



# Felsted

## **FELSTED SCHOOL JOB DESCRIPTION Global Studies Teacher**

### **The Role**

Accountable to: Academic Manager  
Campus: Senior  
Residential

The role is to plan and deliver a suitable Global Studies programme to Summer School students to help them develop their learning 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 lessons based on a Global Studies framework to students aged 12-17 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
- Set and supervise homework/reflection sessions
- Complete individual student reports every two weeks and carry out any required administration
- Supervise weekly student lectures
- Keep student records and registers
- Attend and supervise students while on excursions twice per week as required
- 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 and with pastoral duties 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:**

- BA in related subject
- 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:**

- MA or Phd in related subject
- Previous experience of working within a similar role
- Previous experience working with young people
- 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
- Summer School - 2nd July - 13th August
- 4 and 6 week positions available (first 4 weeks)

### **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: \_\_\_\_\_