

Location: Ipswich Summer Centre (Ipswich School)

Reports to: Centre Manager

KEY ROLES

- Teaching English to foreign students
- Delivery and support of the Activities Programme

Specific Responsibilities

Teaching

- Teach English to foreign students aged 11 -17 for 15 contact hours per week
- Assist with the testing of new students
- Plan, prepare and teach classes in accordance with the recommended methodology as laid out in the ilh teachers' handbook
- Complete all class registers and records on a daily basis
- Attend course and training meetings with the Centre Manager or Head of Studies as required – usually once a week
- Ensure students have a positive learning experience

Activities Programme

- Make sure you are familiar with activities procedures and excursions destinations
- Attend excursion briefings prior to half-day and full-day excursions
- Supervise and be actively involved in organising 3 activities per week
- Supervise and actively participate in one afternoon excursion per week. *On two occasions during the course, the half-day excursion is followed directly by an evening barbecue at Colchester English Study Centre*
- Supervise and actively participate in one full-day excursion every week
- Ensure that students have a positive experience

Pre-course

- Attend the induction at Ipswich School on the Friday or Saturday before the start of the course
- Successfully complete a short on-line safeguarding course
- Successfully complete a short on-line **Prevent** course and provide certificate

General Accountabilities and Responsibilities

Ensure compliance with and actively promote Health and Safety at work legislation, CESC and ilh H&S policies and procedures, Equal Opportunities, Prevent and Child Protection & Safeguarding policies and ilh Code of Conduct.

Comply with the Data Protection Act 1998 (all employees of CESC and ilh will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required within the level of the post and the competence of the post holder.

DATES: 9 July 2018 – 29 July 2018

SALARY: £405 per week (+ 12.1% statutory holiday pay, paid in the final week)
There is an additional payment of £20 per week for returning teachers.
For the Friday or Saturday induction you will be paid £50 + holiday pay for the session.

TIME OFF: one day per week (Sunday)

If you are unable to carry out any activities, excursions or classes within your contractual obligations, your salary will be adjusted accordingly.