



# Teacher Person Specification

## Equal Opportunities

Concorde International is an equal opportunities employer and does not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

Due to the physical requirements and nature of this position and venue limitations all applicants must be able to climb stairs, walk long distances and use a computer without assistance.

If you are applying from outside Europe, please note that Concorde International is unable to assist in any way with work permits or visas.

## Essential Requirements

- RSA CELTA/Trinity Cert TESOL or equivalent, or PGCE in relevant subjects, BEd, QTS or overseas equivalent
- Native or near-native competency in English
- Must be eligible to live and work in the UK
- Must be organised and efficient
- Ability to work in a team
- Flexible attitude

## Desirable Requirements

- First degree, CELTYL
- Previous teaching experience with teenagers and young learners
- Previous experience working in a summer school
- Interested and able to organise activities such as Drama, Arts & Crafts, Talent Shows or sports activities
- Able to speak a second language
- Current first aid or RLSS lifesaving certificate
- Recent CRB check



# Teacher Job Description

## Job Type

There are three types of teaching job available: 'Teacher 20', and residential or non-residential 'Teacher + Activities'.

### 1. Teacher 20 (non-residential only)

£270.00 per week for:

- (a) 20 hours' teaching
- (b) 1 afternoon workshop + planning time

### 2. Teacher + Activities (non-residential)

£330.00 per week for:

- (a) 20 hours' teaching
- (b) 1 afternoon workshop + planning time
- (c) 3 units of activities/excursions

### 3. Teacher + Activities (residential)

£330.00 per week plus board and lodging for:

- (a) 20 hours' teaching
- (b) 1 afternoon workshop + planning time
- (c) 5 units of activities/excursions
- (d) Residential duties (max 4 hours)

## Academic Duties

1. You will report to the Directors of your Centre, who will allocate duties to you.
2. You will teach a total of 20 hours a week, which is divided into five mornings per week, three hours each morning (four 45-minute lessons), plus two afternoons per week of two and a half hours.
3. You will co-ordinate your lessons with your Pair Teacher, spending adequate time preparing your lessons so that students' needs and language development are met. You will need to create a Scheme of Work together at the start of each week to be displayed in the classroom. Daily Lesson Plans need to be filled in the day before. If any problems arise, you will liaise with your Pair Teacher and the Academic Director.
4. You will administer the placement test and place the total score on the class grid provided. After tests are marked you will hand the tests and results sheet to the Academic Director no later than 11.00am.

5. All photocopying should be done the day before. You might not be able to use the copier in the morning as this can cause congestion.

6. You are required to arrive in your classroom five minutes before the class begins. If you need resources or other help, do not leave your classroom unattended—send a responsible student to the office with your requests.

7. You will keep a plan of your lessons. These plans will be handed weekly to the Academic Director. In addition, you will keep a daily attendance register for students, notifying the Academic Director of any absentees or latecomers as soon as possible. You need to make sure your registers are filled in completely, clearly and accurately. Any class changes must be approved by the Academic Director before you make this change on your register.

8. A copy of the fire register should be placed on your classroom door, and left there during a fire or fire drill.

9. Each week, you will teach to the prescribed syllabus. You will also prepare the students for their excursions and other activities. English in Action programmes should also be centred on your teaching syllabus.

10. Course reports and certificates will be due according to the academic schedule which will be given to you at the start of the course. It is imperative that student names are spelled correctly, the information is accurate and relevant, and the writing is legible.

11. If a student misbehaves, do not shout at or insult this student. There are several ways of handling misbehaviour, which your Academic Director will discuss with you. If a student's misbehaviour is extreme, then send this student to the Academic Director's office.

12. It is crucial that you attend all meetings for information, updates and clarification.

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# Teacher Job Description

## Activities

1. While supervising afternoon and evening activities or excursions you will report to the Activity Managers, who are responsible for all non-academic activities. The Activity Manager will inform you of the itinerary for the forthcoming programme or activity.
2. You are required to do a certain number of activities per week. Once you have signed up for your activities, it is your responsibility to do them. If you are unable to do so, you must find a replacement. The Activity Manager must approve this change.
3. The Teacher Development Workshop and planning session on Day One each week is compulsory and counts as one of your paid activities.
4. On excursions you are to remain with the group for the entire time. You will give out maps, itineraries and any other information that has been prepared for your group. Make certain that you have a coach list, an excursion protocol sheet, a voucher or cheque (if necessary) and a mobile phone.
5. You will take a roll call at the beginning and end of the trip. The Group Leaders can help you with this task. Each student should have an emergency contact and ID card that has been filled in correctly. Tell the group to meet back you at the coach or agreed location at the time specified in their pack.

## General

1. You will familiarise yourself with, understand and adhere to Concorde International's Under 18's Policy and Child Protection Policy. These will be made available to you once employment has been confirmed.
2. You will perform your duties in a professional manner and dress appropriately for your position. You will also maintain a high standard of behaviour, setting an example of sobriety, and treating all students fairly, with due attention to propriety. It is a fundamental principle of Concorde International that students learn best in a relaxed, friendly and participatory environment, and you will promote this atmosphere both inside and outside the classroom.
3. Residential teachers have additional duties including supervision of games, videos, evening meals, and any other extra-curricular activities. You may be asked to wake students in the morning and put them to bed at night, but this will be according to a rota.
4. Summer centres are very busy places and there may be duties to perform in addition to those detailed above. Flexibility and common sense are fundamental attributes for this position.

## Pay

For weekly pay see under 'Job Type'. Returning staff may receive an additional payment as agreed by the Director of Vacation Courses. Payment will be made weekly in arrears into your bank account.



# Teaching at Concorde Valid Qualifications

## Concorde's Accreditation

Concorde International is a member of English UK and is accredited by the British Council. We have an obligation to our clients to provide the best language teaching possible.

## Valid Teaching Qualifications

For summer teaching positions we require our teachers to hold one of the following:

- Cambridge CELTA or CELTYL
- Trinity College London Certificate in TESOL
- PGCE in English or a modern foreign language, with TEFL subsidiary
- Recognised university EFL certificate
- PGCE with Qualified Teacher Status (QTS) **and** demonstrable knowledge of EFL

## 'TEFL Initial' Criteria

If you want to gain a 'TEFL Initial' qualification (equivalent to Cambridge CELTA or Trinity TESOL) you should find out if it meets the relevant British Council criteria and pay special attention to the external validation. Although enrolling on a shorter, cheaper course may be tempting, an internationally recognised and validated qualification will open more doors in the long term. The British Council considers that a 'TEFL Initial' qualification should:

- Be externally validated by a reputable university or examinations board
- Contain at least six hours of supervised and assessed teaching practice with real EFL students
- Contain at least 100 hours of TEFL input from suitably qualified tutors

## Other Qualifications

Other qualifications will be considered but they must meet the validation criteria listed above.

Overseas Teachers who have the relevant qualifications to teach English in state education (similar to PGCE with QTS in the UK) can also apply. You will need to demonstrate that your qualifications meet the necessary requirements to work in a British Council accredited school, and will need to include an English transcript of the relevant qualification with your application.

## Further Information

For further information please click on the following links:

[British Council](#) / [English UK](#) / [Cambridge CELTA](#) / [Trinity TESOL](#)

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