

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).

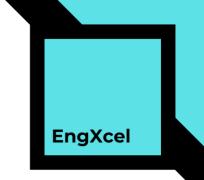
Successful applicants will be employed by EngXcel Ltd.

Note: this position is non-residential.

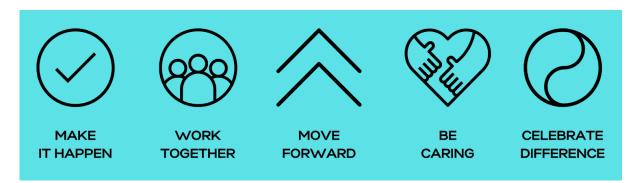
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Job title	EFL Teacher			
Location	Bishop's Stortford College			
	Maze Green Road			
	Bishop's Stortford			
	CM23 2PQ			
Reporting to	Course Director			
Responsible for	N/A			
Length of appointment	Fixed-term: Monday 8 July – Monday 19 August 2024, 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.			
	Note: Induction Day, Monday 8 and Tuesday 9 July, 10.00-16.00.			
	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





Mission Statement & Values



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.

o 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

- o 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.
- o 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	Lessons			Lessons
		Lessons	(09:00 – 10:40	(09:00 – 10:40			(09:00 – 10:40
		(09:00 – 10:40	BREAK	BREAK			BREAK
		BREAK	11:00 - 12:40)	11:00 - 12:40)			11:00 – 12:40)
		11:00 – 12:40)					
Week 2	Tues	Weds	Thurs	Fri	Sat	Sun	Mon
	Lessons	Lessons	Lessons	Lessons			Lessons
	(09:00 – 10:40	(09:00 – 10:40	(09:00 – 10:40	(09:00 – 10:40			(09:00 – 10:40
	BREAK	BREAK	BREAK	BREAK			BREAK
	11:00 - 12:40)	11:00 - 12:40)	11:00 - 12:40)	11:00 - 12:40)			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:

- o any gaps in employment history being satisfactorily explained.
- o 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;
- o receipt of two references in terms acceptable to the Company;
- o a satisfactory enhanced Disclosure and Barring Service check;
- o 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;
- o 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	 Educated to A-level. GCSE passes 	• A degree, diploma or equivalent in a
	in Mathematics and English	relevant subject
	 CELTA, DELTA or equivalent 	Appropriate, valid First Aid certificate
Experience	 Previous experience in a similar 	• Experience of working in a child
	role and/or working with young	protection/safeguarding environment
	people	• Experience of working in a primary or
	 Relevant in-classroom teaching 	secondary school setting
	experience	Knowledge of fire, health and safety
	 Experience of working within a 	regulations
	team where there is a culture of	
	continuous improvement	
Skills/Knowledge	 Excellent English-language skills 	• Excellent IT skills; proficient in the use
	 Excellent team-working skills 	of Microsoft programmes
	 Well organised, methodical and 	Experience in using interactive smart
	thorough	board technology in a teaching
	 Experience in multi-skilling and 	environment
	strong time management skills	
	 Robust classroom management 	
	skills	
	 Confidence in incorporating 	
	educational technology into	
	lessons	
Personal attributes	 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