



Thames Valley
SUMMER SCHOOLS

www.thamesvalleysummer.co.uk

EFL TEACHER

Young Learners | Residential

Introduction

Thames Valley Summer Schools, a long-time member of English UK, has operated high quality summer courses for overseas students for over 40 years. The Company's administrative office is in Windsor, and courses are held in attractive locations, primarily in the south-east, using prestigious independent schools. Courses are accredited by the British Council.

The Company is represented by over 150 agents throughout the world. The majority of students come from western and central Europe, with the remainder from Asia, Russia and Latin America, in groups or as individuals. Some groups are accompanied by national leaders who assist our staff, particularly in matters of student welfare. Students, who stay for 2 - 4 weeks, are accommodated in boarding houses of between 40 - 50 students. Courses run for 4-6 weeks.

Course organisation

In overall charge of each centre is a Course Director, whose job it is to ensure the successful management of the course. The Recreation Director has responsibility for planning and delivering the recreation programme with assistance from other senior staff, Recreation Assistants and specialist recreation staff. The Senior Housemaster/ mistress liaises with the Housemasters/mistresses to ensure boarding houses run efficiently. The Director of Studies is responsible for the effective management of the academic programme with assistance from the Senior Teacher.

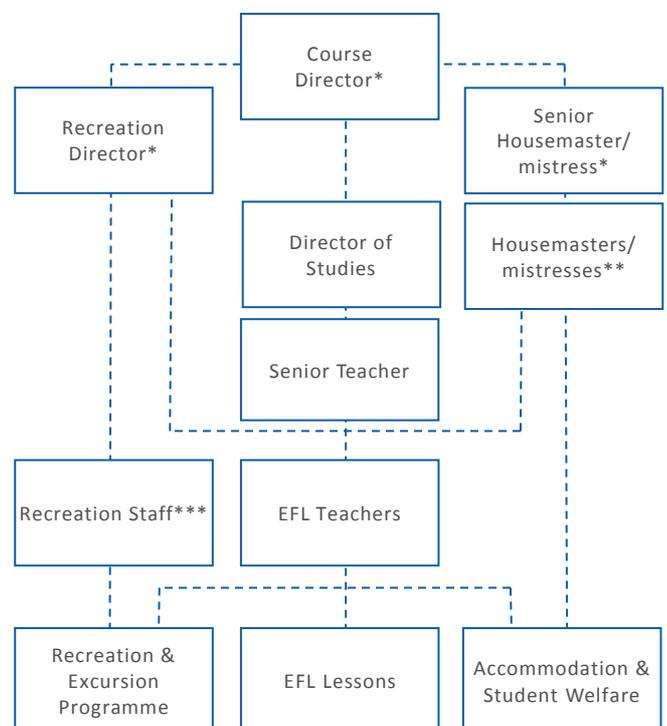
EFL teachers are appointed on the basis of one teacher per 13 - 14 students (one per nine at Rugby). The combined supervisory adult to student ratio is 1 : 5.

Students at all centres follow a study programme designed to prepare them for the Trinity College Graded Examinations in Spoken English. At Rugby students may alternatively follow an FCE or IELTS examination course.

For EFL staff, each day is divided into three sessions. The first from 08.30 - 13.30 includes EFL lessons, student/staff meetings

and lunch. The second session from 13.30 - 18.30 includes programmed sports/recreation activities and student free time. The third daily session from 18.30 - 23.30 starts with supper, followed by evening activities. Student bedtime is usually 22.00 - 22.45, depending on the evening activity and student ages. There are two excursions per week. EFL teachers are expected to actively supervise recreation activities and, when on duty, help monitor students' behaviour in the boarding houses and assist with student bedtime arrangements. All staff work an average six-day week and senior staff cover for each other on days off.

Prior to the commencement of courses there will be on-site role specific and safeguarding briefings. TVSS is committed to safeguarding and protecting the welfare of children and young people and expect all staff to share this commitment.



* May be Designated Safeguarding Person (DSP)

** One per boarding house.

*** Recreation Assistants & Specialist Recreation Teachers.

J O B D E S C R I P T I O N

Academic Duties

- 1 Arrive two days before the students for an orientation, a full-day briefing and to prepare for the course
- 2 Become familiar with the TVSS syllabus and resources and the Trinity GESE exam during the induction period
- 3 Prepare and deliver lessons following the TVSS syllabus and using TVSS materials
- 4 Liaise effectively with partner teacher
- 5 Employ teaching techniques appropriate to the level and needs of each student
- 6 Effectively manage students and their behaviour in the classroom
- 7 Ensure ESFs are effectively integrated into lessons
- 8 Create a positive learning environment that encourages effective participation of all students
- 9 Maintain accurate daily registers & work records
- 10 Write weekly reports on students as directed
- 11 Agree to be observed by the DOS or DOE and provide all required paperwork
- 12 Arrive in good time for all lessons and respect the timetable
- 13 Assist with placement testing/ revision as requested
- 14 Attend all Presentation Ceremonies

Recreation Duties

- 1 Promote the Recreation Programme and ensure maximum student participation
- 2 Engage fully in the Recreation Programme – actively participating, leading and supervising activities as required
- 3 Monitor and encourage students to ensure they are getting the most out of the activities
- 4 Promote co-operation, healthy competition and manage student behaviour and interaction effectively
- 5 Maintain a safe environment
- 6 Wear appropriate attire for recreation activities.

Excursion Duties

- 1 Attend all relevant excursion briefings and read all provided information
- 2 Enthusiastically promote destinations during lessons
- 3 Ensure students have clear understanding of where they are going and why
- 4 Guide and supervise groups of students on excursions following pre-planned itineraries
- 5 Encourage and support students in completing the academic excursion tasks
- 6 Complete excursion feedback forms
- 7 Be fully aware of Health & Safety considerations including risk assessments

Transfer Day Duties

- 1 Follow briefing instructions conscientiously
- 2 Meet students at airport and/or accompany them on coaches/taxis to the centre
- 3 Present friendly, professional impression of TVSS on meeting students
- 4 Accompany students to airports on departure days
- 5 Assist with check in on departure days as required
- 6 Liaise with and support colleagues and H/O staff at the airports on arrival and departure days
- 7 Be flexible with duty session times on arrival/departure days as operational needs demand
- 8 Provide receipts for agreed airport expenses

Boarding House Duties

- 1 At **all** times actively maintain proper levels of student discipline, safety and welfare
- 2 When on duty, actively engage students in house activities and attend house meetings
- 3 Be an active support for the senior member of staff in charge of the house
- 4 As a residential member of staff, assist with the wake up and bed-time duties as required

General

- 1 Ensure your behaviour and interaction with students is consistent with your Duty of Care and the TVSS Safeguarding Policy
- 2 Ensure that your conduct at all times is professional
- 3 Attend all meetings, academic and non-academic, punctually
- 4 Comply with all documentation requests made by TVSS for legal and accreditation purposes
- 5 Follow the TVSS dress code

Centres	Age range	Course dates
Epsom College	10 - 16	04 July – 31 July
St George's, Ascot	10-16	10 July – 06 August
St. John's, Leatherhead	8 – 14 14 - 17	04 July – 31 July
Rugby School	12 - 17	05 July – 08 August
Sevenoaks School	13 - 17	03 July – 13 August

Teachers arrive at the centre two days prior to the start of the course. There will be English School Friends at Epsom, St. John's, Leatherhead and Rugby.

Rota / duty session info

Teaching and supervisory commitments

Course type	Teaching	Recreation and supervision
Trinity Examination	5 sessions* per week (25 x 40-minute lessons)	6 sessions* per week
Trinity Intensive**	7 sessions* per week (30 x 40-minute lessons)	4 sessions* per week
FCE / IELTS	As Trinity Intensive plus 1-2 marking sessions* per week	2-3 sessions* per week

*Please see the 'Course Organisation' section above for details of session length.

** At Rugby there are an additional five lessons per week over two afternoons. At this centre, teachers are paid an additional £45 per week.

N.B. At all centres teachers are on the rota to do an average of 11 sessions per week. In order to meet operational demands, teachers may be required to do up to 2 additional paid sessions per week, as requested by the Course Director. It may not always be possible to guarantee have three consecutive sessions off every week

Salary info

Salary scale		Basic weekly salary	Total 3-week package*
Grade 1	Minimum Cambridge CELTA/Trinity Cert. TESOL, with up to one year's fulltime EFL experience, and new to TVSS.	£385	£1374.99
Grade 2	Minimum Cambridge CELTA/Trinity Cert. TESOL and more than one year's fulltime EFL experience or Teachers previously Grade 1 and returning to TVSS.	£395	£1408.62
Grade 3	Cambridge DELTA/Trinity Dip. TESOL or PGCE TEFL qualified teachers, or EFL teachers with MA Applied Linguistics, or Teachers previously Grade 2 and returning to TVSS.	£405	£1442.26

* 3-week package includes basic weekly pay plus 12.12% statutory holiday entitlement plus on-site preparation days' payment

Salaries include full-board accommodation. Contracts are for a minimum three weeks plus one and a half days' paid on-site preparation before the students arrive.

Salaries are subject to Tax and National Insurance deductions where applicable.

This job description is not exhaustive and staff are expected to carry out any other reasonable duties as required.

Person Specification

EFL Teachers must:

- have a British Council recognised EFL teaching qualification, e.g. Cambridge CELTA or Trinity CertTESOL or equivalent
- have a University Degree
- be a native-level speaker of English

Teachers will ideally have previous experience of residential summer courses, preferably with young students.

Teachers are involved in the whole course not just the academic programme and so we need energetic, responsible and caring people who have a genuine ability to motivate and stimulate students both in and out of the classroom. Flexibility and commitment to the team and to the safety, welfare and happiness of the students is expected from all members of staff.

Valid TEFLi Qualifications

All teachers must have a British Council recognised EFL teaching qualification, e.g. Cambridge CELTA or Trinity CertTESOL or equivalent

To be recognized, certificates must:

- be externally validated by a reputable examination body (usually a university or recognised examination board) and/or accredited by a national accrediting body such as Ofqual in England
- contain at least six hours' supervised teaching practice (i.e. teaching practice where a qualified and standardised assessor observes the trainee teacher teaching real students and gives feedback on his or her performance)
- contain at least 100 hours of ELT/TEFL input.

Weekend TEFL courses and online courses, with no observed teaching practice, do not meet British Council standards.

Apply online at www.thamesvalleysummer.co.uk