Job Description

Job Title:	English Teacher (Residential)
Department:	Stonyhurst Experience – Stonyhurst Language School
Line Manager:	Head of Curriculum
Date of Employment:	Pre-course work: 1 Teacher Preparation Day (June 2027 - online) Delivery: Wednesday 7th July – Friday 6th August 2027 (inclusive)

Welcome to Stonyhurst College

Stonyhurst is the UK's leading Catholic independent school for international boarding and day pupils, set in the heart of the Ribble Valley in Lancashire. Founded in 1593, the College is housed within magnificent Grade 1 listed buildings in a designated Area of Outstanding Natural Beauty in the North of England.

With a wealth of history and heritage, a global reputation, and exceptional facilities, Stonyhurst offers an education like no other. Home to the oldest museum in the English-speaking world, the College holds treasures that inspire and captivate.

The Stonyhurst Summer School offers an immersive English language experience within the setting of a prestigious British boarding school. Pupils enhance their language skills while benefiting from Stonyhurst's beautiful campus, unique culture and historical treasures, complemented by an exciting programme of activities and excursions.

Every year we welcome pupils from many different countries and cultures, which provides us all with a unique opportunity to learn about the world. Every year we not only welcome children from European countries such as Italy, Poland, Germany, France, Spain, and the Netherlands but from further afield such as South Korea, Hong Kong and Mexico. The Stonyhurst Summer School offers a combination of courses for children aged between 10 and 17 years of age. The young people in our care are given the individual attention, encouragement, resources and space to experience student life at Stonyhurst and foster independence, resilience and personal growth.

All staff are challenged collectively and individually to share in the ethos of Stonyhurst and remain fully committed to the enjoyment, education, and well-being of every pupil in our care, to give each child a fun and meaningful learning holiday.

Key Tasks and Responsibilities:

"Stonyhurst" (Stonyhurst College and Stonyhurst Saint Mary's Hall) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

To teach approximately 20 hours per week across 6 days, and to be responsible for a number of supervisory duties, including boarding, extra-curricular activities in the afternoon and evenings on a rota basis.

Academic Duties:

1. To differentiate and deliver pre-planned English lessons to a high standard, based on the individual needs of the pupils, and with a pupil-centred approach to learning. Support to achieve this will be given by the Head of Curriculum.
2. Experienced applicants 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 required (end of course reports, classroom registers, marking of pupil's work, class records of work).
5. To maintain classroom discipline, keep classrooms safe and tidy, display pupil's work, maintain personal and pupil punctuality, begin, and end lessons according to the timetable.
6. To participate in the appraisal scheme, be observed by the Stonyhurst College Deputy Head Academic, and engage in subsequent discussions.
7. Attend staff meetings, for briefing and discussion of academic and welfare matters and one in-house teachers meeting/training session per week.
8. To monitor the performance of pupils at all times.

The care and welfare of pupils is a responsibility of all staff. You will have a 'duty of care' while you are on and off duty for the duration of your contract.

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 undertaken Stonyhurst Safeguarding Training during Staff Inset, as provided by Stonyhurst College.
3. To maintain pupil safety as a top priority and follow the Stonyhurst guidelines on Health and Safety contained in the Staff Handbook, and to have responsibility for the safety of pupils participating in the summer school.
4. To carry out overnight duties, including wakeups, throughout the course according to a rota which incorporates all Stonyhurst Summer School staff. To take pupil accommodation registers and always follow fire and safeguarding protocols. Liaise with management and activity staff, sharing medical and behaviour information as necessary to provide consistency in care for all pupils.
5. To follow Stonyhurst safeguarding and welfare reporting procedures at all times and make any reports to the Head of Operations and/or the Designated Safeguarding Lead in a timely manner.
6. To wear staff ID's and Summer School clothing when on duty.

General Duties:

1. To participate in the Induction Course prior to the opening of the summer programme and assist with the setup of the classrooms and pupil areas as necessary.
2. To be a member of the airport arrival and departure transfer/school reception teams, following timings and travel instructions accurately and provide a warm and professional welcome and goodbye to pupils and parents.

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3. Working with, and supporting colleagues, supervising breaks and assisting on cultural excursions.
4. There will be a free day each week incorporated into the timetable for all staff. You will be on duty 6 days per week. The night before your day off and the night of your day off you will be off duty.
5. Capture engaging content from summer school activities for marketing and outreach purposes.
6. To undertake such other reasonable duties as required by the Summer School Management Team and Commercial Director.

Person Specification

Qualifications:

The successful candidate will have:

1. An RSA CELTA qualification, or a Trinity TESOL certificate or a BA(Ed) or a PGCE, or equivalent.
2. A first/ 2.1 degree.
3. A high standard of spoken and written English equivalent to CEF level C2/CPE/IELTS 8-0.

Essential:

1. Experience of teaching English in a school.
2. A willingness to undertake duties other than teaching if required.
3. Enthusiastic and adaptable with a strong work ethic.
4. To be available for the whole 4-week period, including a two-day induction (period of employment will be from Wednesday 7th July to Friday 6th August 2027 (inclusive) plus a pre-course online training day to meet your co-workers and be introduced to the curriculum.

Desirable:

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

Remuneration:

This is a fixed term contract. The salary is £875 per week plus 1-day pre course paid at the daily rate.
Salary will be paid across two months (50% July and 50% August).

Please return to completed application to recruitment@stonyhurst.ac.uk

For any queries, please contact summerschool@stonyhurst.ac.uk

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