

Teacher and Activity Leader

Job Description 2024



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

Teacher/ Activity Leaders are required to plan and teach effective EFL lessons, complete relevant administration and participate fully in the activities, sports and excursions.

Person Specification

Reporting to: Centre Management Team

	Essential	Desirable
Experience		✓ Previous experience of summer schools or working with young people.
Qualifications	✓ Educated to degree level (level 6) ✓ CELTA / Trinity Cert TESOL / Qualified Teacher Status in English/ Modern Languages/Primary.	
Skills and Knowledge	✓ Native English speaker / near native level of English. ✓ Competent in Excel.	✓ Knowledge of the local area. ✓ Creative ideas.
Personal Qualities	✓ A desire to work with young people from different cultures. ✓ Energy and enthusiasm. ✓ Adaptability and flexibility. ✓ Good communication and interpersonal skills. ✓ Enjoy working as part of a team.	✓ Interest in sports or relevant activities. ✓ Willingness to learn and adopt new teaching methods.
Legal requirements	✓ Full right to work in the UK.	
Safer Recruitment Checks	✓ Minimum of 2 reference checks. ✓ Enhanced DBS Check. ✓ Overseas Police Check (if applicable).	

Salary and Benefits

- ✓ Full-board accommodation is provided at no additional cost to you.
- ✓ All salaries are paid monthly in arrears.

Age	Weekly Salary
Newly Qualified (TEFLI, no experience)	£460
12 months + experience	£470
3 years + experience or TEFLQ	£480

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Responsibilities

Pre-Course:

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

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 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.
- ✓ 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.
- ✓ Integrate the excursions into the classroom using link lessons.
- ✓ 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.
- ✓ Maintain the good name and reputation of UKLC at all times.

Post-Course:

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

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Testimonials of Former Teacher and Activity Leaders

Reflecting on my enriching journey with UKLC, I eagerly anticipate another summer of growth and opportunity. UKLC provided me with my first official teaching experience, a pivotal step that I am immensely grateful for. I am already in love with teaching and I am committed to enhancing my teaching skills.

The steadfast support from UKLC's management team has been transformative. Each day, I felt a surge in confidence as they empowered me to excel. As a recent university graduate, this experience allowed me to showcase my abilities in a real-world context, making my post-graduation journey profoundly positive.

UKLC will be an invaluable chapter in my professional life. I'm excited to continue this incredible journey, knowing that each day brings fresh chances for growth, learning, and empowerment. Here's to another fantastic summer ahead!

Banan, Summer 2023

Working at summer school 2023 gave me an interesting blend of responsibilities that meant I felt my skills as a teacher growing every day. Whether I was in the classroom or doing activities with students, my abilities were tested in a supported and positive environment which enabled me to deliver great lessons and build a great rapport with my students.

Harry, Summer 2023

The most enjoyable thing about working for UKLC has been seeing the students having a nice time and leaving happy. The highlight was that every day we were making a difference in a young person's life, no matter how small. They were enjoying what they were doing, and our team were the ones who were delivering that!

Sarah, 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 Teacher and Activity Leaders

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

Summer Centres	Centre Dates	Link
Clifton College, Bristol	7th July - 20th August 2024	Clifton College
Dean Close School, Cheltenham	3rd July - 31st July 2024	Dean Close School
Chester University	30th June - 11th August 2024	University of Chester
King's College, London – Waterloo Campus	1st July - 26th August 2024	King's College London
Reaseheath College, Nantwich	5th July - 2nd August 2024	Reaseheath College
Queen Mary University of London	16th June - 11th August 2024	Queen Mary University
Queen Anne's School, Reading	7th July - 4th August 2024	Queen Anne's School
Bootham School, York	8th July - 5th August 2024	Bootham School

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.