



# Felsted

## FELSTED SCHOOL JOB DESCRIPTION EAL Teacher

### **The Role**

Accountable to: Academic Manager

Campus: Junior

Residential

The role is to plan and deliver suitable English language lessons to International Summer School students, developing their language abilities and ensuring they have a positive experience at the Summer School. To work as a team to deliver additional English projects and support the Summer School programme as a whole whilst supporting the Summer School ethos.

### **Role Responsibilities**

- Deliver a suitable and developmentally appropriate programme in conjunction with the Senior Teacher and the Academic Manager to a high standard
- Plan and deliver English language lessons to students aged 8-11 years old
- Write suitable lessons plans for each taught lesson and submit these by the set deadline
- Help students achieve their individual best
- Encourage full student participation and enjoyment as far as possible and learner independence and skill development
- Take class registers/ records as required
- Complete individual reports on students every two weeks and carry out any required administration
- Work collaboratively to conduct project classes each Sunday
- Supervise house time sessions
- Attend teacher development sessions weekly
- Complete pastoral duties as required
- Attend and supervise students while on excursions twice per week as required
- Be involved in the smooth integration of both British and international students
- Be aware of Child Protection issues and act accordingly as necessary, ensuring commitments to welfare are adhered to
- Take all necessary steps to minimise any risk and report any concerns/feedback to the line manager
- Take part in staff meetings as required
- Lead the safe transfer of students from activities, as instructed by the management team
- Assist during meal times as needed
- Carry out other ad-hoc duties as requested
- Help prepare and conclude the course setting up as required

## **Skills, Knowledge and Experience**

### **Essential:**

- Experience teaching English as a Second Language or another subject area
- Qualification within this area
- Excellent organisation skills
- Excellent communication skills
- Report writing and lesson planning skills
- Ability to relate to staff at all levels within the School, to build effective working relationships and exercise tact and diplomacy
- Ability to work both on own initiative and as part of a team
- Be flexible and adaptable to situations as they arise
- Willingness to work evenings and weekends as required

### **Desirable:**

- CELTA or Equivalent
- Previous experience of working within a similar role
- Previous experience teaching young learners
- Safeguarding training
- First aid training

### **Schedule of work**

- Induction to take place virtually on 29th June and 30th June and onsite on 1st July 2023
- Junior Summer School - 2nd July - 30th July

### **Terms of Employment**

- Salary £440 per week (dependent on skills, experience and qualifications)
- A minimum of £50 per day for the induction
- Use of sports facilities including onsite gym
- One full day off per week

**Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_