

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

#### Summer Teaching and Activity Delivery

- Meet and greet students at the airport and accompany them to the centre.
- Plan and deliver engaging EFL lessons tailored to student needs, using UKLC's British Council-accredited syllabus.

- Create a positive learning environment to ensure students get the most out of the lessons and enjoy themselves.
- Assist with placement testing and the marking of tests.
- Emphasise oral communication and a growth in the students' confidence both inside and outside the classroom
- 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 and mealtimes 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 equipment and materials are in place for the start of a session 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 as required.

- Read, understand and sign off to all risk assessments for excursions and activities.
- 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**

- 22 sessions per fortnight based on a six-day working week.
- A session is approximately three and a half hours. This would be a teaching session, an activity session, an evening activity or a half-day excursion. 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).
- Teacher and 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 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**

- 7:30 – 10:30pm (including a half an 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.
- All salaries are paid monthly in arrears (on the last day of the month).
- Holiday pay is added to your final pay packet.

### Teacher and Activity Leader (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

### Teacher and Activity Leader (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

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.

Person Specification	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of summer schools or working with young people.</li> </ul>	
<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/ Modern Foreign Languages/Primary.</li> </ul>	
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Native English speaker / near native level of English.</li> <li>• Able to download, use and make basic modifications to Microsoft Office products and PDFs.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the local area.</li> <li>• Creative ideas.</li> <li>• Able to utilise different online tools and search engines effectively.</li> <li>• Able to confidently use filters and formulas in Excel.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A desire to work with young people from different cultures.</li> <li>• Energy and enthusiasm.</li> <li>• Adaptability and flexibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Interest in sports or relevant activities.</li> <li>• Willingness to learn and adopt new teaching methods.</li> </ul>

	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills.</li> <li>• Enjoy working as part of a team.</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> <li>• Review of the applicant’s online footprint and publicly accessible social media profiles, in line with statutory guidance for safer recruitment.</li> <li>• We will seek to run Prohibited List Checks (if applicable)</li> </ul>	

## 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	<a href="#"><u>Clifton College</u></a>	7 <sup>th</sup> July	18 <sup>th</sup> August
Cheltenham	<a href="#"><u>Dean Close School</u></a>	8 <sup>th</sup> July	19 <sup>th</sup> August
Crewe	<a href="#"><u>Cheshire Campus</u></a>	14 <sup>th</sup> June	9 <sup>th</sup> August
Hatfield	<a href="#"><u>Queenswood School</u></a>	6 <sup>th</sup> July	3 <sup>rd</sup> August
London	<a href="#"><u>King's College (Waterloo Campus)</u></a>	6 <sup>th</sup> July	31 <sup>st</sup> August
London	<a href="#"><u>Queen Mary University London</u></a>	21 <sup>st</sup> June	23 <sup>rd</sup> August
Manchester	<a href="#"><u>Chetham's School</u></a>	6 <sup>th</sup> July	3 <sup>rd</sup> August
Nantwich	<a href="#"><u>Reaseheath College</u></a>	3 <sup>rd</sup> July	31 <sup>st</sup> July
Portsmouth	<a href="#"><u>University of Portsmouth</u></a>	1 <sup>st</sup> July	29 <sup>th</sup> July
Reading	<a href="#"><u>Queen Anne's School</u></a>	5 <sup>th</sup> July	9 <sup>th</sup> August
Winchester	<a href="#"><u>St Swithun's School</u></a>	13 <sup>th</sup> July	10 <sup>th</sup> August
York	<a href="#"><u>Bootham School</u></a>	5 <sup>th</sup> July	2 <sup>nd</sup> 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!