



## UKLC Kingswood EFL Teacher

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

Kingswood is a leading provider of residential activity programmes and for the past few years, UKLC has been providing the EFL element of their courses. At UKLC, our aims are simple: to Educate, Inspire and Enrich future generations. We are passionate about providing life-changing experiences for young international learners.

As an EFL teacher at Kingswood, you will be responsible for delivering engaging and effective English lessons while maintaining high professional and safeguarding standards. You will play a key role in ensuring students have a positive and enriching experience, both in and out of the classroom.

### Job Description

**Contract Type:** Fixed Term

**Reporting to:** Academic Lead (if applicable) and/or Head Office (Academic Coordinator)

**Opportunity for Progression:** Course Director

#### Pre-Course Preparation

- ✓ Read and comply with the Teacher Handbook.
- ✓ Attend the relevant academic induction.
- ✓ Assist with centre setup and classroom preparation as required.

#### Summer Teaching Delivery

- ✓ 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.
- ✓ Emphasise oral communication, ensuring students actively participate and gain confidence in their English skills.
- ✓ Maintain discipline and create a positive learning environment.
- ✓ Be punctual for all lessons.
- ✓ Be observed by the Academic Coordinator and by other interested parties (notified in advance).
- ✓ Follow the dress code in the Teacher Handbook at all times.



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

- ✓ Plan and deliver engaging EFL lessons using UKLC's British Council-accredited syllabus.
- ✓ Prepare lessons to a high standard using provided materials tailored to student needs.
- ✓ Complete all required class registers, work records, reports, and certificates.
- ✓ Feedback regularly to the Academic Coordinator.
- ✓ Deal quickly and effectively with student and Group Leader queries and where necessary report any problems to the appropriate member of the team.
- ✓ Maintain the good name and reputation of UKLC and Kingswood at all times.
- ✓ Provide regular feedback to the Academic Coordinator and handle student and Group Leader queries promptly and professionally.
- ✓ Complete exit feedback at the end of your contract to support continuous 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.
- ✓ Responsible for reading and adhering to the Operating and Safeguarding Handbook and maintaining good standards of Health and Safety at all times.
- ✓ Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy.
- ✓ Maintain UKLC and Kingswood's good name and reputation by upholding professional standards at all times.
- ✓ Maintain an entirely professional manner at all times and in all dealings with students, Group Leaders and the team.



### **Working Hours**

Our EFL teachers at Kingswood will cover the hours specified for each individual contract. These vary according to the requirements of each group. A teaching session is defined as approximately three hours in the morning or afternoon.

At times, 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.

### **Salary and Benefits**

- ✓ Full-board accommodation is provided.
- ✓ All salaries are paid monthly in arrears.
- ✓ Holiday pay added to final pay packet.
- ✓ Reasonable travel costs are covered.
- ✓ Each Kingswood contract is different. Some could be for three days of morning only teaching, some could be a week of morning and afternoon teaching and salaries are given for each individual fixed-term contract.



## Person Specification

- ✓ Essential
- Desirable

### Experience

- Previous experience of summer schools or working with young people.

### Qualifications

- ✓ CELTA / Trinity Cert TESOL/ Qualified Teacher Status in English, Primary or Modern Language.
- Educated to degree level (level 6)

### Skills and Knowledge

- ✓ Native English speaker/ near native level of English.
- ✓ Competent with Excel.
- Knowledge of the local area.
- Creative ideas.

### Personal Qualities

- ✓ Energy and enthusiasm.
- ✓ A desire to work with young people from different cultures.
- ✓ Adaptability and flexibility.
- ✓ Good communication and interpersonal skills.
- ✓ Enjoy working alone as well as being part of a team.
- 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).



## Available Centres

 Kingswood Grosvenor Hall Campus

 Kingswood Green Park Campus

### Join Us!

As a Kingswood EFL teacher, 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.

