

## International House London – Young Learners Job Description 2019

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager and/or Young Learners Management.

<b>POST TITLE</b>	Young Learner EFL Teacher
<b>LOCATIONS</b>	<ul style="list-style-type: none"> <li>• International House Oxford, St Edward’s School, Woodstock Road, OX2 7NN</li> <li>• International House Ellesmere, Ellesmere College, Shropshire, SY12 9AB</li> <li>• International House Moulton, Moulton College, Northamptonshire NN3 7RR</li> <li>• International House Newbattle, Newbattle Abbey College, Newbattle Road, Dalkeith, Midlothian, EH22 3LL</li> </ul>
<b>DATES</b>	<p>Oxford: from 8th July to 15th August          Ellesmere: from 8th July to 15th August          Moulton College: from 1st July to 15th August          Newbattle: from 28th June to 12th August</p>
<b>SALARY</b>	<p>£400 per week (plus 12.07% holiday pay)</p> <p>Plus £80 for attending a 2 day induction programme</p>
<b>CONTRACT</b>	<p>From 2 to 6 weeks depending on locations</p> <p><b>Hours of Work:</b> You are required to work such hours as are reasonably required to carry out your role effectively. Your normal hours of work are 48 per week over a six day week. This position involves working on weekends and other unsocial hours. You may be required to work in excess of 48 hours per week and therefore will be required to opt-out of the European Working Time Regulations.</p>
<b>REPORTING TO</b>	Director of Studies



<b>PURPOSE OF JOB</b>	To deliver engaging and dynamic English lessons and ensure the effective provision of EFL classes to international Young Learner students aged between 8 – 17 years old. To fully participate in the social aspects of the programme including activities and excursions as required.
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### **Job Description –Young Learner EFL Teacher**

The role of Young Learner EFL Teacher is one of high responsibility directly concerned with the education and welfare of our Young Learner students. As an EFL Teacher you are responsible for delivering engaging, interesting and involving lessons which benefit learners both inside and outside the classroom.

The ideal Teacher will be energetic, outgoing with a high level of responsibility and authority with a positive ‘can-do’ approach to work. As an EFL Teacher you should be able to demonstrate willingness, flexibility and adaptability to changing priorities.

The role of EFL Teacher is not restricted to the classroom and at International House we expect all of our staff to fully engage in all aspects of the programme to ensure the maximum enjoyment and safety of students whilst participating in our Young Learner course.

### **Main Responsibilities and Tasks:**

#### **Training, Health and Safety and Safeguarding**

- To attend an induction period prior to the opening of the centre and to have read and be fully conversant with the staff manuals, policies and procedures attached to this role. (If your contract starts later than the above dates you will be expected to complete your induction online).
- Take part in all Health and Safety related training.
- Take part in all Safeguarding and PREVENT training.

#### **Academic Responsibilities**

- Prepare and deliver dynamic and communicative lessons across a range of levels to multinational classes comprising of students aged 8-17 years olds for a minimum of 15 hours to the standards set out in the Teachers Manual and following the International House Young Learner syllabus.
- To follow, adapt and supplement the prescribed project lessons and develop strategies to ensure successful academic outcomes.
- To actively link the academic programme with the leisure programme through meaningful activities in the classroom.
- To ensure students receive constructive and positive feedback on any completed work.
- To assist in the placement testing and classroom allocations of all students.
- Undertake essential administrative tasks such as keeping up to date records of work, classroom registers, lessons plans etc. as directed by the Director of Studies in accordance with British Council requirements.
- To teach English Plus lessons (additional 6 hours per week) as directed and required by the Director of Studies.

- To write individual, (personalised) constructive and positive student reports.
- To submit to periodic classroom inspections by management and/or the British Council.
- To develop academic materials and resources as required.
- To attend professional development sessions during your term of employment.

### **Leisure Responsibilities**

- To actively participate in excursions and activity sessions both on and off site as required by the Activity Manager.
- To actively encourage students to take part in the leisure programme.
- To accompany, lead and supervise students on excursions to a variety of locations.
- To organise, lead and supervise engaging and safe activities for the students.
- To ensure that all aspects of the leisure programme run smoothly and safely.
- To report any issues to the Activity Manager or Centre Manager.

### **Pastoral and Transfers Responsibilities**

- Assist with pastoral duties as requested by the Centre Manager.
- Carry out duties associated with the transfer of students on arrival and departure days as required by the Centre Manager.

### **International House London Expectations of All Staff**

- To consistently ensure the welfare of our students remains paramount.
- To be fully engaged in the nature of the Young Learner programme.
- To actively discourage students from engaging in improper behaviour, including sexual liaisons, bullying, rowdiness or any other activity which could be of harm to other students or bring IH or our host providers into disrepute.
- To ensure proper discipline is maintained throughout the programme.
- To act in a professional manner with all IH London agents, clients, and staff and not to engage in any activity which may bring IH London or the host provider into disrepute.
- To assist all students, Group Leaders and agents to derive the maximum benefit from the course.
- To respect the property and equipment of IH London and the host provider maintaining security and avoiding loss and /or damages in the student accommodation.
- To dress in a manner commensurate with the demands of the position: smart casual for teaching, IH London uniform for activities and excursions. Any uniform supplied by IH London is to be returned at the end of employment.
- To read and be fully conversant with all documentation and manuals relating to the role and all pertinent British Council requirements prior to the start of employment.
- To carry out any duties as may be reasonably assigned by the Head of Young Learners.

### **Person Specification**

	Essential	Desirable
Education	<ul style="list-style-type: none"> <li>• Educated to degree level or NQF Level 6 or equivalent.</li> <li>• Current Cambridge</li> </ul>	<ul style="list-style-type: none"> <li>• Trinity or Cambridge DELTA</li> <li>• PGCE (English or Modern Languages)</li> </ul>



	<p>CELTA/ Trinity TESOL certificate, PGCE or equivalent.</p> <ul style="list-style-type: none"> <li>• Native English Speaker or native English level speaker.</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Experience with and a responsible approach to working with Young Learners.</li> </ul>	<ul style="list-style-type: none"> <li>• Residential Experience</li> <li>• Similar summer programme experience</li> <li>• Working with mixed nationality students</li> </ul>
Personal Skills	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills with a client focused approach.</li> <li>• Ability to work flexibly and as part of a team.</li> <li>• Ability to work under pressure and to deadlines.</li> <li>• Excellent time management and organisational skills.</li> <li>• Computer literate (focus on Microsoft Excel, PowerPoint and Word).</li> <li>• Dynamic 'can do' approach to work.</li> <li>• Strategies for effective classroom management of Young Learners.</li> <li>• Ability to develop and adapt materials to suit the needs of the students.</li> <li>• Commitment to student centred learning.</li> <li>• Willingness to use a variety of teaching strategies to engage all students.</li> <li>• Confidence to take initiative and work autonomously.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to speak other languages</li> <li>• Interest in sports/social activities</li> </ul>
Special Requirements	Satisfactory DBS check	<ul style="list-style-type: none"> <li>• First Aid qualified</li> <li>• Child protection training</li> </ul>



**International House is committed to the safeguarding and promoting the welfare of all Young Learners participating in our course. Please note that if you are successful at the interview stage all offers are subject to two references, a Disclosure and Barring Service Check and Police Check (if living abroad) that are considered satisfactory to IH London.**

Job Description correct as of November 2018