



ABBHEY COLLEGE SUMMER SCHOOL 2010

EFL TEACHER JOB DESCRIPTION

The Abbey College
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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.

The following is a guide to your duties;

Teaching Responsibilities

- Assist in testing and induction of the new students (Mondays)
- 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 behavior effectively and ensure students receive the maximum benefit from their course
- To attend meetings as requested by the Director of Studies or management team
- To be observed by the ADOS/Director of Studies
- To ensure classrooms are well presented with correct furnishings and displays of student work.
- To cover all pre excursion material thoroughly in classes as directed by the Director of Studies
- To attend 8.20am meetings and 8.45am assemblies, please note that all lesson preparation and photocopying must be done by 8.20am.
- To play an active role in morning assemblies
- To attend developmental workshops held by the ADOS/Director of Studies

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 Director of Studies 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

General Duties

- To encourage the students to speak English at every opportunity
- To attend and help organize morning assemblies, including the emptying of boarding houses
- To assist with meal time supervision as requested
- To help ensure students do not breach the college rules
- To help keep the college tidy and presentable
- To assist with wake ups and bed checks as necessary (residential staff)
- To monitor young children outside of class times if required

Working Hours

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. Teachers are required to work one evening per week and receive one full day off per week.

Salary Details

Basic Weekly Salary	Teaching Experience			Additional Teaching Qualifications, ie, RSA Dip (or equivalent)	Valid First Aid Qualification
	1 – 2 years	3 - 4 years	5 years plus		
£280	£20 - 30	£30 - 40	Up to £70	£150	£15

- Staff receive unused holiday pay in lieu at the end of their contract, usually included in the final payment of the summer
- 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
- Loyalty payments for returning staff are also available

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

- Full time residential staff receive three meals a day, non-residential staff receive lunch only
- The college does not provide lunch on full day excursions
- Unless on duty, staff meals are eaten in a separate room from the students, lunch is a cold buffet, dinner a hot meal served in the dining room once the students have finished

The above is intended as a guideline and is not exhaustive. If you have any questions please discuss these with your line manager, the **Director of Studies**

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

Name: _____

Signature: _____

Date: _____