

Job Title	EFL Teacher & Activity Leader, residential or non-residential
Line Managers	Director of Studies & Activity Manager
Pay rate	Competitive (differs according to centre, experience, and accommodation requirements) + holiday pay
Dates	July - August
Contracts available	35 contact hours per week
Centres available	Hatfield

Overview of role

Teacher-Activity Leaders (TALs) are responsible for teaching and leading activities for 10-18-year-old students on our short summer courses which (unless specified) lead to the Trinity College London Graded Examinations in Spoken English (GESE). TALs usually teach mornings (2 x 1.5 hour lessons a day) and lead excursions, run Trinity workshops or do activities during the afternoons. **The two parts of this role are considered equal.**

All teachers receive an on-site induction with the Director of Studies and Activity Manager which includes Trinity exam preparation and guidance on leading excursions. The Target English International syllabus and a range of materials are available in each centre.

Our course

We focus on developing fluency skills and building student confidence in a friendly and stimulating environment. Our in-house syllabus is based on the Common European Framework of Reference for Languages (CEFR). In order to enhance the language learning experience and give the students a sense of academic achievement, our package includes entry to the Trinity Graded Exam in Spoken English (GESE).

The language course includes:

- Oral and written placement test to select class level and provide initial assessment for the Trinity GESE
- 15 hours of English language tuition per week (students take 20 lessons per week and each lesson is 45 minutes long)
- Trinity College London GESE
- Maximum 18 students per class
- Mornings-only teaching timetable approximately 9:00 – 12:30 (exact times of classes may vary dependent on centre)
- Optional Enterprise English workshops focussing on the preparing students for the world of work; writing CVs, interview techniques and business role play

Most centres operate rolling enrolment so testing and induction may occur midweek or at the weekend.

Sample working week

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:30	Testing	Class 1	Class 1	Class 1	Class 1
11:00 – 12:30	Induction lesson	Class 2	Class 2	Class 2	Class 2
14:00 – 17:30	Walking tour of Buckingham Palace and Westminster	Sports or Trinity Conversation Class			Week 2 Trinity

Please note: all times are approximate and for illustrative purposes only.

Main duties and responsibilities

- Attend on-site induction prior to the students' arrival
- Test and induct new students including assisting the DOS with the marking of tests
- Effectively follow the in-house Target English International syllabus and teach a programme of lessons appropriate to a summer school environment
- Ensure adequate preparation for all teaching and activity sessions
- Deliver effective, communicative and student-centred lessons
- If applicable, prepare students for entry to the Trinity exam, ensuring full familiarisation with the exam content
- Assist with general academic administration, including completing registers promptly at the beginning of lessons and completing all academic paperwork in a timely manner
- Write academic end-of-course reports and certificates/awards for all students
- Co-operate with the Academic Manager and/or DOS when observed, following Target English International procedures as required
- Be involved with activities and excursions as necessary (in centres running am lessons only)
- Collaborate with and support colleagues and partner teacher
- Keep all classrooms neat and tidy (rooms are sometimes used in the evenings for activities) and ensure all equipment and resources are returned to the teacher's room
- Maintain proper levels of student discipline, and report any unwanted behaviour immediately to the DOS
- Ensure that students speak English in class
- Enthusiastically support the activities programme in and out of class
- Comply with all Target English International regulations, policies and procedures
- Ensure the health and safety and welfare of students and colleagues at all times, reporting all issues to the Centre Manager
- Co-operate with all Target English International staff and host college staff
- Contribute to the smooth running of the centre
- Represent Target English International professionally at all times
- Attend all staff meetings
- Any other reasonable/appropriate duties required by the Centre Manager/Director of Studies

Professional Development

All teachers on a 4-week contract will be observed by a member of our Academic Management Team, who are experienced TEFLQ professionals. Feedback will be given in written form and a post-lesson discussion. In addition, CPD sessions will be offered on a weekly basis.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> An English language teaching qualification that meets British Council standard for TEFLI (certificate) see below Degree level or equivalent education 	<ul style="list-style-type: none"> CELTYL or equivalent Young Learners extension An English language teaching qualification that meets British Council standard for TEFLQ (diploma) First Aid
Experience	<ul style="list-style-type: none"> Experience of teaching classes with up to 15 students Genuine interest in working with young people 	<ul style="list-style-type: none"> Experience teaching young people Experience teaching in summer schools Knowledge of Trinity exam
Language	<ul style="list-style-type: none"> Ability to communicate clearly and coherently in English Ability to demonstrate sound knowledge and awareness of the use of English and the linguistic systems underlying it 	<ul style="list-style-type: none"> Experience of learning other languages
Personal abilities	<ul style="list-style-type: none"> Enthusiastic can-do attitude Strong work ethic Cooperative and supportive to others Flexibility and ability to adapt to change Ability to cope with long working hours Ability to work in multiple buildings in potentially widespread campus 	
Professional abilities	<ul style="list-style-type: none"> Ability to organise own work time efficiently Basic administration skills Ability to work to deadlines Basic understanding of Microsoft Office (Word, Excel, etc) 	

As per British Council guidelines, a certificate level (or TEFLI) qualification must:

- be externally validated by a reputable examination body (usually a university or recognised examination board) and/or accredited by a national accrediting body such as Ofqual in England
- contain at least six hours' supervised teaching practice (i.e. teaching practice where a qualified and standardised assessor observes the trainee teacher teaching real students and gives feedback on his or her performance)
- contain at least 100 hours of ELT/TESOL input.

Applications from teachers with QTS (BEd English/MFL, Primary PGCE, or Secondary PGCE English or MFL) will also be considered.

Safeguarding

In line with safer recruitment, where roles require responsibility for, or substantial access to, under 18s, our recruitment procedure includes the following:

- All references will be followed up
- Reference requests ask specifically whether there is any reason that [the applicant] should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18
- All gaps in employment history must be explained satisfactorily
- Proof of identity and copies of qualification certificates are required

Suitability checks (Enhanced DBS checks or overseas equivalent) will be required prior to confirmation of appointment.

Staff complete online Safeguarding and online Prevent training.

How to apply

If you feel you meet our requirements, please find our application form on the Work With Us page of our website <http://www.targetenglishinternational.com/work-with-us/> and email your completed form, along with a brief covering letter stating your availability, to Kay Donnelly (email below). If you would like to discuss the role informally, please call Recruitment on +44 (0) 1482 214955.