

Job Title	EFL Teacher-Activity Leader, residential or non-residential
Line Managers	Director of Studies and Activity Manager
Pay rate	Competitive salary (differs according to centre, experience, and accommodation requirements) + holiday pay
Dates	July – August
Contracts	Fixed-term contracts of 4-weeks/some 2 and 3 week contracts available
Hours	35 hours a week (15 contact hours + 20 hours excursions/activities) Monday – Friday (evening work may be required)
Locations	London Hatfield and Wembley

## Overview of role

Teacher-Activity Leaders (TALs) are responsible for teaching and leading 8- 18-year-old students on our short summer courses which, in the majority of our centres (unless specified), lead to the Trinity College London Graded Examinations in Spoken English (GESE). Teaching is usually morning-only for 2 x 1.5 hour lessons a day. All teachers receive an on-site induction with the Director of Studies which includes Trinity exam preparation, The Target English International syllabus and a range of materials are available in each centre.

In the afternoons, TALs will lead students on exciting excursions to tourist destinations and other interesting locations, run Enterprise English workshops or lead Trinity Conversation Groups or sports. Evening work may be required. The activities programme is of equal importance to the academic programme and TALs are expected to take part with enthusiasm. Leading excursions and activities provides the opportunity to get to know your students better and help improve their language skills outside the classroom.

## 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

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
- Morning teaching timetable, 09:00-12:30
- 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 – 15:30	Excursions	Enterprise English Workshops	Excursions	Sports	Week 2 Trinity
16:00 – 17:30	Excursions	Enterprise English Workshops	Excursions	Trinity Conversation Practice	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
- Read the teachers' manual, activity leader manual, CPD manual, employee handbook and any other pre-course information thoroughly
- Test and induct new students including assisting the DOS with the marking of tests
- Assist with general academic administration and record maintenance, 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
- Ensure adequate preparation for all teaching and activity sessions
- 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
- Attend all staff meetings
- Effectively follow the in-house Target English International syllabus and teach a programme of lessons appropriate to a summer school environment
- Deliver effective, communicative and student-centred lessons
- Deliver Enterprise English workshops and lead Trinity Conversation Groups
- If applicable, prepare students for entry to the Trinity exam, ensuring full familiarisation with the exam content
- Maintain proper levels of student discipline, and report any unwanted behaviour immediately to the DOS
- Ensure that students are studying at the correct level and report any class changes necessary to the DOS
- Co-operate with the Academic Manager and/or DOS when observed, following Target English International procedures as required
- Lead excursions to tourist destinations either alone or as part of a team
- Conduct interactive walking tours around cities (information provided)
- Enthusiastically participate in activities and excursions in order to encourage student participation
- Engage with and motivate students during activities and excursions, in order to foster positive learning outcomes and use of English
- Utilise the Activity Books and actively promote the use of them whilst on excursions
- 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
- Collaborate with and support colleagues and partner teacher
- Contribute to the smooth running of the centre
- Represent Target English International professionally at all times
- Any other reasonable/appropriate duties required by the Centre Manager/Director of Studies

*This description is intended as a guide only to the main duties of your job and the principal terms of employment.*

## Professional Development

All teachers on a 4-week contract will be observed twice 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"> <li>*An English language teaching qualification that meets British Council standard for TEFLI (certificate) see below</li> <li>*Degree level or equivalent education</li> </ul>	<ul style="list-style-type: none"> <li>*CELTYL or equivalent Young Learners extension</li> <li>*An English language teaching qualification that meets British Council standard for TEFLQ (diploma)</li> <li>*First Aid</li> </ul>
Experience	<ul style="list-style-type: none"> <li>*Experience of teaching classes with up to 18 students</li> <li>*Genuine interest in working with young people</li> </ul>	<ul style="list-style-type: none"> <li>*Experience teaching young people</li> <li>*Experience teaching in summer schools</li> <li>*Knowledge of Trinity GESE exam</li> <li>*Leading tours around cities</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>*Ability to communicate clearly and coherently in English and provide appropriate models both written and spoken</li> <li>*Ability to demonstrate sound knowledge and awareness of the use of English and the linguistic systems underlying it</li> </ul>	<ul style="list-style-type: none"> <li>*Experience of learning other languages</li> <li>*Knowledge of the local area at the centre you are applying for</li> <li>*Knowledge of the UK, its history and culture</li> </ul>
Personal abilities	<ul style="list-style-type: none"> <li>*Enthusiastic can-do attitude</li> <li>*Strong work ethic</li> <li>*Leadership skills</li> <li>*Cooperative and supportive to others</li> <li>*Flexibility and ability to adapt to change</li> <li>*Ability to cope with long working hours</li> <li>*Ability to work in multiple buildings in potentially widespread campus</li> <li>*Ability to walk for extended periods of time</li> </ul>	
Professional abilities	<ul style="list-style-type: none"> <li>*Ability to organise own work time efficiently</li> <li>*Basic administration skills</li> <li>*Ability to work to deadlines</li> <li>*Basic understanding of Microsoft Office (Word, Excel, etc)</li> </ul>	

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 (in 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 right to work in the UK must be shown at interview
- Proof of identity and copies of qualification certificates must be sent to head office prior to starting work and original copies must be taken to the centre
- Suitability checks (Enhanced DBS checks or overseas equivalent) will be required prior to confirmation of appointment.
- Staff will 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 and centre preference to Lucy Donnelly ([L.donnelly@targetenglishinternational.com](mailto:L.donnelly@targetenglishinternational.com)). If you would like to discuss the role informally, please call Recruitment on 01482 214955.