

Job description: Senior Teacher

Line Manager: Director of Studies

Line Manager reports to: Centre Manager

Responsible for: Overseeing the academic administration relating to Trinity College London GESE exams 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.

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.

RESPONSIBILITIES AND TASKS

- Act in a professional and appropriate manner with all LiA/Malvern Junior's agents, clients, students, activity leaders, host campus staff, and other LiA/Malvern Junior's staff; furthermore, not to engage in any activity which may bring LiA/Malvern Junior 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.

GENERAL RESPONSIBILITIES

- 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 and, for an agreed and reasonable period, 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 Trinity College GESE exam 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 Trinity College London GESE exam 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/MJ notice boards and signs around the centre to ensure students, leaders and staff are kept informed of the academic programme and that an LiA/MJ 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).

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, depending on group arrival days, 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.
- 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 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.
- 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.

PERSON SPECIFICATIONS

QUALIFICATIONS

Successful candidates will have, as a minimum:

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

Desirable:

- Summer school experience
- Knowledge of the Trinity London GESE exams
- Experience managing a team of teachers
- Proven native speaker level competency (e.g. Cambridge Proficiency Exam).

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.

PLEASE NOTE

Short-term language courses, by their very nature, require a degree of flexibility. The tasks outlined in this job description are subject to change and it is expected that all Language in Action staff will assist in any tasks deemed necessary for the successful running of the centre and for which they can be considered qualified.

PAY AND CONDITIONS

Senior Teacher will be paid **£464.00** gross per week. 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.

ROOM AND BOARD

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

HOW TO APPLY

To apply for this position, please fill in the application form on our website (website address below) and send a CV and covering letter to feliciana.ciancia@malvernplc.com or use the link on the website to send a copy:

<https://www.languageinactionltd.co.uk/work-for-us>

SAFER RECRUITMENT POLICY

Language in Action/MJ operates a strict safer recruitment policy and all staff will have checks made on their suitability to work with children.

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

All employees 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.

All employees will be expected to provide proof of identity and all relevant qualifications (originals only) – photocopies will be taken for our records. All employees will be required to sign a Children Act declaration to state that they are not barred from working with minors.