



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

# SHORT COURSE EFL TEACHER JOB DESCRIPTION 09<sup>th</sup> - 24<sup>th</sup> March

In essence, this role is to ensure a lively, exciting, stimulating professional and informative environment where students can learn and develop their skills and English language whilst trying new activities and sports in safe and secure surroundings.

This job description should be read in conjunction with the **Showa Short Course Pre-Interview Information** (available from [www.abbeycollege.co.uk](http://www.abbeycollege.co.uk))

## Teaching Responsibilities

- Assist in testing and induction of the new students.
- To teach as directed by the Director of Studies 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 behaviour effectively and ensure students receive the maximum benefit from their course.
- To be observed by the Director of Studies.
- To ensure classrooms are well presented with correct furnishings and displays of student work.
- To attend 8.40am meetings and 9.05 am assemblies, please note that all lesson preparation and photocopying must be done by 8.40am.

## 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.
- Ensure the students are safe and supervised all times during activities.
- To help students prepare for their farewell party.

## General Duties

- To encourage the students to speak English at every opportunity.
- To attend and help organise morning assemblies.
- To help ensure students do not breach the college rules.
- To help keep the college tidy and presentable.

---

## Personal Specification

### Qualifications and Experience

- Candidates must be Cambridge CELTA/Trinity TESOL qualified (min 6 hrs supervised teaching practice and 100 hours TEFL input)
- PGCE or QTS in associated subjects (e.g., English Language, Modern Languages) may be considered.
- Weekend/Internet/Correspondence TEFL qualifications will not be accepted.
- Applicants should hold a first degree or equivalent and must be able to speak English to native level.
- Newly qualified teachers are welcome and will be supported.
- Candidates should have experience working with teenagers.

## Style

- Applicants must be enthusiastic and hardworking.
- Applicants must be well presented.
- A willingness to work as part of a team and to be a competent communicator is vital.
- Cross cultural awareness and understanding should be demonstrated.

## Working Hours

Please refer to the course timetable. Teachers have one day off per week (Sunday) and must attend the farewell party which is held on the penultimate evening.

## Salary Details

| Basic Weekly Salary | Teaching Experience |             |              | Additional Teaching Qualifications, ie, RSA Dip (or equivalent) |
|---------------------|---------------------|-------------|--------------|---|
|                     | 1 – 2 years         | 3 - 4 years | 5 years plus |   |
| £270                | £20 - 30            | £30 - 40    | Up to £70    | £150  |

- Salaries are paid in arrears by cheque the last Friday in every month. Cheques will be made out in their name only. The employee is responsible for any costs incurred in cashing the cheque and also for any international bank transfers if applicable

## Uniform

- In the classroom teachers are asked to wear smart casual clothes. Jeans, T-shirts and low cut tops are not acceptable.
- When assisting with activities or accompanying students on excursions, official Abbey College T-shirts must be worn.
- ID badges must be worn at all times when on duty.

## Meals

- Residential staff receive three meals a day, non-residential staff receive lunch only
- The college does not provide lunch on full day excursions

## Accommodation

- Accommodation can be provided for teaching staff in the boarding houses on the college campus.

The above is intended as a guideline and is not exhaustive. If you have any questions please contact **Kera Gustafson**, the **Director of Studies** – [kera@abbeycollege.co.uk](mailto:kera@abbeycollege.co.uk)

---

**If you wish to apply for the above position, please download and complete the Abbey College application form. Incomplete forms and CVs will not be accepted.**

*“The Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all current and prospective staff to share the same ethos. The successful applicant can only begin work at the college once they have completed List 99 and CRB checks, and the college has received and verified two satisfactory references.”*

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

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_