenagers ● Previous experience working with international students ● Previous experience in a residential summer school