

Job Description

Summer School EFL Teacher

Temporary Position

EFL Teachers will normally teach 30 hours per week. In weeks where the teaching load is lighter, teachers will be required to participate in all areas of the activity programme, including onsite activities and excursions, which may necessitate evening and weekend working.

The role includes;

- Teaching up to 30 hours per week, covering when necessary
- Planning and teaching stimulating, interactive, student-centred classes based on the NCG Summer School syllabus
- Placement testing new students
- Completing registers, weekly plans and any other administrative duties as required
- Attending teachers' meetings and CPD sessions as required
- Ensuring a positive learning management in the classroom
- Assisting in morning/afternoon and evening activities, also at weekends as and when required
- Undertaking supervisory duties (eg in the dining room) and pastoral duties as required
- Undertaking any other duties to assist in the day-to-day running of the Summer School

NCG Expectations of All Staff

- To consistently ensure the welfare of the students remains paramount.
- To be fully engaged in all areas of summer school work.
- To carry out all tasks concerned with the setting up, administration and closing down of the course as advised by line management.

- To address any student, Group Leader or host site representatives issues, complaints or suggestions by ensuring that the relevant NCG staff are made aware.
- To act in a professional manner with all of NCG's agents, clients and staff.
- To assist all students, Group Leaders and NCG agents to derive the maximum benefit from the course.
- To protect the property and equipment of the campus and NCG, maintaining security and avoiding loss and/or damage in the residence.
- To read and be fully conversant with all documentation and manuals relating the role prior to the start of the period of employment.
- To carry out any other duties as may be reasonably assigned by the Centre Manager.

Working with children and young people under the age of 18, vulnerable adults, and students with special educational needs and disabilities.

All employed personnel are required to follow and adopt New College Group procedures and policies relating to children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities.

At all times, employees should reflect care and concern, and ensure that children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities are fully supported and responded to in a positive supportive manner.

All employees must demonstrate positive attitudes and commitment towards ensuring appropriate support structures, resources, facilities, or individualised learning or special educational plans are in place and fully implemented.

All employees must undertake appropriate training to ensure that they are fully versed with all relevant safeguarding procedures and policies and must demonstrate appropriate understanding of how these policies relate to their own individual work programmes, or areas of responsibility.

All employees will be required to undertake, as deemed appropriate from time to time, mandatory training with regards to safeguarding and general health and safety, and welfare of students, children and young people under the age of 18, vulnerable adults and individuals with special educational needs and disabilities.