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EFL TEACHER – MORNINGS

Bishop's Stortford College International Summer School



Experio English is a partnership between EngXcel and Experio Summer which will deliver quality English language tuition at all levels and in accordance with British Council standards at Bishop's Stortford College International Summer School in July and August. The BSC Summer School is open to all international students travelling individually (13-17 yrs) or as part of an accompanied group (8-17 yrs).

Successful applicants will be employed by EngXcel Ltd.

Note: this position is non-residential.

Job title	EFL Teacher
Location	Bishop's Stortford College Maze Green Road Bishop's Stortford CM23 2PQ
Reporting to	Course Director
Responsible for	N/A
Length of appointment	Fixed-term: Monday 8 July – Monday 19 August 2024, 6 weeks + 1 day Shorter contracts may be available by negotiation.
Probation period	NIL
Salary	£340 per week, plus holiday pay at 12.07% (£41.04 per week)
Hours of work	The normal hours of work for this position are from 08.30-13.00. Teaching contact hours 09.00-12.40. <i>Note: Induction Day, Monday 8 and Tuesday 9 July, 10.00-16.00.</i> However, in accordance with the Working Time Regulations, you may on occasion be asked to work such additional hours in excess of your normal hours of work as are reasonably necessary for the proper performance of your duties and to meet the needs of the Company's business.
Annual leave	The annual holiday entitlement for a full-time equivalent employee is 28 days in each holiday year which includes statutory and public holidays. Your rate of pay has been calculated to include holiday pay as accrued.
Pension eligibility	The Company offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.

EngXcel Ltd is registered in England No. 13642156
Registered office: 115 Fitzgerald Place, Cambridge, CB4 1WA

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Mission Statement & Values



MAKE
IT HAPPEN



WORK
TOGETHER



MOVE
FORWARD



BE
CARING



CELEBRATE
DIFFERENCE

EngXcel's mission is to respect equality, diversity and inclusion in helping people from the global community to learn English. We aim to provide a supportive and welcoming environment which enables all our students to develop their English language skills to the full and to explore British life and values, as well as encouraging tolerance and cultural awareness amongst all our staff, students and partners.

Ensuring comfort, safety and wellbeing in our school community is at the heart of everything we do.

Overview

We provide the English-language element of BSC International Summer School.

BSC ISS operates a six-week summer school split into three courses:

Course 1: 10 - 22 July

Course 2: 24 July – 5 August

Course 3: 7 - 19 August

Staff induction days: 8 - 9 July

We work with young learners aged 8-17 years. Following level assessments on their first morning, students are grouped into classes (max. 16 students) appropriate to their age and level of English, using the Common European Framework of Reference for Languages (A1-C2).

BSC ISS offers excellent classroom and teaching facilities with up-to-date IT and AV equipment in every room. It is our expectation that teaching staff will use this equipment to provide the best possible language-learning experience that will encourage engagement and interaction from all participants.

With an entirely new intake of students every two weeks, it is permissible to reuse course planning and material, vastly reducing the amount of preparation time required.

At the end of each two-week course, teachers will produce a short report for each of their students. This will be presented along with their attendance certificate.

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Purpose of Post

EFL Teachers report to the Course Director and are responsible for facilitating language development through a variety of approaches, for an array of English-language needs. The post-holder will continue to innovate and explore opportunities within their role for an enhanced service with the aim of providing an excellent experience for students, staff and visitors.

Key Responsibilities

• **EFL Teaching**

- Lesson preparation and planning are integral parts of the Teacher's duties. These are to be completed outside of student/teacher contact hours.
 - Preparation – plan age-appropriate lessons, activities and creative exercises in accordance with the syllabus, considering available resources and student needs and levels.
 - Demonstrate adaptability with regard to varying levels and student needs, ensuring class objectives are met.
 - Lessons must be lively and interactive, engaging all participants. Use of the available technology is essential.
 - Incorporating key British Values into the course is a must. In addition, synergy between the academic and extracurricular programme must also be considered – e.g. topic based lessons, preparing for a weekend excursion to London.
- Record keeping
 - Create and submit lesson plans and schemes of work on a weekly basis.
 - Monitor student attendance and punctuality, including keeping a daily register to be submitted at the end of each week.
 - Monitor student progress
 - Highlight any candidates who may need to change level.
 - Continually assess student levels in accordance with CEFR guidelines, submitting leaver exit reports to the Course Director by 9am each second Friday.
- Communications
 - Weekly attendance and participation at the Thursday team meeting, raising any issues/questions as appropriate.
 - Collaborate with other Teachers and Course Director to ensure syllabus is followed.
 - If any problems/concerns arise in class, report in a timely way to the Course Director who will assist in handling or referring as necessary.
 - Play an active role in first day student assessment and placement.

• **Safeguarding, Welfare and Supervision**

- Adhering to the Company's safeguarding, welfare and supervision policies and procedures.
- Ensuring students are in the right place at the right time.
- Reporting all incidents and accidents in accordance with training and Company procedures.
- Attending First Aid, Prevent & Safeguarding training as necessary.



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• **Sample Class Schedule**

Week 1	Tues	Weds	Thurs	Fri	Sat	Sun	Mon
		Testing & Lessons (09:00 – 10:40) BREAK 11:00 – 12:40)	Lessons (09:00 – 10:40) BREAK 11:00 – 12:40)	Lessons (09:00 – 10:40) BREAK 11:00 – 12:40)			Lessons (09:00 – 10:40) BREAK 11:00 – 12:40)
Week 2	Tues	Weds	Thurs	Fri	Sat	Sun	Mon
	Lessons (09:00 – 10:40) BREAK 11:00 – 12:40)	Lessons (09:00 – 10:40) BREAK 11:00 – 12:40)	Lessons (09:00 – 10:40) BREAK 11:00 – 12:40)	Lessons (09:00 – 10:40) BREAK 11:00 – 12:40)			Lessons (09:00 – 10:40) BREAK 11:00 – 12:40)

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the Company.

Any offer of employment will be subject to:

- any gaps in employment history being satisfactorily explained.
- on date of commencement, you are contractually free to join EngXcel Ltd. Also, that you are not subject to any contractual term that would be breached by you commencing work with us;
- receipt of two references in terms acceptable to the Company;
- a satisfactory enhanced Disclosure and Barring Service check;
- on or before the date you join us, your supplying us with the relevant documents proving your legal right to work in the United Kingdom;
- your undertaking and completing the Company's 'Prevent' and 'Safeguarding' training

It is a condition of employment that, on receiving their DBS check, employees of EngXcel Ltd register for and maintain a DBS Update Service subscription for the duration of their employment.



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Person Specification

	Essential	Desirable
Education/qualifications	<ul style="list-style-type: none"> • Educated to A-level. GCSE passes in Mathematics and English • CELTA, DELTA or equivalent 	<ul style="list-style-type: none"> • A degree, diploma or equivalent in a relevant subject • Appropriate, valid First Aid certificate
Experience	<ul style="list-style-type: none"> • Previous experience in a similar role and/or working with young people • Relevant in-classroom teaching experience • Experience of working within a team where there is a culture of continuous improvement 	<ul style="list-style-type: none"> • Experience of working in a child protection/safeguarding environment • Experience of working in a primary or secondary school setting • Knowledge of fire, health and safety regulations
Skills/Knowledge	<ul style="list-style-type: none"> • Excellent English-language skills • Excellent team-working skills • Well organised, methodical and thorough • Experience in multi-skilling and strong time management skills • Robust classroom management skills • Confidence in incorporating educational technology into lessons 	<ul style="list-style-type: none"> • Excellent IT skills; proficient in the use of Microsoft programmes • Experience in using interactive smart board technology in a teaching environment
Personal attributes	<ul style="list-style-type: none"> • Native speaker • Outstanding communication skills • Excellent interpersonal skills • Ability to motivate others and build rapport within the classroom and with colleagues • Flexibility to adjust to change • Attention to detail 	

Updated 14/10/2023