



The Abbey College
 253 Wells Road Malvern Wells
 Worcestershire WR14 4JF
 Telephone 01684 892300 Fax 01684 892757
 www.abbeycollege.co.uk
 E-Mail enquiries@abbeycollege.co.uk

EFL TEACHERS

SEPTEMBER 2009

The Abbey College is an international boarding school based in Malvern, Worcs. During the academic year (September to June) we have up to 115 students aged 13 years plus studying a variety of courses from English All Year to Pre-University. The EFL department consists of approximately eight teachers, and there are also up to twenty academic teachers (ie, science, business, etc.)

From June to September the Abbey College runs a large and successful English language summer school where student numbers increase to 300 and the EFL department to about 24 teachers.

The Abbey College is looking to recruit full time and part time EFL teachers, in essence this involves;

Academic Year (September to June)

As English is their second language, the majority of students receive English language support, whether it is to prepare them for the IELTS exam required by universities, lessons in academic writing, or general English to help them live in England. To summarise, the English courses offered are as follows;

Course Name	Objective	Main Coursebooks Used
A2 Foundation & 2 nd year A Level	These students receive seven lessons of English per week and the focus is on preparation for the IELTS exam	Objective IELTS Advanced
A1 First year A Level	These students receive seven lessons per week, the focus is on developing their academic skills (reading and writing) and preparation for the FCE exam	Objective IELTS Intermediate FCE Skills
G2 1 year IGCSE course	These students receive seven English lessons per week and the focus is on preparation for the IGCSE exam	Success International
G1S Pre-IGCSE Course	These students receive twelve English lessons per week and the focus is on improving their general English with particular emphasis on reading, writing and listening skills	FCE Gold Academic Skills Books
G1E	These students tend to be aged 13 – 14 years and are studying the equivalent of year nine. They receive twelve English lessons per week.	Going For Gold Academic Skills Books
EAY (English All Year)	These students receive twenty lessons of English per week, which is a combination of general English, academic skills and exam preparation (KET, PET or FCE). Unlike the other courses the length of the students stay can vary from two weeks, to a term or an entire academic year	Depends on the level of the students

Each course has a scheme of work for you to follow.

Full time EFL teachers would be expected to teach up to 23 hours per week during the academic year

In addition to teaching, all academic teaching staff are asked to;

- run an after school activity; this takes place on either a Monday or a Wednesday between 16.30 and 17.30
- supervise prep once a week, this takes place from 19.00 to 20.30 Monday to Friday
- work every fourth Saturday, usually accompanying students on an excursion
- be a personal tutor; up to eight students are allocated to you and you arrange meetings with them throughout the term to check their academic progress and happiness at the college
- be a staff leader in one of the college 'house' teams, meeting them once a week and helping to organise weekly competitions

Residential Positions

Some residential positions are available, full time teachers receive an en-suite room in one of the boarding houses plus all meals, a laundry service and utility bills (gas, water, electric) paid by the college. In return for this you would be asked to work two to three evenings a week, plus every other weekend.

Summer School (June to September) – Optional

Teaching Responsibilities

- Assist in testing and induction of the new students (Mondays)
- To teach as directed using the Abbey College syllabus and other appropriate materials
- To keep accurate registers, records of work and write reports for departing students
- To manage classroom behavior effectively and ensure students receive the maximum benefit from their course
- To be observed by the DOS
- To ensure classrooms are well presented with correct furnishings and displays of student work.
- To cover all pre excursion material thoroughly in classes
- To attend 8.20am meetings and 8.45am assemblies
- To play an active role in morning assemblies
- To attend developmental workshops

Lesson Planning and Report Writing

- Whenever possible and with the exception of Wednesday, teachers receive up to two hours per weekday to plan their lessons and write their reports. During this time the Senior Teacher will be available for help and inspiration. (If teachers finish their planning within this time they will be requested to help with activities)

Activity Programme Duties

- To participate fully and enthusiastically in the activity programme
- To lead, supervise or assist with an activity as required
- To assist in preparing equipment for an activity
- To keep the Activity Manager informed of any absences
- Ensure the students are safe and supervised all times during activities
- To attend activity meetings as required

Working Hours During Vacation Courses

The working day is divided into three sessions;

Session One	08.20 – 13.45 (plus wake ups if a residential member of staff)
Session Two	13.45 – 18.45
Session Three	18.45 – 23.00

All teachers work a thirteen session week. Of these thirteen sessions a minimum of five are spent teaching a group, while the others are spent helping with the activities programme, teaching private students, or on general duties ensuring the safety and well being of the students.

Personal Specification

Qualifications and Experience (Essential)

- * You will have a teaching qualification recognized by the British Council, ie, CELTA or TEFL
- * You will have a university degree
- * You will have at least two years teaching experience
- * You will have experience of academic English, IELTS and the Cambridge suite of ESOL examinations
- * Experience of the International GCSE English syllabus would be a definite advantage
- * You will have experience of working with both teenage and adult learners

Style (Essential)

- * You will demonstrate cross cultural awareness and understanding
- * Enthusiastic and committed with stamina and a positive attitude

Salary Details

Salaries are based on experience, but generally range from £15,000 to £17,000 per annum pro rata. The position also as six weeks paid holiday per year.

The above is intended as a guideline and is not exhaustive. If you have any questions please contact **Liz Harewood**, the current Head of EFL (liz@abbeycollege.co.uk)

Please sign below to indicate you have read and understood the above job description, and return one copy to the college.

Name: _____ **Signature:** _____ **Date:** _____