



## Teacher and Activity Leader

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

At UKLC, we provide residential and homestay English language and activity programmes for international students aged 11-17 years. Our aims are simple: to Educate, Inspire and Enrich future generations. We are passionate about providing life-changing experiences for young international learners.

As a Teacher and Activity Leader, you will play a dual role in delivering engaging EFL lessons and participating in activities, sports, and excursions. You'll create a safe, supportive environment where students can grow their skills, build confidence, and make lasting connections.

## Job Description

**Contract Type:** Fixed Term

**Reporting to:** Course Director

**Opportunity for Progression:** Course Director

### Pre-Summer Preparation

- ✓ Attend online pre-summer training sessions and in-person inductions.
- ✓ Attend the team induction and centre setup, including classroom and activity space preparation.

### Summer Teaching and Activity Delivery

- ✓ Meet and greet students at the airport and accompany them to the centre as required.
- ✓ Plan and deliver engaging EFL lessons tailored to student needs, using UKLC's British Council-accredited syllabus.
- ✓ Create a positive learning environment and take all necessary measures to ensure students get the most out of the lessons and enjoy themselves.
- ✓ Emphasise oral communication, ensuring students gain confidence in their English skills.
- ✓ Place great emphasis on oral communication both inside and outside the classroom.
- ✓ Maintain discipline and create a positive learning environment.
- ✓ 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.
- ✓ 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.

### **Feedback, Communication and Administration**

- ✓ Support students and group leaders, addressing any queries and escalating issues as needed.
- ✓ Attend and contribute positively to all daily team meetings.
- ✓ Feedback regularly to your Course Director and Centre Manager.
- ✓ Complete all class registers, work records, reports and certificates as required.
- ✓ Assist with placement testing and the marking of tests.
- ✓ Read, understand and sign off to all risk assessments for excursions.
- ✓ Submit exit feedback at the end of your contract to support programme improvement.

### **Safeguarding and Professionalism**

- ✓ UKLC is committed to implementing our Safeguarding policies and procedures. Click [here](#) to read our Safeguarding policy. All successful candidates will need to complete Prevent and Safeguarding e-learning.
- ✓ Read and adhere to the Operating and Safeguarding Handbook, Teacher Handbook and maintain good standards of Health and Safety at all times.
- ✓ Complete the Safeguarding and Prevent online training courses.
- ✓ Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy.
- ✓ Act as a positive role model, promoting UKLC's values at all times.
- ✓ Adhere to UKLC's dress code and maintain professionalism in all interactions.



## Working Hours

A Teacher/ Activity Leader is required to work 22 sessions per fortnight based on a six-day working week. A session is defined as approximately three hours teaching, an afternoon activity, an evening activity or a half-day excursion (a full-day excursion is two sessions). Teacher/Activity Leaders will teach at least once on the days lessons take place.

Airport transfers may be considered as one or two sessions depending on the duration. In some centres, teaching may take place at weekends and it may be necessary for teachers to work on six consecutive days.

UKLC have a comprehensive and highly commended British Council accredited syllabus which our teaching team use. Therefore, paid planning is not included in your working hours.

## Session Breakdown

- 8:30 – 9am: Team Meeting
- 9-12:30pm (including a half-hour unpaid break)
- 2 – 5:30pm (including a half-hour unpaid break)
- 7:30 – 11pm (including a half-hour unpaid break)

## Salary and Benefits

- ✓ All salaries are paid monthly in arrears.
- ✓ The weekly salaries below include holiday pay.
- ✓ Holiday pay is added to final pay packet.
- ✓ Full-board accommodation is provided for Teacher and Activity Leaders who choose to be residential.

	Residential	Non-residential
Newly Qualified (TEFLI, no experience)	£526.73	£610.79
12 months + experience	£537.94	£621.99
3 years + experience or TEFLQ	£549.14	£633.20



## Person Specification

- ✓ 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 Foreign 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

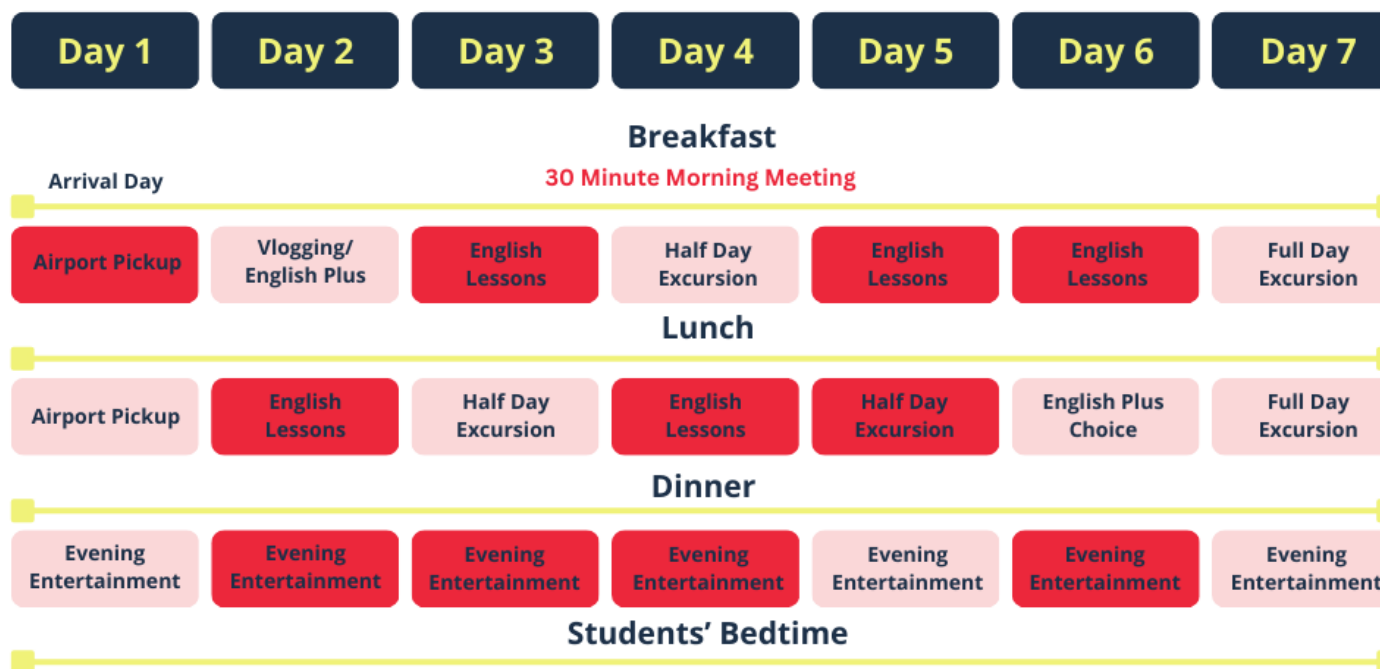
- ✓ Minimum of 2 reference checks.
- ✓ Enhanced DBS Check.
- ✓ Overseas Police Check (if applicable).



## Sample Rota (Zig Zag Centre)

The **red areas** show a sample working week of a Teacher and Activity Leader in a zig zag centre. A zig zag programme is when the students are divided in two and half have English lessons in the morning and their activities in the afternoon, whilst the other half are on the reversed time table.

This rota is simply an example and there is variation from centre to centre. To find examples of activities and excursions for individual centres, please visit the links in the centre information section below.



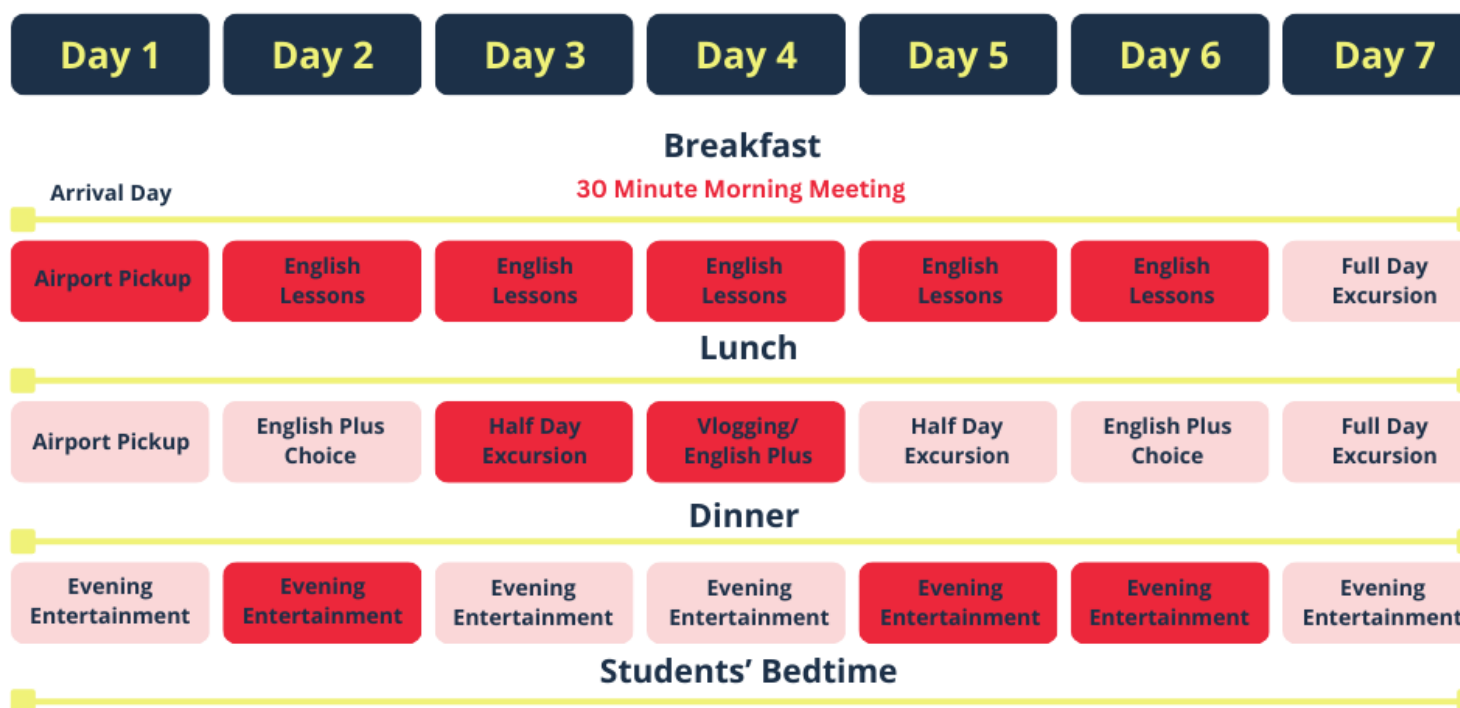
\*English Plus Choice: English plus Drama, Intensive English, Multi-Activity, Dance, Football or Leadership and Life skills.



## Sample Rota (Non-Zig Zag Centre)

The **red areas** show a sample working week of a Teacher and Activity Leader in a non-zig zag centre.

This rota is simply an example and there is variation from centre to centre. To find examples of activities and excursions for individual centres, please visit the links in the centre information section below.



\*English Plus Choice: English plus Drama, Intensive English, Multi-Activity, Dance, Football or Leadership and Life skills.



## Available Centres

You will also need to attend induction prior to starting your contract. Specific dates and times will be set closer to the time. Induction is paid and will start a few days before the official centre opening dates.

-  Clifton College, Bristol (8<sup>th</sup> July – 19<sup>th</sup> August 2025)
-  Dean Close School, Cheltenham (2<sup>nd</sup> July – 13<sup>th</sup> August 2025)
-  Queenswood School, Hatfield (7<sup>th</sup> July – 4<sup>th</sup> August 2025)
-  Queen Anne's School, Reading (6<sup>th</sup> July – 10<sup>th</sup> August 2025)
-  Chetham's School, Manchester (6<sup>th</sup> July – 3<sup>rd</sup> August 2025)
-  Reaseheath College, Nantwich (4<sup>th</sup> July – 1<sup>st</sup> August 2025)
-  University of Portsmouth (7<sup>th</sup> July – 4<sup>th</sup> August 2025)
-  St Swithun's School, Winchester (13<sup>th</sup> July – 10<sup>th</sup> August 2025)
-  Bootham School, York (7<sup>th</sup> July – 4<sup>th</sup> August 2025)

### Join Us!

As a Teacher and Activity Leader at UKLC, you will play a pivotal role in creating meaningful experiences for young learners. Bring your energy and enthusiasm to inspire students, enrich their lives, and help deliver a summer they will never forget.

**Ready to inspire? [Click here to apply!](#)**

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.

