



## Job Description

### Senior Teacher

#### LANGUAGE IN ACTION

Originally established in 2014, Language in Action is passionate about helping our students put their language skills to good use, by giving them unique learning experiences at our schools in the UK.

We put students in situations where they actively use their knowledge and their communication skills in real-life situations, and it's rewarding to see them using language in action. With our programmes, students gain so much more than classroom learning. Our students gain life experience, and a deeper understanding of the culture of the UK.

As part of Malvern International, Language in Action is perfectly placed to offer exciting and dynamic study experiences inside and outside the classroom.

#### OUR MISSION

Our mission is to provide international students with essential academic and English language skills, cultural experiences and the support they need to thrive in their academic studies, daily life and career development.

#### OUR VALUES

**Line Manager:**

Director of Studies

**Line Manager Reports to:**

Centre Manager

**Responsible for:**

Overseeing the academic administration relating to exams/tests and assisting the DOS in all academic aspects of the centre including supporting the teaching team, administration of placement tests, timetabling classes, classing students, teaching when necessary, helping to implement the academic programme. Responsible for welfare and safeguarding of all students in classroom and any other activity if necessary.

**Purpose:**

To assist the DOS in managing the team of teachers at the centre and ensure that they produce a language learning experience that meets the expectations of the participants and clients. To be able to cover all duties in the absence of the DOS. The Senior Teacher will work closely with the DOS and the teaching staff, in conjunction with the Centre Manager, Activity Manager, Group Leaders and Activity staff to produce the best possible course for our students. Be instrumental in maintaining effective communication links between teachers and activity staff. Cover for Senior Teacher is the Director of Studies.



## General Responsibilities and Tasks

- Act in a professional and appropriate manner with all LiA/Malvern International's agents, clients, students, activity leaders, host campus staff, and other LiA staff; furthermore, not to engage in any activity which may bring LiA/Malvern International or the host campus into disrepute.
- Undergo online Safeguarding Training (Level 1) and online training for Prevent before the commencement of employment.
- Read, be fully conversant with, and act in accordance with the staff handbook, company policies, relevant Child Protection documents and all risk assessments prior to the start of the period of employment (documents supplied prior to the start of employment). Remain vigilant in all matters of student welfare and report issues or concerns to an appropriate member of staff immediately.
- Ensure that the company's health and safety guidelines are followed on and around campus.
- Ensure that teachers and students adhere to the code of conduct laid down by the company and report any incidents of misbehaviour to the appropriate member of staff.
- At all times, act in accordance with the company policies outlined in the staff handbook, maintaining an approachable, but professional and appropriate attitude towards all students, group leaders and staff.
- Attend a training day, or days, before the start of the course, and thereafter to attend any staff meetings considered necessary by the management team.
- Prepare registers, class lists, records of work, and all paperwork required by teaching staff to comply with British Council requirements.
- Be available to teaching staff during lesson times, before and after lessons.
- Carry out daily classroom rounds every morning to check student attendance and follow the appropriate procedure in the event of a missing student.
- Do a weekly stock control of book supplies and stationery, ensuring that teachers have access to all reasonable materials. Liaise with the DOS if any stock supplies are low.
- Complete all necessary exam/test administration accurately and on time, in liaison with the DOS. Students should be entered for the appropriate grade based on their level of English.
- Liaise with the DOS (and/or Academic Manager) over exam/test entries and complete all necessary administration. Ensure all students are entered at the appropriate level and all details are entered accurately. Teach and/or arrange preparation classes prior to the exam. Be available to help with student logistics on exam day.
- Prepare and update the academic element of LiA notice boards and signs around the centre to ensure students, leaders and staff are kept informed of the academic programme and that an LiA academic presence is visible on campus.
- Ensure that all academic administration is completed by all teachers in a professional and timely manner. If not, take appropriate action (usually advising the DOS is the first step).
- Be involved in any activity necessary for the smooth running of the centre and to improve students' experience.

**WHERE NECESSARY OR APPROPRIATE, ASSIST THE DOS IN THE FOLLOWING:**

- Organise placement tests for students on arrival, the marking of tests and the efficient streaming of students into classes based on test results. Please be aware that this may well involve weekend and evening working.
- Assign teachers to classes and classrooms, ensuring that teachers are teamed in such a way that every class has a different teacher for the second teaching session with a complementary level of experience.
- Assist DOS in recruiting teachers in case of need according to Academic Manager and Summer Operations Manager guidelines.
- Compile timetables and remain in clear and open communication with the teaching team during reasonable working hours.
- Assist in Group Leader welcome meetings and remain available to Group Leaders at specified and agreed times.
- Monitor teachers' timekeeping and appearance and take appropriate action when necessary.
- Give support, guidance and advice to teachers when necessary.
- Ensure that all lessons are covered by an appropriate member of the teaching staff, and if necessary, depending on staff levels and student numbers, teach or help arrange cover teaching when required.
- Maintain accurate records of the hours worked by teachers and pass this information to the Centre Manager/Academic Manager on a weekly basis so that accurate and timely payment to teachers can be made.
- Monitor student numbers and ensure that staffing levels are efficiently deployed and maintained.
- Ensure that teachers are aware of activity programmes and use any excursion preparation material available before students go on excursions.
- Assist DOS in working out a profitable timetabling for this centre maximizing the number of students in line with British Council regulations and Language in Action standards.
- Ensure that all students are presented with a correctly completed end of course report and certificate of achievement before they leave.
- Respect and implement all Safeguarding and Prevent policies and regulations for best practice. Report any concerns to the Designated Safeguarding Lead (DSL) at the centre – usually the Activity Manager/Centre Manager.
- Attend Fire drills on school premises and supervise students according to DoS guidelines.
- Take part in social activities and events and motivate all Academic team to join LiA events.

**SAFEGUARDING DUTIES**

- Work in accordance with safeguarding policy and apply it to all activities.
- Supervise students during lessons and during breaks, and anytime it's necessary.
- Check all students are present in class and report to DoS any absence, according to absence procedure.
- Ensure students are supervised by another member of staff before leaving.
- Liaise with DoS daily to report any issue with students.
- Give students time slots to ask questions or report issues related to class/level etc. and liaise with DoS.



## Person Specification

### QUALIFICATIONS

**Essential:**

- A University degree
- TEFL certification (e.g. Cambridge CELTA/Trinity Cert TESOL)
- A current Enhanced DBS check or similar according to your country
- At least 1 year's EFL teaching experience
- Good numerical skills to undertake a variety of tasks, e.g. maintaining accounts for classroom activities, producing reports
- Good literacy skills to undertake a variety of tasks, e.g. minute taking, maintaining diary(ies) producing correspondence
- Good ICT skills, e.g. production of reports, correspondence, inputting / updating information
- Operate relevant equipment / complex ICT packages (e.g. Microsoft Office, Word, Excel, Outlook, IWBs and Smartboards)
- Eligibility to work in UK

**Desirable:**

- Summer school experience
- Experience managing a team of teachers
- Proven native speaker level competency (e.g. Cambridge Proficiency Exam)
- Experience in BC inspection

### SKILLS AND EXPERIENCE

Professional attitude to teaching; excellent teaching skills; willingness to take part in the activities programme as an integral and very important part of the students' experience; energetic, motivated and personable; excellent communicator; strong awareness of cross-cultural considerations; a professional approach to problem solving; diplomacy and tact; enjoys working with children and young adults. Ability to work under pressure and in a stressful environment.

### PLEASE NOTE

Short-term language courses, by their very nature, require a degree of flexibility. The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the company has the right to update your job description, from time to time, to reflect changes in, or to your job.

You will be consulted about any proposed changes.

### ROOM AND BOARD

Full board accommodation including single room, breakfast and dinner may be offered.

**PAY AND CONDITIONS**

Weekly salary: £464.00 (gross salary).

The posts are offered on a residential full-board basis. Working hours will vary from centre to centre according to student numbers, frequency of intakes and staffing structures. Weekend/late evening work may be required. It would be to your advantage to open a British bank account otherwise the only option we have for foreign account is to pay you at the end of your working period. All the international bank fees are paid by the employees and deducted from the salary. If you have a British bank account, you will be paid every four weeks.

**HOW TO APPLY**

To apply for this position, fill up the application form you find on our [website](#) and send a CV to [recruitment.lia@malvernplc.com](mailto:recruitment.lia@malvernplc.com).

**SAFER RECRUITMENT POLICY**

Language in Action is committed to safeguarding and promoting the welfare of its students aged under 18 and expects all stakeholders and members of staff to share this commitment.

Language in Action operates a strict safer recruitment according to our safer recruitment policy and all staff will have checks made on their suitability to work with children prior to confirmation of employment.

All applicants will be required to supply an up-to-date CV (all gaps will be investigated) and the contact details of 2 suitable references (including former employers) which will be followed up prior to employment. The referees will be asked specifically about applicant's suitability to work with children.

All staff will be required to undergo an Enhanced DBS (Disclosure & Barring Service) check unless they provide details of their DBS Update Service subscription. Appropriate local police checks will be required from applicants living overseas. If applicants lived for more than 3 months in different countries within the previous 5 years, they will be required to provide a police check from each different Police country Department.

All staff will be required to provide proof of identity and all relevant qualifications (originals only) – photocopies will be taken for our records. They will also be required to sign a 'Suitability to work with Children Declaration' to state that they are not barred from working with minors.

Offers of employment are subject to two satisfactory references and a satisfactory Enhanced DBS / police check.