

# Full Time Teacher

## Job Description 2024



To apply, please complete the application form [here!](#)

Full Time Teachers are required to plan and teach effective EFL lessons, complete relevant administration and when necessary participate fully in the activities, sports and excursions.

Person Specification		
Reporting to: Centre Management Team		
	Essential	Desirable
<b>Experience</b>		✓ Previous experience of summer schools or working with young people.
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>✓ Educated to degree level (level 6)</li> <li>✓ CELTA / Trinity Cert TESOL/ Qualified Teacher Status in English or Modern Language.</li> </ul>	
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>✓ Native English speaker/ near native level of English.</li> <li>✓ Competent with Excel.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Knowledge of the local area.</li> <li>✓ Creative ideas.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>✓ Energy and enthusiasm.</li> <li>✓ A desire to work with young people from different cultures.</li> <li>✓ Adaptability and flexibility.</li> <li>✓ Good communication and interpersonal skills.</li> <li>✓ Enjoy working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Willingness to learn and adopt new teaching methods.</li> </ul>
<b>Legal requirements</b>	<ul style="list-style-type: none"> <li>✓ Full right to work in the UK.</li> </ul>	
<b>Safer Recruitment Checks</b>	<ul style="list-style-type: none"> <li>✓ Minimum of 2 reference checks.</li> <li>✓ Enhanced DBS Check.</li> <li>✓ Overseas Police Check (if applicable).</li> </ul>	

Salary and Benefits	
<ul style="list-style-type: none"> <li>✓ Full-board accommodation is provided at no additional cost to you.</li> <li>✓ All salaries are paid monthly in arrears.</li> </ul>	
Age	Weekly Salary
Newly Qualified (TEFLI, no experience)	£470
12 months + experience	£480
3 years + experience or TEFLQ	£490

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### Responsibilities

#### Pre-Course:

- ✓ Read and comply with the Teacher Handbook.
- ✓ Responsible for reading and adhering to the Operating and Safeguarding Handbook and maintaining good standards of Health and Safety at all times.
- ✓ Attend the company and academic induction and assist with the centre set up as required.
- ✓ Attend the pre-summer online training.

#### During the Course:

- ✓ Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy.
- ✓ Meet and greet students at the airport and accompany them to the centre as required.
- ✓ Assist with the placement testing and the marking of tests.
- ✓ Attend and contribute positively to all team meetings.
- ✓ Prepare lessons to a high standard to suit the needs of the students using the materials provided.
- ✓ Create a positive learning environment and take all necessary measures to ensure students get the most out of the lessons and enjoy themselves.
- ✓ Place great emphasis on oral communication both inside and outside the classroom.
- ✓ Maintain discipline and ensure that students understand what they have to do.
- ✓ Complete all class registers, work records, reports and certificates as required.
- ✓ Feedback regularly to your Course Director and Centre Manager.
- ✓ Maintain the good name and reputation of UKLC at all times.
- ✓ Be punctual for all lessons, activities and excursions.
- ✓ Be observed by the Course Director/Senior Academic Leadership and by other interested parties (notified in advance).
- ✓ Organise and supervise sports, activities, excursions, mealtimes and lights out as required on a rota basis.
- ✓ Ensure the success of the activities by participating fully and encouraging the involvement of students.
- ✓ Read, understand and sign off to all risk assessments for excursions.
- ✓ Lead excursions when required and ensure the safety and welfare of students at all times.
- ✓ Ensure that all activity equipment and materials are in place for the start of an activity and returned at the end.
- ✓ Follow the dress code in the Teacher Handbook at all times.
- ✓ Maintain an entirely professional manner at all times and in all dealings with students, Group Leaders and the team.
- ✓ Deal quickly and effectively with student and Group Leader queries and where necessary report any problems to the appropriate member of the management team.

#### Post-Course:

- ✓ Complete our exit feedback at the end of your contract.



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### Testimonials of Former Full Time Teachers

My UKLC Summer as a Full-Time teacher and Teacher and Activity leader.

This was my second UKLC summer, so I was experienced and ready for the challenge, the exciting experience of teaching international students with a great team in a number of settings inside and out of London.

The best bit about working for UKLC is that they genuinely care about the student experience and getting the best experience and language development they can with teaching, excursions and activities being student focused. One example would be the new journals that are designed for each site packed with information, links between classes and excursions and much more which allow the students to keep a great record of learning to refer back to all in one place. Students really develop and grow as language students at UKLC which enriches their lives.

I'm teaching abroad now for 9-12 months however I have enjoyed all the teaching opportunities through summer school, boarding camps and mini stays at UKLC since April 2022 as an ESL teacher. It has been a really developmental and fun experience.

#### **Jamila, Summer 2023**

I'm Mila and last summer I had an incredible opportunity to work in different UKLC centres: Newbattle Abbey College, Edinburgh, University of Chester, University of Chichester, King's College, London, Queen Mary University of London and others.

I was proud of my students from different countries who had an amazing opportunity to increase their multicultural awareness, develop their leadership and public speaking skills and learn to work in a diverse environment.

I widely used group projects and in-class activities which promote better communication between children who learned to foster intercultural friendships. I was happy to see my students' sparkling eyes, I was inspired by the incredible atmosphere and so proud to be a part of the amazing UKLC team!

#### **Liudmyla, Summer 2023**

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### Centres Available for Full Time Teachers

*You will also need to attend induction prior to starting your contract. Specific dates and times will be set closer to the time.*

Summer Centre	Centre Dates	Link
Dean Close School, Cheltenham	3rd July - 31st July 2024	<a href="#">Dean Close School</a>
Chester University	30th June - 11th August 2024	<a href="#">University of Chester</a>
King's College, London – Waterloo Campus	1st July - 26th August 2024	<a href="#">King's College London</a>
Reaseheath College, Nantwich	5th July - 2nd August 2024	<a href="#">Reaseheath College</a>
Queen Mary University of London	16th June - 11th August 2024	<a href="#">Queen Mary University</a>
UCFB, Wembley	1st July - 26th August 2024	<a href="#">UCFB Wembley</a>
Queen Anne's School, Reading	7th July - 4th August 2024	<a href="#">Queen Anne's School</a>

This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.