




Job Description - EFL Teacher

About Concorde International

Concorde International has been welcoming students from all over the world for more than 40 years. The school was founded in 1972 and has always aimed to provide high quality service and academic standards. Our success is largely due to the commitment and professionalism of our staff, and it is important that we uphold these values, in the classroom and in our interaction with clients.

Our Mission Statement

<p>Our academic objective... ...to <i>break the language barrier</i> between young people from all nations and backgrounds via student-centred classes and an overall emphasis on effective communication.</p>	<p>Our social objective... ...to enable all involved to <i>make friends across the world</i> in a safe, fun and engaging environment where the English language can be utilised in fulfilling contexts.</p>	<p>Our quality objective... ...to strive for excellence in all that we do in accordance to accreditation parties and high standards within our industry.</p>
<p>Our professional objective... ...to guarantee that our staff are qualified, suitable and motivated towards the goal of providing students with the best that we can.</p>		<p>Our development objective... ...to provide those with whom we work with training and assistance in order to increase the experience and education of our clients.</p>
<p>Our welfare objective... ...to protect and care for the young people we cater for ensuring all are safe and secure and free from bullying or discrimination on any grounds.</p>	<p>Our growth objective... ...to continue to explore new opportunities within which we will provide people with the skills they need to communicate in English.</p>	<p>Our overall objective... ...to ensure that <i>studying English in England</i> with Concorde International is as fulfilling, enjoyable and beneficial an experience as possible for everyone.</p>



Person Specification

Essential Requirements

- A recognised teaching qualification such as RSA / Cambridge CELTA or Trinity Cert TESOL or equivalent (**Qualification must contain at least 100 hours of ELT/TESOL input, minimum 6 hours supervised teaching practice and must be externally validated by a reputable examination body**) or PGCE in relevant subjects, BEd, QTS or overseas equivalent.
- Eligible to live and work in the UK (we cannot assist in any way with work permits or visas)
- University degree or overseas equivalent

Desirable Requirements

How Assessed

- | | |
|---|-------------------------------|
| • Native or very near-native competency in English | Interview |
| • Knowledge of the summer school location for which you are applying | Interview |
| • Previous teaching experience with teenagers and young learners, especially with multinational classes | Application Form & References |
| • Previous experience working in a challenging summer school environment | Application Form & References |
| • Able to organise activities such as drama, arts & crafts, talent shows or sports activities | Application Form & Interview |
| • Able to work with computers | Application Form |
| • Able to speak a second language | Application Form |
| • Current first aid or RLSS lifesaving certificate | Application Form |
| • Recent DBS check (formerly CRB) | Application Form |
| • Relevant coaching and leadership qualifications | Application Form |

Teacher Knowledge

We are looking for high standards from all our teachers in the following areas which will be assessed at interview;

- Excellent knowledge of English grammar, idiomatic expressions and use of language
- Awareness and strategies for effective classroom management & discipline
- Clear and effective use of whiteboards and other teaching aids to facilitate student progress
- Ability to correctly model and drill vocabulary and structures using a variety of methods with an emphasis on achieving accurate pronunciation and intonation
- Utilising a wide variety of engaging, student-centred teaching methodology
- A good ability to focus on student errors and correct appropriately, in particular L1 interference and fossilised mistakes to ensure students benefit as much as possible
- Ability to provide clear and well-ordered instructions to language learners of all levels
- Efficient at planning and adapting lessons according to syllabus and students' needs and pace of learning
- Clear, logical and well-ordered approach to teacher administration and record keeping

Please note that applicants may be required to complete a post-interview task should any of the above requirements be deemed not to have been met or demonstrated.



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Before your teaching commences:

- Download and familiarise yourself with the Teacher Academic Handbook **before** induction.
- Download and familiarise yourself with the appropriate training videos **after** induction and revisit as often as needed.
- Teacher inductions are **mandatory** and attendance is a **contractual obligation**.

Academic Duties

- You will report to the management team in your centre, who will allocate duties to you.
- You will teach a set number of hours per week according to the academic schedule in your centre.
- Pair-teaching is central to the academic programme. It is therefore essential that you liaise and plan together throughout the course.
- Each week, you will teach from the prescribed syllabus and academic schedule available from your Academic Manager in each centre.
- All teacher administration (such as lesson plans, schemes of work, reports & student forms) will be completed to a high standard and on time.
- It is crucial that you attend all meetings for information, updates and clarification. A rota and meeting schedule will be on display in your centre.
- Attendance of the weekly Teacher Development Workshop is compulsory.
- You are expected to follow the guidelines set out in more detail in the Teacher's Handbook.

Activities

- While participating in afternoon and evening activities or excursions you will report to the Activity Managers.
- The Activity Manager / Centre Manager will inform you of the weekly rota and itinerary for the forthcoming activity programme.
- You are required to do a certain number of activities per week according to your contract.
- On excursions you are to remain with the group the entire time. You will give out maps, itineraries and any

other information that has been prepared for your group under the guidance of the appointed excursion leader.

- You will be provided with a Concorde International polo shirt which you are required to wear while participating in the activity programme and on excursions.

General

- You will familiarise yourself with, understand, and adhere to Concorde International's Child Protection Policy. This will be made available to you during your on-site induction.
- ID badges will be worn at all times.
- You will follow the advice given to you concerning Health and Safety regulations in order to safeguard students, colleagues and visitors to the site.
- You will perform your duties in a professional manner and dress appropriately for your position. You will also maintain a high standard of behaviour, setting an example of sobriety, and treating all students fairly, with due attention to propriety. It is a fundamental principle of Concorde Intl. that students learn best in a relaxed, friendly and participatory environment, and you will promote this atmosphere both inside and outside the classroom.
- Summer centres are very busy places and there may be duties to perform in addition to those detailed above. Flexibility and common sense are fundamental attributes for this position.

Duties at Residential Centres

- All staff on Teacher Plus Activities contracts can be allocated to residential duties to include meal time and break time supervision.
- Teachers provided with accommodation are reminded that the main purpose of employing residential staff is to provide security and welfare for our residential students.
- Residential staff are expected to work six units of activities and/or excursions per week, some of which will include residential duties (break and quiet time supervision, bed times and on occasion, laundry assistance). This will be included on the rota.



Pay and working hours

Remuneration

Summer School Teaching Position	Teaching Hours £13.00ph / £14.25 ph TEFLQ	Teacher Development & Planning	Activity Hours £8.25ph	Residential Duties (Hours)	Total
Teaching 20 hrs only	20	£30	0	0	£297.00 + holiday pay
TEFLQ Teaching 20 hrs only					£315.00 + holiday pay
Teaching 20 hrs + Act (Non-res)	20	£30	9	0	£364.25 + holiday pay
TEFLQ Teaching 20hrs + Act (Non-Res)					£389.25 + holiday pay
Teaching 20 hrs + Act (Res)	20	£30	9	5.5	£364.25 + holiday pay + full accommodation + meals
TEFLQ Teaching 20 hrs + Act (Res)					£389.25 + holiday pay + full accommodation + meals

Please see below [example programmes](#) - your hours and days off may differ to these depending on which centre you are working. The Centre Manager will show you the rota at the on-site induction.

Rotas are prepared according to staff availability, levels of supervision required and experience of staff.

You may be asked to go on excursions as well. Any extra hours / activities worked will be paid in addition to your weekly pay.

Teaching Only	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	Classes	Classes	Classes	Classes	Classes	Day Off	Day Off
Lunch	Please make your own arrangements for lunch - not provided by the school						
Afternoon	Workshop		Classes		Classes		
Non-Residential Teacher + Activities	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	Classes	Classes	Classes	Classes	Classes	Day Off	Day Off
Lunch duty	Please make your own arrangements for lunch - not provided by the school						
Afternoon	Workshop	Dover Castle	Classes	Arts & Crafts	Classes		
Dinner duty	Please make your own arrangements for dinner - not provided by the school						
Evening			Games Night				
Residential Teacher + Activities	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast duty		Supervision				Day Off	
Morning	Classes	Classes	Classes	Classes	Classes		Arrivals
Lunch duty		Supervision					Supervision
Afternoon	Workshop		Classes	Arts & Crafts	Classes		
Dinner duty				Supervision			
Evening				Disco			
Night duty			Supervision				



How to apply

Reports to: Centre Management Team

Locations: Ashford, Bath, Canterbury, Folkestone, Rochester and Romsey

Equal Opportunities

- Concorde International is an equal opportunities employer and does not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.
- If you are applying from outside Europe, please note that Concorde International is unable to assist in any way with work permits or visas.

How to Apply

1. Complete the application form available from our website or on request from Recruitment and return ensuring all information is provided and correct.
2. It may take up to 7 days for us to reply to your application; we will let you know whether or not we wish to arrange an interview, either in person or over the phone / Skype.
3. If the interview has a positive outcome, we will send an email offering you a job. The email will clearly indicate the job, dates and location we are offering you.
4. You should read this email and reply with your acceptance (or otherwise).
5. The offer is conditional upon our receiving satisfactory references, so once we have heard back from you and you have accepted the offer, we will contact your referees.
6. If you have a recent DBS please send us a scan or photocopy. If you do not have a DBS we will explain the procedure to you in a separate email. Overseas applicants will need to provide an official document to include a police check from your own country.
7. If your references are satisfactory we will send you a contract (which you should sign and return to us, keeping a copy for yourself), and tell you how to access the final items of documentation.
8. A few weeks before you start, we will send all the information you need about working at the summer school, including directions to the centre, information about the staff induction day and details about the centre itself.

For further information contact:

Concorde International, Arnett House, Hawks Lane, Canterbury, Kent CT1 2NU

Tel: +44 1227 451035;

recruitment@concorde-int.com;

www.englishactivitycourses.com