

Job Description

Job Title:	English Language Teacher
Contract:	Fixed Term, Seasonal
Hours:	See detailed breakdown on page 3-4 of this document
Salary:	See detailed breakdown on page 3-4 of this document
Department / Section:	St Edmund's College Summer School
Reporting to:	Academic Manager
Line management responsibility for:	None

Summary of the Post:

English Language Teachers will work closely with the Academic Manager, Assistant Academic Manager and Academic Team Leaders to ensure delivery of an outstanding academic programme in which EFL Teachers deliver their lessons in an engaging, motivational and inspirational way in order to ensure students' progress in English and have a positive student experience.

Duties of the Post:

The main duties of the post will include:

1. To prioritise the safeguarding, welfare and health and safety of students above all other duties and be familiar with statutory safeguarding and child protection requirements, as well as relevant summer school policy.
2. Plan and teach 12 hours of English Language classes according to School's Content- and Task- based approaches
3. Base teaching themes on excursions, ensure children are engaged on excursions
4. Attend in and contribute to weekly planning meetings
5. Assist in Assessment and Placement procedures as directed
6. Write End-of-Course Reports
7. Lead class on excursions, ensure children's safety and well-being
8. Conduct 'class talk time' pastoral sessions
9. Hold weekly end-of-week tests
10. Submit weekly Schemes of Work to Team Leader, revising as required
11. Perform break and lunch duties as required
12. Maintain all required records in the Masterfile
13. Attend INSET training
14. Follow all child welfare and protection protocols and procedures
15. Any other duties consistent with the post

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.

Performance of the above duties is assessed during the summer school's operation and the Performance Development Review process.

Person Specification:

	Essential	Desirable	Method of Assessment
Qualifications (Candidate holds...)	<ul style="list-style-type: none"> Bachelors degree in any field CELTA or equivalent or QTS Primary/Secondary English or Modern & Foreign Languages For non-native speakers, recognised certificate demonstrating C2 level of English Language Proficiency 	<ul style="list-style-type: none"> DELTA or equivalent or Masters degree in relevant discipline Emergency First Aid at Work certificate Fire Marshall Training certificate Level 1 Child Protection training 	These determine eligibility for selection to interview. Confirmed by production of applicant's certificates and discussion at interview.
Experience (Candidate has...)	<ul style="list-style-type: none"> 2+ years' experience in English Language Teaching Experience teaching multilingual groups Experience teaching without a fixed syllabus Experience integrating British cultural and geographical content into lessons 	<ul style="list-style-type: none"> 5+ years' experience in English Language Teaching Any experience teaching Cambridge, Trinity, IELTS and LanguageCert exams Any experience in a residential work environment Experience leading classes on excursions Experience teaching literature 	These determine eligibility for selection to interview. Confirmed by contents of application form, discussion at interview and professional references.
Skills (Candidate is able to...)	<ul style="list-style-type: none"> Plan own lessons and submit weekly Schemes of Work Teach according to task- and content-based approaches Use error correction in class Develop their own teaching materials Correctly identify students' CEFR levels Encourage and enforce student discipline Create and administer tests Work as part of a team Ability to communicate effectively with students and staff A confident IT user, with proficiency in the use of Microsoft Office. 	<ul style="list-style-type: none"> Innovate pedagogically Teach classes which promote personal as well as linguistic development Integrate creative and artistic expression into their teaching Inspire other team members 	Confirmed by contents of application form, discussion at interview and professional references. These are also appraised during the summer school's operation.
Qualities (Candidate is...)	<ul style="list-style-type: none"> Motivation to work with children and young people. Professional, Consistent & Reliable Organised Able to work independently Personable Pragmatic Enthusiastic 	<ul style="list-style-type: none"> Innovative Self-confident Inspirational 	Confirmed by contents of application form, discussion at interview and professional references. These are also appraised during the summer school's operation.

Safeguarding:

The St Edmund's College Summer School complies with the DCSF Guidance 'Safeguarding Children and Safer Recruitment in Education' and is committed to safeguarding and promoting the welfare of children and young people.

The job holder is expected to share this commitment and comply with all associated internal policies and procedures.

Dates & Hours:

Friday 4th July – Sunday 17th August 2025

A typical week contains the following hours:

Class teaching	12 hours
Planning / Preparation	12 hours
Off-site excursion	10 hours
On-duty activities	4 hours

The contract includes two days induction and preparation at the start of the summer school (4th – 6th July 2025). This will be paid for pro rata of your weekly rate

There are no overnight duties included in this role however short meal duties may be preformed. The inductions, meetings, briefings, and duties are paid and included in the salary, which also includes all marking and preparation time.

Salary and Benefits:

We have five academic pay scales depending on your qualifications and experience. All teaching staff must have a Bachelors Degree. Staff will also receive board and lodgings if required for no charge.

Pay Scale	Qualifications	Professional Profile	Weekly Salary
1	CELTA	Teacher with a CELTA or trinity CertTESOL certificate.	£650
2	DELTA or QTS	Teacher with a DELTA or Trinity DipTESOL, or teacher with Qualified Teacher Status.	£675
3	QTS + CELTA	Teacher with both Qualified Teacher Status and CELTA or Trinity CertTESOL.	£700

4	QTS + DELTA	Teacher with both Qualified Teacher Status and DELTA or Trinity DipTESOL.	£725
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Supplementary Information:

Here are a few documents, and sources of information, that you might find useful when you consider applying to work with us:

- www.stedmundscollege.com – our summer school website.
- [All About St Edmund's](#) - this handbook gives a flavour of the St Edmund's College Summer School, and the great opportunities and benefits on offer to colleagues who choose to work with us.
- [Our Hiring Process](#) - this guide breaks our recruitment process down into a tangible map for you to follow as you apply to work with us.

Reviewed By:	Nick Harding (Summer School Director)
Review Date:	January 2025