

## JOB DESCRIPTION

<b>Role:</b>	English Language Teacher
<b>ILH Centre:</b>	East of England Co-op Education Centre and Ipswich School
<b>Report to:</b>	Head of Studies (HoS) and Head of Activities (HoA)
<b>Residential/Non-residential:</b>	Non-residential

## KEY ROLES

- Plan and deliver English language lessons and projects to foreign students
- Deliver and support the ILH Activities Programme

## SPECIFIC RESPONSIBILITIES

### Teaching

- Plan and deliver 15 x hours per week of English lessons to foreign students aged 11-17 years old
- Plan, prepare and deliver lessons and projects in accordance with the recommended methodology as laid out in the International Language Holidays (ILH) teachers' handbook and following the ILH syllabus
- Assist with the testing of new students, if required by the HoS
- Complete all class registers and any required administration on a daily basis
- Manage classroom rules, etiquette, cleanliness and student files
- Attend regular course and training meetings as required
- Ensure students have a positive learning experience

### Activities Programme

- Ensure you are familiar with all activity procedures and excursion destinations
- Lead the safe transfer of students before and after activities and excursions as instructed by the HoA
- Follow all safeguarding and health & safety advice set out by the HoA
- Take all necessary steps to minimise any risk and report any concerns/feedback to the HoA
- Attend activity briefings prior to afternoon and evening activities
- Supervise and actively participate in 3 x weekly afternoon or evening activities
- Check and complete registers and any required administration as briefed by the HoA
- Respond to student requests for help and advice, as necessary
- Encourage full student participation and ensure that students have a positive experience
- Attend excursion briefings prior to half-day and full-day excursions
- Supervise and actively participate in one afternoon excursion per week
- Supervise and actively participate in one full-day excursion per week (on Saturdays)
- Complete registers and carry out roll calls before students depart from CESC for excursions
- Act as a 'Tour Guide' on excursions if required
- Check in with your allocated student group every hour and a half (90 mins) and do roll call
- Take your group to the coach and do a head count and roll call before students depart for CESC
- Ensure students are handed over to their Homestay Provider, Group leader (GL) or the Local Liaison Officer (LLO) upon arrival at CESC after excursions
- Return completed registers to the HoA upon arrival at CESC and after students have been handed over

**Additional Duties**

- Help students achieve their best to become confident users of English during their time at ILH
- Carry out all reasonable duties as recommended by the HoS and HoA
- Support the ILH Summer School ethos
- Ensure the safeguarding and welfare of all ILH students is prioritised at all times
- Report welfare and child protection issues to the Safeguarding Lead

**Pre-course**

- Attend the induction at East of England Co-op Education on the Friday or Saturday before the start of the course
- Successfully complete an on-line **Safeguarding** course and provide certificate

**GENERAL ACCOUNTABILITIES AND RESPONSIBILITIES**

Ensure compliance with and actively promote the 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:**            **28 June - 2 August 2020** (5 weeks)

**SALARY:**            **£410 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 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 your full duties within your contractual obligations, your salary will be adjusted accordingly.

**It is the responsibility of all ILH employees to promote and safeguard the welfare of all children and young persons he/she is responsible for or comes into contact with. All employees will be asked to undertake a Disclosure and Barring Service check.**

## PERSON SPECIFICATION

### Essential:

- Extremely high standards of English (= IELTS score of 9 in speaking, writing, reading, understanding or educated at primary and secondary school in English in an English-speaking country)
- Up-to-date knowledge of British life and culture
- CELTA or equivalent
- First degree or equivalent
- Eligibility to work in the UK
- Excellent written and oral communication skills
- Good working knowledge of Microsoft programmes
- Understanding of safeguarding issues and Prevent Duty
- Willingness to work evenings and Saturdays as required

### Desirable:

- Experience working with Young Learners
- Experience of working at a summer school
- Active interest in sport, arts & crafts
- Valid, enhanced DBS certificate for the child workforce

## PERSONAL QUALITIES

### Essential:

- Professional attitude
- Willingness to be flexible
- Willingness to participate
- Ability to remain calm under pressure
- Ability to relate to all staff at all levels
- Ability to build effective working relationships
- Ability to accept responsibility
- Team player
- Good listener
- Culturally sensitive
- Enthusiastic and energetic
- Tactful and diplomatic
- Self-confident
- Patient
- Innovative