

Earlscliffe Teacher (RESIDENTIAL)

JOB DESCRIPTION

ABOUT SUMMER BOARDING COURSES

Founded in 2008, Summer Boarding Courses have united students from around the world through education. Delivering award-winning, future-focused courses that strike the perfect balance between academic and social enrichment.

Our courses unlock potential and ignite a spark for long-term success.

Our residential summer courses take place at some of the UK's top boarding schools and university college campuses, including Eton College, Oxford University Colleges and Headington School. We carefully select our campuses to ensure that they provide the perfect environment for our students to live and study.

Over 15,800 students from 152 nationalities have been welcomed to study with us to date.

Whether it's preparing for future studies, developing 21st-century skills or building confidence, the knowledge gained on an SBC course allows students to go forward and apply what they have learnt to other areas of their education and beyond; giving them the necessary skills to achieve their future goals.

The EL Gazette publishes a league table based on British Council inspections, and SBC have been ranked Number 1 from 2018 to 2023. We are very proud of this achievement and will continue to grow and develop our courses to offer students extraordinary experiences.

SBC is the only multi-campus summer school provider in the UK to have achieved a perfect 15/15 areas of strength by the British Council. A true hallmark of educational quality.

ABOUT EARLSCLIFFE

Since 2002, Earlscliffe has been running courses for young people from all over the world to come together to learn English in England and gain a better understanding of each other's cultures. We offer a choice of stimulating courses for teenagers from June until mid-August, as well as our traditional Easter course for 8 to 17 year-olds each spring.

Our courses at Earlscliffe strike the right balance between serious study, fun activities and 'added value'. We focus on delivering high-quality programmes in only one school where we have full control of all aspects of the course. Basing our curriculum on the 21st century learning skills of collaboration, critical thinking, communication and creativity, our students are motivated and stimulated not only by the course content but its relevance to their generation's aims and concerns.

Ways we support our Teachers:

- Fully paid DBS check
- Extensive, paid, on-site training prior to student arrival
- All meals and accommodation included
- CPD and Appraisals
- Staff Wellbeing Initiative
- Access to Employee Assist Programme (EAP)
- Continual support for all staff from the Head Office Team, both on the ground and via phone/email
- Online safeguarding and prevent training
- Professional, fun and supportive environment

Additional Role Specific Support

- Allocated planning and preparation sessions
- CPD sessions and workshops with Director of Studies
- Observations with feedback and Action Points

THE ROLE

Excellent teachers are at the heart of what we do, delivering high-quality, inclusive lessons in a multicultural setting. They are instrumental in helping students become more confident English speakers, equipped with 21st-century communication skills. Teachers promote a culture of respect and understanding and they encourage our students to love learning through fun and engaging lessons. At SBC, teachers play a huge role in enriching our students' experience, making their time with us truly unforgettable.

Responsible To: The Director of Studies

Main Duties:

General Responsibilities:

- Prioritise the safeguarding and well-being of students in your care.
- Follow all Health and Safety guidelines and risk assessments.
- Demonstrate flexibility, as is often required in residential roles.
- Help ensure that the students do not breach the rules of the school
- Interact with students in a manner that's both friendly and professional.
- Assist at any time, whether on duty or not, in an emergency situation
- Share reflections about your experiences over the summer.
- Offer support during meal and break times, and assist with student sign-ins when needed.
- Help with student airport transfers, ensuring smooth arrivals and departures.
- Teaching Duties:
- Acquaint yourself with the SBC syllabus, materials, and resources during the induction period.
- Deliver lessons using the SBC syllabus and suitable materials.
- Cultivate a student-centred learning environment that promotes 21st-century skills.
- Set assignments as guided by the SBC syllabus.
- Cater to individual needs, ensuring students reap the full benefits of their course.
- Regularly review students' work, mark assignments thoughtfully, and provide constructive feedback.
- Handle administrative tasks like maintaining class lists, recording work, registering students, and preparing certificates and reports.
- Ensure a positive classroom atmosphere and encourage all students to participate.
- Attend morning meetings with the Director of Studies and other sessions as requested by summer school management.
- Join CPD (Continued Professional Development) workshops.
- Plan for lesson observations, reflect upon them, and attend feedback sessions with the Director of Studies to discuss potential areas of improvement.

Safeguarding Responsibilities

- Be committed to the safeguarding and welfare of students in your care
- Attend on-site safeguarding training during induction week
- Carry out SBC's safeguarding policy and ensuring others do the same.
- Develop positive relationships with students, earning their trust whilst maintaining proper professional boundaries,
 - E.g. Not sharing personal information such as contact details or social media with students.
- Listen to students and being vigilant regarding the potential indicators of abuse.
- Report any potential concerns to the school's Designated Safeguarding Officer

General Duties:

The welfare of students is paramount to us and every member of the team is expected to assist in maintaining the welfare and order at the site, including in the accommodation.

- Help with student transfers for any arrivals and departures if needed. This can include at airports, train stations and in taxis
- Take a part in running and supporting the activities programme
- Actively supervise and interact with students during meal and break times
- Empower students to successfully engage in the programme while helping develop independence, confidence and social skills
- As with all residential work, be able to show a large degree of flexibility
- Help ensure that the students do not breach the rules of the school
- Engage with the students at all times, in a friendly but professional manner
- Assist at any time, whether on duty or not, with an emergency situation
- Provide feedback on your experiences during & also at the end of summer

EXPERIENCE REQUIRED

Essential

- A completed undergraduate degree in any subject.
- CELTA, Trinity Certificate, or PGCE in English, Modern Foreign Languages, or Primary.
- Experience teaching EFL in an international environment.

Desirable

- Experience of residential international summer schools.
- Experience of the UK boarding environment.
- Experience working within the education sector.
- Experience working with young people.

HOURS OF WORK

A normal working week for Teachers will consist of up to 48.75 hours per week over six working days.

All teachers work a 13-session week, with a session being either a morning, afternoon or evening. These 13 sessions are made up of 10 teaching sessions (5 mornings and 5 afternoons) and 1 academic session (for lesson planning, report writing, CPD workshops).

There are 2 further sessions which take place on a non-teaching day. These sessions fall on arrivals or departure days. Responsibilities may include: airport transfers, helping on check-in desks at the school, giving site tours, supporting house parents and activity staff on-site with student supervision.

All staff will receive one full day off per week.

CONTRACT INFORMATION

Our courses run from the end of June to the middle of August. Please see our website [here](#) for the exact dates and more information.

Remuneration: Paid weekly, one week in arrears. The weekly rate received for EFL Teachers is £625 **PLUS** any accrued holiday to be paid at the end of contract)* Food and accommodation are included for all residential SBC staff.

** Please note that given the short-term nature of these contracts at SBC and the duty of care we have to our students, holiday will only be authorised in exceptional circumstances and must be requested at least one month prior to taking leave. At the end of your contract, you will receive a payment for any holiday you are owed. If you take any holiday during your contract, then this will be deducted from your holiday allowance.*

LOCATIONS:

The role of Earlscliffe teacher will be based at Earlscliffe School

SBC PERSON SPECIFICATION

All members of staff employed by SBC will be expected to bring certain key qualities to the operation. There must be a professional interest in working with young people and particularly international children. Safety and welfare of the students is of paramount importance at SBC and a practical enforcing of this belief should be a quality exhibited by all staff.

We look for staff who are:

- Approachable & empathic to the needs of students
- Enthusiastic & engaging
- Diplomatic, responsible & motivated
- Flexible within the summer school environment

We expect all SBC staff to be able to communicate effectively with our students, using an appropriate level of language to suit the group. SBC staff must demonstrate patience, empathy and an emotional awareness towards students both individually and in within a group setting. We expect all staff to take control of students and to manage discipline and behavioural issues in a firm, positive and constructive manner.

TO APPLY

Please apply online at: <https://summerboardingcourses.com/work-for-us/>

We want to make sure we do all we can to set candidates up for success in this process. If you require any adjustments to help you at interview and/or you have any questions at all, please contact us at: recruitment@summerboardingcourses.co.uk

Please note, as this post involves direct contact with vulnerable children, it is exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account.

SHOULD YOU BE SUCCESSFUL

- Any gaps in your CV will be enquired about and must be explained satisfactorily
- You will have to prove your Right to Work in the UK
- You will provide the details of two recent and relevant referees who we will contact and specifically ask about your suitability to work with children and any concerns.
- You will be required to undergo a Disclosure and Barring Service check (DBS), and equivalent if you live, or have lived, outside of the UK
- You will be asked to state that you have no known reason why you cannot work with children
- Official identification and certificates will be required for our records

Please be aware that SBC may conduct online searches for shortlisted candidates as part of our legal duty to meet out safeguarding duties.

SBC SAFEGUARDING STATEMENT

Summer Boarding Courses is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Safeguarding and Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.

SBC EQUALITY, DIVERSITY & INCLUSIVITY STATEMENT

We operate a policy of equal opportunities and welcome applications from candidates irrespective of sex, marital status, race, colour, nationality, ethnic origin or disability.