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Pre-Interview Information Short Course EFL Teacher 2010

“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.”

For over ten years, a group of approximately 30 female pupils from SHOWA High School in Japan have attended a short language course at The Abbey College. Teaching the SHOWA Japanese group at The Abbey College is an enjoyable but demanding position. I am very keen that people know exactly what we offer and what we expect – that is the aim of this booklet.

The language course is just over two weeks, from Tuesday 9th March to Thursday 25th March. Students live with host families and attend lessons at the college as well as taking part in activities and excursions arranged by the college. (Please see timetable at the end of this booklet). The students are all teenagers and usually have Elementary to Intermediate level English. As a teacher, it could give you an excellent opportunity to develop your skills with previously untaught ages and levels.

Please read through this booklet alongside the job description and feel free to ask any questions during your interview or email me, Kera Gustafson (Director of Studies), at kera@abbeycollege.co.uk.

I look forward to talking to you soon.

What does the Abbey College expect of me?

That you follow the Guideline Syllabus

Due to the intensity of the course and the fact that teachers share classes, we have designed a guideline syllabus to help the teachers plan their lessons and to ensure there is little or no overlap.

Excursion Preparation

As part of the package, all students go on 4 half day excursions during the course and a full day excursion on Saturdays. Details about the excursion destinations can be found in the timetable at the back of this booklet. Students are also prepared for these excursions during their English lessons. Specifically designed materials are available for these classes.

Observations

You will normally be observed by the Director of Studies at least once during your contract. You will be informed of dates and times at least 48 hours in advance.

Dress Code

Although there is no strict dress code for the classroom, we do ask teachers to dress in a smart casual way and to avoid jeans, t-shirts, vest tops, flip flops and open toe sandals. Whilst participating in afternoon activities or on an excursion, all staff are to wear Abbey College t-shirts. Name badges must be worn at all times.

Administration

As with any teaching position there is an element of administration, though it has been kept to a minimum and I hope it won't take up too much of your time. We ask that you complete the following;

❖ Record of Work

This is where you complete what was actually covered in the class and is an essential guide should another teacher have to cover your lesson or wishes to know what you have covered.

- ❖ Registers
- ❖ Reports
- ❖ Student feedback questionnaires

Abbey College Guideline Syllabus

Teachers share groups; this means that a teacher can repeat lessons, which cuts down on lesson planning time. There are usually two topic lessons per day and one functional language/excursion preparation lesson. Half way through the course, teachers can swap the type of lesson they teach so that it does not become too repetitive i.e., if they have taught functional language during the first week they can teach a topic in the second week. Some afternoons, teachers will also help students to prepare for the farewell party. This party takes place on the penultimate evening; teaching staff must attend the event and all host families are also invited.

See below an example of how a teaching day could be shared between three teachers:

	Group 1	Group 2	Group 3
Lesson 1: am Approx 75 mins	Topic 1 (Teacher A)	Topic 2 (Teacher B)	Functional language and excursion prep (Teacher C)
Lesson 2: am Approx 75 mins	Topic 2 (Teacher B)	Functional language and excursion prep (Teacher C)	Topic 1 (Teacher A)
Lesson 3: am Approx 65 mins	Functional language and excursion prep (Teacher C)	Topic 1 (Teacher A)	Topic 2 (Teacher B)
Lesson 4: pm Approx 55 mins	Preparation for farewell party (Teacher A)	Preparation for farewell party (Teacher B)	Preparation for farewell party (Teacher C)
Lesson 5: pm Approx 55 mins	Preparation for farewell party (Teacher A)	Preparation for farewell party (Teacher B)	Preparation for farewell party (Teacher C)

Topic lessons

Two lessons should be skills based and arranged around the topics for that day- students should be able to discuss the topic fairly well after three days. Teachers should take care to spread the different skills over the week so that the students develop their reading, listening, speaking and writing. The main emphasis should be on communication as the focus of most language lessons in the pupils' home country is on grammar. We have indicated where resources of different levels can be found relating to the topic. However, teachers need to be sensitive to the needs of the class and not overload students with the same topic if it does not seem appropriate.

Functional language lessons and preparation for excursions

This lesson will focus on teaching students functional language that they can use during their stay in the UK. Students will be encouraged to use this language with their host families and during excursions. Teachers are free to choose how they present this language and they can use a range of course books and materials as long as the level of the material is appropriate to the class. Students also need to be prepared for their excursions and we have a variety of activities related to each destination which can be used during these lessons.

Teacher Help & Support

For all of the above, teachers are given a list of appropriate course book material, this is divided into five levels and an example is shown below;

Food, Drink & Restaurants Pre – intermediate

Reward Pre-Int & Resource Book

- Unit 15 – An Apple a Day

Inside Out Pre-Int & Resource Book

- Unit 16 - Lifestyle

Total English Pre-Int & Resource Book

- Unit 3 – Taste

New Cutting Edge Pre-Int

- Unit 4 – Special occasions

Natural English

- Unit 2 – Restaurant scene
- Unit 8 – Plan a night out
- Unit 14 - Hotels

Food, Drink & Restaurants Intermediate

Reward Int & Resource Book

- Unit 9 - Chocolate

Going for Gold

- Unit 15 – The business of Food

New Headway Int

- Unit 6 – I just love it!
- Unit 10 – Obsessions

Focus on PET

- Unit 4 – Food & drink

Objective PET

- Unit 29 – What's on the menu?

Inside Out Int & Resource Book

- Unit 12 - basics

Objective IELTS Intermediate

The Director of Studies is also available in the afternoons to help with ideas and lesson plans.

SHOWA HIGH SCHOOL – SUGGESTED TIMETABLE
9TH MARCH – 25TH MARCH 2010

Tuesday 9 th March	Arrive at College from London at 12:00 Registration, lunch, orientation, English test & host family functional language. Meet host families in the hall at 16:30
Wednesday 10 th March	09:05 – 09.15 Morning assembly with JJ 09:15 – 13:15 English Lessons 13.15 – 14.00 Lunch 14:10 – 16.45 Afternoon excursion to Malvern MINI BUS TO LEAVE THE COLLEGE AT 17.00
Thursday 11 th March	9.00 – Coach departs from the Abbey College Full Day Sight Seeing Warwick Castle and Stratford Upon Avon including Anne Hathaway's Cottage, Shakespeare's birthplace and Holy Trinity Church (students buy their own lunch) MINI BUS TO LEAVE THE COLLEGE AT 18:00
Friday 12 th March	09:05 – 09.15 Morning assembly with JJ 09:15 – 13:15 English Lessons 13.15 – 14.00 Lunch 14.00 – 16.00 English Lessons 16.00 – 17.00 Afternoon Tea with Abbey College students MINI BUS TO LEAVE THE COLLEGE AT 17:00
Saturday 13 th March	9.00 – Coach departs from the Abbey College Oxford & Cotswolds, 30 minutes in Bibury (students buy their own lunch) MINI BUS TO LEAVE THE COLLEGE AT 18:00
Sunday 14 th March	Students spend the day with their host families
Monday 15 th March	09:05 – 09.15 Morning assembly with JJ 09:15 – 13:15 English Lessons 13.15 – 14.00 Lunch 14.00 – 16.00 Activities at the college 16.00 – 17.00 Supervised activities with the college students MINI BUS TO LEAVE THE COLLEGE AT 17:00
Tuesday 16 th March	09:05 – 09.15 Morning assembly with JJ 09:15 – 13:15 English Lessons 13.15 – 14.00 Lunch 14.00 – 16.00 English Lessons 16.00 – 17.00 Japanese Culture with Abbey College students MINI BUS TO LEAVE THE COLLEGE AT 17:00
Wednesday 17 th March	09:05 – 09.15 Morning assembly with JJ 09:15 – 12:30 English Lessons 12:30 – 13.15 Lunch

	13:15 – 17.00 Hanley Castle High School MINI BUS TO LEAVE THE COLLEGE AT 17:00
Thursday 18 th March	09:05 – 09.15 Morning assembly with JJ 09:15 – 12:30 English Lessons 12:30 – 13:15 Lunch 13.30 – 18.00 Worcester Excursion (Royal Worcester Factory & Cathedral) STUDENTS WILL BE DROPPED OFF ON THE WAY BACK FROM WORCESTER COACH TO RETURN TO ABBEY COLLEGE AT APPROX 18:40
Friday 19 th March	09:05 – 09.15 Morning assembly with JJ 09:15 – 13:15 English Lessons 12:30 – 13:15 Lunch 14:00 – 16:30 English Lessons & preparation for farewell party MINI BUS TO LEAVE THE COLLEGE AT 17:00
Saturday 20 th March	9.00 – Coach departs from the Abbey College Bath (including the Roman Baths (students buy their own lunch)) MINI BUS TO LEAVE THE COLLEGE AT 18:00
Sunday 21 st March	Students spend the day with their host families
Monday 22 nd March	09:05 – 09.15 Morning assembly with JJ 09:15 – 13:15 English Lessons 12:30 – 13:15 Lunch 14:00 – 16:30 English Lessons & preparation for farewell party MINI BUS TO LEAVE THE COLLEGE AT 17:00
Tuesday 23 rd March	09:05 – 09.15 Morning assembly with JJ 09:15 – 13:15 English Lessons 12:30 – 13:15 Lunch 14:00 – 16:30 English Lessons & preparation for farewell party STUDENTS REMAIN AT THE COLLEGE, PLEASE PROVIDE A PACKED DINNER 19.00 – 21.00 Farewell Party THERE IS NO MINI BUS TRANSPORT TODAY
Wednesday 24 th March	09:05 – 09.15 Morning assembly with JJ 09:15 – 12:00 English Lessons 12:00 – 12:30 Graduation Ceremony with the Abbey College Principal 12:30 – 13:15 Lunch 13.15 – 18.00 Gloucester Excursion COACH TO RETURN TO ABBEY COLLEGE AT APPROX 17.30
Thursday 25 th March	Depart College by JTB bus at 9:15am approx

Students staying locally will leave the College for their host families at 17:00 each day, unless otherwise stated

Example timetable for Showa Group A

Date	Lesson time	Type of lesson	Suggested Lesson Content
10.03.2010	9.15-10.30	Topic 1	Food and Drink
	10.40-11.55	Topic 2	Towns and Geography
	12.10-13.15	Excursions/Functional Lang	Preparation for Malvern & Stratford trips
12.03.2010	9.15-10.30	Topic 1	Food and Drink
	10.40-11.55	Topic 2	Towns and Geography
	12.10-13.15	Excursions/Functional Lang	Social Occasions & Small talk. Stratford postcards.
	14.00- 14.55	Topic 1	Food and Drink
	15.05- 16.00	Excursions/Functional Lang	Giving/Asking for information. Preparation for Oxford & Cotswolds trip
15.03.2010	9.15-10.30	Topic 3	Sports & Hobbies
	10.40-11.55	Topic 4	Shopping
	12.10-13.15	Excursions/Functional Lang	Giving compliments, Showing gratitude. Oxford poster.
16.03.2010	9.15-10.30	Topic 3	Sports & Hobbies
	10.40-11.55	Topic 4	Shopping
	12.10-13.15	Excursions/Functional Lang	Requests, offers & suggestions. Feedback: free day with host families.
	14.00- 14.55	Topic 3	Sports & Hobbies
	15.05- 16.00	Excursions/Functional Lang	Apologising, expressing regret, etiquette. Oxford poster.
17.03.2010	9.15- 10.10	Topic 5	Clothes & Fashion
	10.20-11.20	Topic 6	Education
	12.10-13.15	Excursions/Functional Lang	Colloquial language- new words. Preparation for Hanley Castle High School trip.
18.03.2010	9.15-10.15	Topic 5	Clothes & Fashion
	10.25-11.15	Topic 6	Education
	11.25- 12.30	Excursions/Functional Lang	Preparation for Worcester trip. Ideas for farewell party.
19.03.2010	9.15-10.15	Topic 5	Clothes & Fashion
	10.25-11.15	Topic 6	Education
	11.25- 12.30	Excursions/Functional Lang	Preparation for Bath trip. Giving opinions- opinions about Worcester.
	14.00- 14.55	English lessons & Preparations for party	English lessons & Preparations for party
	15.05- 16.00	English lessons & Preparations for party	English lessons & Preparations for party
22.03.2010	9.15-10.30	Topic 7	People: Character & Appearance.
	10.40-11.55	Topic 8	TV, Films & the internet
	12.10-13.15	Excursions/Functional Lang	Giving presentations: Bath
	14.00- 14.55	English lessons & Preparations for party	English lessons & Preparations for party
	15.05- 16.00	English lessons & Preparations for party	English lessons & Preparations for party
23.03.2010	9.15-10.30	Topic 7	People: Character & Appearance.
	10.40-11.55	Topic 8	TV, Films & the internet
	12.10-13.15	Excursions/Functional Lang	Giving presentations: Bath
	14.00- 14.55	English lessons & Preparations for party	English lessons & Preparations for party
	15.05- 16.00	English lessons & Preparations for party	English lessons & Preparations for party
24.03.2010	9.15-10.00	Topic lesson	Reviews & Revision
	10.10-10.55	Topic lesson	Reviews & Revision
	11.05-11.55	Excursions/Functional Lang	Reviews & Revision. Preparation for Gloucester trip.
	12.00-12.30	Graduation	Graduation Ceremony with The Abbey College Principal