

Job Description: EFL Teacher for 8-17 Year Olds

Background

The desire to create an environment that would stimulate and inspire their students was the motivation behind the daring decision by Mario Rinvoluceri and James Dixey to open Pilgrims in 1974. Concerned by the fact that teachers in traditional schools focused more on the course books and method, they identified that a more immediate result could be achieved by putting the learner at the heart of the learning process.

From the very beginning, our ethos has been:

Pilgrims does not teach a language but teaches people

The staff –

Course Director – is responsible for the day to day running and overall success of the course.

Assistant Director – oversees the implementation of the afternoon programme, evening activities and excursions.

EFL Teacher – provides English language lessons, while also assisting with the remaining aspects of the course.

Programme Staff – prepares and supervises sessions during the afternoon programme, prepares and runs the evening activities and provides support and supervision on trips.

As a member of the staff, you will have a number of core responsibilities. First and foremost, all staff on the course will be seen as teachers of English. Below is a list of general job details applicable to all members of staff and core functions for your specific role. Other roles include: Sports Teacher, Pastoral Carer and Administrative Assistant. At certain times you may be asked to fill in for others and the Course Director will endeavour to assign cover according to your strengths, but all staff should be ready to take on whatever task is assigned to them. You will be based primarily at one of our three centres of operation (Bradfield College, Harrow School or Kent College), but your Course Director or the Senior Management may ask you to provide support at another centre during your period of employment; ultimately, we all work for Pilgrims.

An EFL Teacher will report directly to the Assistant Director or Course Director for any student or course-related issues, while for any EFL queries your line manager is the Academic Manager.

Core functions

- To plan and execute an interesting and challenging two or three-week English programme for the groups you are allocated, within the guidelines provided.
- To make a positive and enthusiastic contribution to the afternoon, evening, weekend and excursion programme.

- Actively participate as a part of the team that ensures that the principles and objectives of the Learning Model and the Integrated Day are met.

Job Details

1. Ensure that all students speak and learn English at all times in line with the Learning Model and Integrated Day.
2. Take part in the briefing, training and set up meetings held prior to the commencement of the course [the Induction], and assist in setting up, clearing up and packing up the centre.
3. Collect and return the students to the airport at the beginning and end of their course.
4. Assist in the planning and execution of placement testing and grouping of all students on the course.
5. Produce a motivating, exciting and challenging course for your group appropriate to their needs.
6. Exploit the English environment, multilingual and multicultural mix of students and utilise materials not known to student.
7. Liaise in detail with the other teacher/s of your group/s to provide a coherent course for the students.
8. Provide the Academic Manager with an outline plan of your two or three-week course before the end of the first week of the course.
9. Prepare any materials and photocopies required to a professional and high standard in line with CLA guidelines and ensure all sources are acknowledged.
10. Lead, encourage and teach groups of students for afternoon options, evening and weekend activities as timetabled.
11. Report a lack of attendance at class to Assistant Director or the Course Director immediately. Ensure both your own punctuality, and that of the students in your class.
12. Feed back to the Assistant Director, Course Director and other members of staff, as appropriate, any information which will:
 - i) help in the management of the course,
 - ii) extend their understanding of individual students.
13. Attend regular department and course meetings.
14. Produce a typed report and a group certificate for each of your students as and when requested by the Course Director.
15. Show a genuine interest in the students' needs in all areas of the course.
16. Foster a warm, caring, responsible and professional standard of interaction with the students.
17. Conscientiously carry out a significant number of residential and pastoral duties which could include meal time, bed time and break time supervision, telephone cover, security and boarding house supervision. You may also be required to drive Pilgrims' transport.

18. In the event of any accident or injury to a student or member of staff, report it immediately and complete an accident form within 24 hours.
19. Ensure that all Health and Safety procedures and guidelines are adhered to as set out for the activity you are supervising, leading or participating in.
20. Ensure that all Welfare and Safeguarding policies are implemented and adhered to at all times.
21. Ensure the careful use of loaned materials and equipment. In the event of damage to equipment or facilities complete a damage report form within 24 hours.
22. Ensure that contact with agents, parents and all visitors is conducted in a professional and responsible manner.
23. Support the Course Director in maintaining good relations with the host centre.
24. Anything else the Course Director may ask you to do to ensure the smooth running of the course.
25. Complete a staff questionnaire, course record at the end of the course.

Qualifications

Essential:

1. A valid DBS Certificate
2. Experience of working with children and/or teenagers
3. CELTA/TEFLI status or PGCE/QTS

Desirable:

1. Relevant undergraduate experience
2. Experience of working on a residential course
3. First Aid or Lifeguard certificate

Internal Relations

All staff and students on the course.
Other summer course staff as appropriate.
All Pilgrims staff at Binsey Lane, Oxford.

External Relations

Host centre staff in particular maintenance and ground staff.
Resident couriers, visiting agents, parents etc.

In the event of a dispute which cannot be solved at the level of the Course Director, or that directly involves the Course Director, your final point of recourse is The Principal: Dina Gordon.

Please see the accompanying documentation for a detailed description of our Safeguarding Policies, the Recruitment Process and our Health and Safety policy.

Should you be successful in your application, you will be provided with all necessary materials to allow you to prepare for the course from both a professional and personal point of view.