



FELSTED SCHOOL JOB DESCRIPTION

Global Studies Teacher

The Role

Accountable to: Headteacher

Campus: Senior

Residential/ Non-residential

The role is to plan and deliver suitable Global Studies lessons to British and International Summer School students, developing their cognitive skills and ensuring a positive experience at the Summer School. To collaborate to deliver reflection sessions and support the Summer School programme while supporting the Summer School ethos.

Role Responsibilities

- Deliver a suitable and developmentally appropriate programme in conjunction with the Headteacher 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 lesson plans for each taught lesson and submit these by the set deadline
- Complete individual student reports every two weeks and carry out any required administration
- Take class registers/ records as required
- Plan and deliver reflection sessions
- Supervise weekly student lectures
- Attend teacher development sessions weekly
- Assist during meal times and with pastoral duties as needed
- Take part in staff meetings and assemblies as required
- Lead the safe transfer of students, as instructed by the management team
- Lead excursions twice a week as required
- Help students achieve their individual best
- Encourage full student participation and enjoyment as far as possible and learner independence and skill development
- 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
- Help prepare and conclude the course setting up as required
- Carry out other ad-hoc duties as requested

Skills, Knowledge and Experience

Essential:

- Experience teaching a 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, 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:

- BA in a related subject
- Previous experience working in a similar role
- Previous experience working with young people
- Safeguarding training
- First aid training

Schedule of work

- Induction: 4th July - 6th July - Location TBD
- Dates: 7th July - 4th August
- 4-week position

Terms of Employment

- Salary: £670
- 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.