

Full Time Teacher

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

At UKLC, we provide residential and homestay English language and activity programmes for international students aged 8-17 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 Full-Time Teacher, you are responsible for planning and delivering engaging EFL lessons that meet the needs of international students. You will play an active role in the wider programme by participating in activities, excursions, and ensuring a safe and positive environment.

Job Description

Contract Type: Fixed Term

Reporting to: Course Director

Opportunity for Progression: Course Director

Pre-Summer Preparation

- Attend an online pre-summer training session and in-person inductions.
- Attend the team induction and assist with centre setup.

Summer Teaching Delivery

- Meet and greet students at the airport and accompany them to the centre.
- Prepare and deliver lessons to a high standard, following UKLC's British Council-accredited syllabus.
- Assist with the placement testing and the marking of tests.

- Emphasise oral communication and a growth in the students' confidence both inside and outside the classroom
- Create a positive learning environment to ensure students get the most out of the lessons and enjoy themselves.
- Maintain discipline.
- Be punctual for all lessons, activities and excursions.
- Be observed by the Course Director/Senior Academic Leadership and by other interested parties (you will be 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.
- 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.
- Deal quickly and effectively with student and group leader queries.

Feedback, Communication and Administration

- Support students and group leaders, addressing any queries and escalating issues to the appropriate member of the management team 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 accurately.
- Read, understand and sign off to all risk assessments for excursions.
- Submit end-of-contract feedback 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 and information on AirManual.
- Maintain good standards of Health and Safety at all times.
- Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy.
- Maintain the good name and reputation of UKLC at all times.
- Act as a positive role model, promoting UKLC's values at all times.
- Maintain an entirely professional manner at all times.
- Follow the dress code in the Culture Book at all times.

Working Hours

Standard Full-Time Teacher

- 22 sessions a fortnight based on a six-day working week.
- A session is approximately three and a half hours.
- A Standard Full-Time Teacher will teach two sessions a day (morning and afternoon) on the days where lessons take place.
- They will also work two extra sessions over a two-week period. A full-day excursion is two sessions.
- If a session is 3-hours or more in length, you will get a half hour break (or two fifteen-minute breaks).
- Airport transfers may be considered as one or two sessions depending on the duration.
- In some centres, teaching takes place at weekends and it will be necessary for Standard Full-Time Teachers to work on six consecutive days.

5-Day Full Time Teacher

Please note this role is only available in London on a non-residential basis.

- 20 sessions per fortnight based on a five-day working week.
- A session is approximately three and a half hours.
- If a session is 3-hours or more in length, you will get a half hour break (or two fifteen-minute breaks).
- A 5-Day Full-Time Teacher will teach two sessions a day on the days where lessons take place.
- In some centres teaching, takes place at weekends and it will be necessary for teachers to work on those 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 Meetings on Teaching Days

Morning Session (including two 15-minute unpaid breaks)

- 9 -12:30pm

Afternoon Session (including two 15-minute unpaid breaks)

- 2 – 5:30pm
- 2:30 – 6pm (London centres only)

Evening Session (including a half-hour unpaid break)

- 7:30 – 10:30pm (including a half-hour unpaid break if the evening activity is three hours or more)
- 7:30 – 10pm (London centres only)

Salary and Benefits

- Full-board accommodation is provided for residential team members. We do **not** deduct any money from your salary for board and lodgings. You will be fully catered for during your time with us.
- The 5-Day Full Time Teacher is a non-residential position in our London centres only.
- All salaries are paid monthly in arrears (on the last day of the month).
- Holiday pay is added to your final pay packet.

Standard Full Time Teacher (Outside of London)

Weekly Salary inc. Holiday Pay	Residential	Non-residential
Newly Qualified (TEFLI, no experience)	£582.76	£610.78
12 months + experience	£593.97	£621.99
3 years + experience or TEFLQ	£605.18	£633.20

Standard Full Time Teacher (London Only)

Weekly Salary inc. Holiday Pay	Residential	Non-residential
Newly Qualified (TEFLI, no experience)	£582.76	£650.01
12 months + experience	£593.97	£661.21
3 years + experience or TEFLQ	£605.18	£672.42

5-Day Full Time Teacher

Weekly Salary inc. Holiday Pay	Non-residential
Newly Qualified (TEFLI, no experience)	£498.71
12 months + experience	£509.92
3 years + experience or TEFLQ	£521.13

Person Specification	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Previous experience of summer schools or working with young people. 	
Qualifications	<ul style="list-style-type: none"> • Educated to degree level (level 6) • CELTA / Trinity Cert TESOL/ Qualified Teacher Status in Primary, English or Modern Foreign Languages. 	
Skills and Knowledge	<ul style="list-style-type: none"> • Native English speaker/ near native level of English. • Able to download, use and make basic modifications to Microsoft Office products and PDFs. 	<ul style="list-style-type: none"> • Knowledge of the local area. • Creative ideas. • Able to utilise different online tools and search engines effectively. • Able to confidently use filters and formulas in Excel.
Personal Qualities	<ul style="list-style-type: none"> • Energy and enthusiasm. • A desire to work with young people from different cultures. • Adaptability and flexibility. • Good communication and interpersonal skills. • Enjoy working as part of a team. 	<ul style="list-style-type: none"> • Willingness to learn and adopt new teaching methods.

Legal requirements	<ul style="list-style-type: none"> • Full right to work in the UK. 	
Safer Recruitment Checks	<ul style="list-style-type: none"> • Minimum of 2 reference checks. • Enhanced DBS Check. • Overseas Police Check (if applicable). • Review of the applicant’s online footprint and publicly accessible social media profiles, in line with statutory guidance for safer recruitment. • We will seek to run Prohibited List Checks (if applicable) 	

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.

Available Centres

You will also need to attend induction which will take place on the first day of your contract. Specific dates and times will be set closer to the time.

Location	Centre	Start Date	End Date
Bristol	<u>Clifton College</u>	7 th July	18 th August
Cheltenham	<u>Dean Close School</u>	8 th July	19 th August
London	<u>King's College (Waterloo Campus)</u>	6 th July	31 st August
London	<u>Queen Mary University London</u>	21 st June	23 rd August
Manchester	<u>Chetham's School</u>	6 th July	3 rd August
Nantwich	<u>Reaseheath College</u>	3 rd July	31 st July
Reading	<u>Queen Anne's School</u>	5 th July	9 th August
Winchester	<u>St Swithun's School</u>	13 th July	10 th August

Join Us! Ready to inspire? Click [here](#) to apply! Play a pivotal role in creating meaningful experiences for young learners.

- ✓ Inspire students and enrich lives.
- ✓ Help deliver a summer students will never forget.

Still need more information? Click [here](#) to hear what a summer teaching with UKLC is like from some of our previous summer teams!