

Teacher

Job Description 2023



Job Title: Teacher

Line Manager: DOS for academic duties, Activity Manager for activities/excursions

Pay Rate: Weekly rate based on the amount of teaching experience gained after successful completion of TEFL course:

T1=£550= no experience

T2=£570= good with previous experience (<2 years)

T3=£590= good with previous experience (2+ yrs experience, defined as a minimum 2 academic years + 4 weeks summer school)

T4=£640 = Worked with Churchill House previously

+12.07% holiday pay. Salary is paid weekly in arrears and the final salary payment includes accrued holiday pay.

We also pay a completion bonus at the end of the contract. This is only paid to employees who complete their full contract.

Relocation bonus If we need you to move to another centre mid-summer we will pay a £100 bonus plus all travel expenses

Returner Bonus: Teachers who worked for Churchill House previously will receive a £100 Returner Bonus, paid with their first payroll.

Increments available:

- Zig-Zag teaching (Usually St Lawrence College only but possible elsewhere) - Teachers will receive an additional increment of £50 for each week they are required to teach 30 or more contact hours in a given teaching week
- Teachers whose qualifications meet British Council TEFLQ requirements (e.g. DELTA/Dip.TESOL, MA TESOL) will receive an additional £30 per full teaching week

Note: Increments and bonuses are paid for complete worked weeks only, not parts thereof.

General Overview

Teachers are responsible for delivering and planning engaging English lessons and for taking an active part in the activities/excursions programme and student supervision duties. They are responsible for ensuring that students are safe, happy and participating both in and out of the classroom.

Teaching Duties

- Teach 15 hours contact time per week or 30 hours if on a zig zag programme
- Plan and implement schemes of work and lesson plans in support of the above
- Deliver lessons which are 'good' (according to the CHSC definition of a 'good lesson')
- Attend 1 teacher development workshop per week
- Write reports as required

- Keep class registers and other administrative paperwork up to date and submitted by the deadlines set
- Any other duties reasonably delegated by the Director of Studies

Activities, excursions and pastoral duties

- Participate fully, actively, enthusiastically and effectively in activities, excursions, or pastoral care duties. **These duties are seen as having equal importance to teaching duties**
- Assist in the planning of activities and attend activity planning meetings as required
- Assist in monitoring and maintaining student discipline
- Ensure the safety of the students at all times
- Work with enthusiasm and to the standard expected by Churchill House Summer Centres
- Any other duties delegated by the Activity Manager

General Duties

- Work with enthusiasm and to the standard expected by Churchill House
- Ensure that students do not breach the rules of the school
- Represent Churchill House professionally in communications/interactions with its customers: the students and their group leaders
- Engage with students in a friendly but professional manner
- Assist at any time, whether on duty or not, with any emergency, disciplinary or student welfare situation
- Read, understand and be prepared to action Churchill House policies relating to the Teacher and Activity Leader roles and to student welfare, particularly:
 - CHSC Safeguarding Policy
 - Health & Safety

Hours of Work

The standard working week is 48 hours including 15 hours contact teaching, 6 hours of planning time, 1 hour per week of meetings/CPD (compulsory) and 26 hours of activities, excursions, supervision and pastoral duties. With a zig zag programme this becomes 30 hours contact teaching, 8 hours of planning time, 1 hour per week of meetings/CPD (compulsory) and 12 hours of activities, supervision and pastoral duties.

If teachers are not needed for teaching they may be required to do other duties instead, **in which case they will not receive planning time but will still attend meetings and training sessions, so are scheduled to 47 hours.** Teachers receive one day off per week. Because of the nature of summer school it may be necessary to work more hours in an individual week, for which time off in lieu will be given later in the course. Hours can be unsocial and may include early/late starts and split shifts. Teachers may also be asked to do occasional night duty (11pm to 2am) if their working hours permit, and may be required to remain on call in their accommodation building afterwards.

Location

Churchill House operates schools at venues throughout the UK. The location of the position is specified in the contract although teachers may be asked to change venue if circumstances change.

Professional Development

Training sessions led by the Director of Studies are provided for teachers at all our centres. Teachers interested in completing the DELTA course may apply for the company's Diploma funding programme (see Teacher's Manual for details).

Teachers returning to Churchill House in subsequent years may be entitled to a higher level of contract completion bonus.

How to Apply

To apply for this position please send a cover note and C.V to recruitment@churchillhouse.co.uk

Person Specification – Teacher

| Criteria | Essential | Preferable |
|---------------------------|---|--|
| Personal Attributes | <ul style="list-style-type: none">• Professional attitude to teaching• Excellent teaching skills• Willingness to take a full part in the activities programme as an integral and very important part of the students' experience• Energetic, motivated and personable• Excellent Communicator• Strong awareness of cross-cultural considerations• A professional approach to problem solving• Flexibility• Diplomacy and tact• Enjoys working with children and young adults• Has a professional attitude to working with children and young people | |
| Attainments/ Competencies | <ul style="list-style-type: none">• Ability/knowledge to successfully teach all levels up to a minimum of upper intermediate level, providing accurate pronunciation modelling and meeting the CHSC definition of a 'Good' lesson, as set out in the CHSC Teachers Manual• Ability to deliver coherent and stimulating schemes of work and lessons | |
| Qualifications | <ul style="list-style-type: none">• Degree or above education or equivalent (preferred)• An English (EFL) teaching qualification which matches the British Council TEFLI standard or higher e.g CELTA, CertTESOL, DELTA, DipTESOL | <ul style="list-style-type: none">• First Aid |
| Previous Experience | | <ul style="list-style-type: none">• Previous residential summer school experience.• Previous experience working with overseas students• Experience teaching juniors and young learners |
| Physical Abilities | <ul style="list-style-type: none">• Ability to lead groups for long periods of time (during excursions/walking tours) | <ul style="list-style-type: none">• Moderate level of physical fitness enabling individuals to take part in sporting activities. |

WE RESERVE THE RIGHT TO AMEND OR ADD TO THIS JOB DESCRIPTION IN RESPONSE TO COMPANY NEEDS

Safer Recruitment Statement

Churchill House is committed to providing a safe, secure environment for its students and expects all employees to have a positive attitude towards the care of students and play a full role in implementing all our Safeguarding policies. As part of our Safeguarding policy we operate a Safer Recruitment policy which aims to ensure that employees are suitable people to work with children and young adults before employing them in our organisation.

As part of our safer recruitment policy all applicants will be required to:

- Submit a full chronological CV. You will be required to explain any gaps in your employment history.
- All employees will be required to sign a Children Act declaration to state that they are not barred from working with minors. Providing false information on this form is a criminal offence under UK law.
- All employees will be expected to provide proof of identity and all relevant qualifications (originals only) – photocopies will be taken for our records.
- Overseas residents will be required to provide a recent certificate of good conduct (COGC) from the relevant local authority in their country of residence.
- Provide suitable references (see below)
- Undergo DBS checks (see below)

All offers of employment are subject to the successful completion of this process. Any failure of the employee to provide accurate and timely information could result in their contract being cancelled with immediate effect.

Reference checks

All applicants will be asked to provide the contact details of suitable professional referees who have knowledge of your work and personal conduct. These referees should be your most recent employers, wherever possible, but we may also approach your other former employers. Personal references are not usually acceptable. All references will be taken up before employment and they will be asked specifically about your suitability to work with under 18 year olds.

New applicants to Churchill House will be asked to provide two referees. Returning staff, who worked for the company in summer 2018 or 2019 will be asked to provide one referee who must be able to give an up to date reference

Background checks for overseas residents

All non-UK residents and non-UK nationals will be required to provide a recent Certificate of Good Conduct (COGC) from the relevant local authority in their country of residence/origin.

DBS checks

All employees are required to have a valid Enhanced DBS certificate, regardless of whether you are a UK resident or not.

Employees who have subscribed to the DBS update service and can also provide us with the original DBS certificate for checking are not normally asked to undergo a new DBS check, provided that the certificate covers the contracted role. **All other employees must undergo an Enhanced DBS check for which they will be asked to contribute 50% of the cost (£24.40), deducted from the first payroll.**

Failure of the employee to complete the DBS application in good time could result in the immediate cancellation of the contract, though employees who have completed the application and are at the final stage of processing (awaiting final certificate issue) may be employed in a more restricted role with additional supervision until the certificate is issued. Continued employment under such arrangements is at the discretion of the Summer Centres Director and will be reviewed weekly.

DBS checks returned with adverse information (i.e. a criminal record) will be assessed according to our Safeguarding policy and a decision made by the Summer Centres Director as to whether the person can be employed. Should the person already be working for Churchill House they will be suspended without pay and asked to leave campus until the issue is investigated to the company's satisfaction.

Data Protection Statement

All personal information gathered by Churchill House about applicants and employees will be handled in the strictest confidence and protected according to this policy.

All applicants will be asked to provide information that will allow us to make decisions about your employment. If, for whatever reason, you are not subsequently employed, all information relating to your application (including emails, forms and submitted documents) will be deleted completely by the end of the calendar year.

Churchill House will review and reduce employee data in HR systems at the end of each calendar year. If you are not subsequently re-employed your data (including emails, forms and submitted documents) will be reduced to that required to provide a suitable reference for a maximum of 5 years, though information relating to payroll and Safeguarding will be kept in line with UK legal requirements.