



Post description for: EFL for Juniors Tutor

Responsible to: Academic Manager & Academic Supervisor

### Background

FCLC's mission is to enrich our students' lives by enhancing their lifelong learning through a high quality, thought-provoking EFL programme that not only makes them more confident users of the language but also broadens their horizons and promotes kindness as well as instilling respect and acceptance of others.

Part of Fettes College, Fettes Centre for Language and Culture (FCLC Edinburgh) offers international 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 2023, the school will operate from 2<sup>nd</sup> July to 12<sup>th</sup> August. All students live onsite in boarding houses within the school grounds. On weekday mornings, the students attend English classes. In the afternoons and evenings, the students take part in an extensive cultural programme which includes visits to tourist attractions, sports, activities, projects and events, while at weekends, they go on full-day excursions to popular and less well-known destinations within and outwith Edinburgh.

### 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 generally 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 13.5 hours per week of excursions. As we have very few students at A1 and A2 levels, these classes may have a mixture of Young Learners and Young Students. Additionally, on two afternoons each week, teachers will be occupied in lesson planning and preparation and/or in short CPD training sessions.

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, Rob Roy and The Strange Case of Dr Jekyll and Mr Hyde. Each day's lessons should cover all four language skills and three language systems using PowerPoint presentations provided by the school as well as material sourced and prepared by the teachers. 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.

### Main purpose of job

1. To deliver high-quality lessons that are appropriate to students' level and age and support the FCLC weekly themes
2. To undertake related administrative tasks
3. To take classes on three off-campus excursions per week

### Main Duties and Responsibilities

1. Teach English as a Foreign Language to a high standard
2. Do any preparation necessary for teaching
3. Lead students on three afternoon Edinburgh-based excursions per week
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 Wellbeing 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**

Tutors work 35 hours per week from Monday to Friday. Payment is £490.77 per week. You will accrue annual leave from the first day of your employment at the rate of 12.07% per hour, which will be settled in each pay period. Your salary plus holiday pay will equal £550 per week.

#### **Benefits**

Lunch is 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, ensuite 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, 3, 4, 5 or 6 weeks within the period from 3<sup>rd</sup> July to 11<sup>th</sup> August 2023.

#### **Compulsory induction training**

All teachers must attend two full-day induction sessions on Friday & Saturday, 30<sup>th</sup> June & 1<sup>st</sup> July. A pro rata payment will be made for these days. FCLC can provide accommodation from Saturday, 1<sup>st</sup> July.

#### **British Council inspection**

When FCLC undergoes a scheduled or an unannounced inspection, we will share information about all staff 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](mailto:g.burrell@fettes.com).