

Post description for: Teacher of English as a Foreign Language to juniors

Responsible to: Academic Manager & Academic Supervisor

Background

Part of Fettes College, Fettes Centre for Language and Culture (FCLC Edinburgh) offers overseas students the opportunity to combine a programme of English language tuition and cultural activities with the experience of living and studying at one of the country's finest independent schools. FCLC uses the entirety of the Fettes College campus including its historic main building and extensive grounds located close to the centre of Edinburgh.

FCLC runs for six weeks during July and August and provides an intensive summer programme for students aged 10-17. In 2021, the school will operate from 4th July to 14th August. All students live onsite in boarding houses within the school grounds. In order to maintain a high standard of supervision and programme provision, the centre capacity is limited to 250 students.

Academic and Cultural Programme

English classes begin at 9am daily, Monday to Friday, with three sessions each morning. Session 1 is from 9am to 10:20, session 2 is from 10:35 to 11:55 and session 3 is from 12:10 to 1pm. The academic programme is divided into Young Learners (10-13 year olds) and Young Students (14-17 year olds) and is made up of 17.5 hours per week of teaching in the mornings in classes of up to 14 students at levels A1 to C1 plus 10.5 hours per week of excursions and projects in the afternoons. As we have very few students at A1 level, these classes may have a mixture of Young Learners and Young Students.

Teachers will deliver stimulating and engaging lessons supporting the weekly themes of My Family and Other Animals, Tales of Mystery and Imagination, The Book of Days, Around the World in Eighty Days, Brave New World and The Strange Case of Dr Jekyll and Mr Hyde using Task Based Teaching & Learning methodology in sessions 1 & 2 and will use Power Point presentations provided by the school in session 3. Teachers will be provided with full support including training, handbooks with lesson guidelines and a variety of lesson ideas and materials in print and digital format.

Additionally, on two afternoons each week, teachers will be occupied in lesson planning and preparation and/or in short CPD training sessions.

Main purpose of job

1. To deliver lessons effectively, professionally and appropriate to students' level and age
2. To undertake related administrative tasks
3. To take classes on two off-campus excursions per week and to lead one on-campus project session, together with another teacher or activity leader, per week

Main Duties and Responsibilities

1. Teach English as a Foreign Language to a high standard
2. Work together with another teacher or activity leader to prepare and deliver a weekly on-campus project
3. Lead students on twice weekly afternoon Edinburgh-based excursions
4. Attend twice-weekly meetings with the Academic Manager
5. Complete and keep up to date all required documentation (including class lists, weekly plans, student reports, attendance registers and lesson plans)
6. Set and check homework daily
7. Be observed by a TEFLQ member of staff, usually the Academic Manager, on at least one occasion and receive written and oral feedback after the observation
8. Attend CPD sessions when organised
9. Provide verbal and written feedback on the programme to the Academic Manager and/or the General Manager
10. Prepare students prior to their participation in educational visits and cultural excursions and afterwards utilise the knowledge and experience that they have gained in class
11. Motivate the students and encourage full involvement in activities, leading by example with energy and enthusiasm
12. Assist with centre administration and other general tasks as directed
13. Provide a safe, nurturing, inclusive environment for all students in their care as expressed in the GIRFEC Well-Being Wheel

Essential criteria

- Degree or equivalent
- RSA/Cambridge CELTA or Trinity TESOL Certificate (TEFLI) and/or Qualified Teacher Status (QTS) or equivalent*
- Flexibility, able to adapt quickly to change

- Enjoy taking part in excursions and helping students get to know a new culture

*Other TEFL qualifications may be acceptable provided they have been validated by a recognised external body. They must include a minimum of 6 hours supervised teaching practice and 100 hours of input.

Desirable criteria

- RSA/Cambridge DELTA or Trinity Diploma in TESOL (TEFLQ) or PGCE TEFL/TESOL with experience
- Experience working with 10 to 17 year olds
- Previous summer school experience

Remuneration

Teachers will work 17.5 contact hours in class plus 10.5 hours leading two class excursions and one project workshop as well as 7 hours' preparation/admin/training (total 35 hours) from Monday to Friday each week. Payment is from £450 to £470 per week depending on experience and qualifications. Statutory holiday pay will be settled on completion of the contract.

Benefits

Lunch will be provided on a daily basis, Monday to Friday, and staff will have access to Westwoods Health Club, Fettes College's private members' health club within the grounds of Fettes College, throughout the duration of their contract.

Accommodation

Residential accommodation in single, en-suite rooms, is available for teachers onsite at Fettes College from the Sunday prior to the start of their contract to the Saturday after the end of their contract. A deduction from their weekly pay of £30 will be made for this benefit. Residential accommodation includes three meals per day, Monday to Friday, and two meals per day (breakfast and dinner) Saturdays and Sundays.

Dates

Contracts are available for 2, 4 or 6 weeks within the period from 5th July to 13th August 2021.

Compulsory induction training

As part of their contract, all teachers must attend two full-day induction sessions on Friday & Saturday, 2nd & 3rd July. A pro rata payment will be made for these days. FCLC can provide accommodation from Saturday, 3rd July.

British Council inspection

FCLC will be undergoing its four-yearly scheduled British Council accreditation inspection in 2021. Teachers working at the time of the inspection will be observed in class by the inspectors and FCLC will share information about the teachers with the inspectors as part of the inspection regime.

Disclosure Scotland - PVG

All offers of employment are subject to a clear Disclosure Scotland PVG Scheme report.

Application procedure

Please complete the application form and submit it to Greg Burrell, the FCLC General Manager, on g.burrell@fettes.com.

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