



EFL Teacher

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

At the UKLC and Wycombe Abbey Summer Programme, we offer immersive residential English language and activity courses for international students aged 11–17.

Our mission is clear: to **Educate, Inspire, and Enrich** young learners through world-class tuition, engaging electives, and unforgettable cultural experiences.

We are passionate about creating life-changing opportunities where students develop confidence, leadership, and lifelong friendships in a supportive and vibrant boarding school environment.

As a Teacher, you are responsible for planning and delivering engaging EFL lessons that meet the needs of international students. English Teachers are required to teach for 3 hours in the morning. Morning lessons include English for Academic Purposes and Exams, 21st Century Skills, and British Culture.

Please note that the EFL Teacher position can be combined with the Specialist Elective Teacher or the Activity Leader role. If you are interested in working as an EFL Teacher plus an additional role, please email recruitment@uklc.org for more information.

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 Delivery

- Meet and greet students at the centre as required.
- Prepare and deliver lessons to a high standard, following UKLC's British Council-accredited syllabus.
- Emphasise oral communication and active learning to engage students in and out of the classroom.
- 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.
- Be punctual for all meetings and lessons.
- Be observed by the Course Director/Senior Academic Leadership and by other interested parties (notified in advance).

Feedback, Communication and Administration

- Participate in daily team meetings and provide regular feedback to the Course Director and Centre Manager.
- Deal quickly and effectively with student and Group Leader queries and where necessary report any problems to the appropriate member of the management team.
- 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 Responsibilities

- UKLC and Wycombe Abbey School are 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.
- Maintain the good name and reputation of UKLC and Wycombe Abbey School at all times.
- 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.
- Maintain an entirely professional manner at all times.
- Follow the dress code in the Culture Book at all times.

Working Hours

An English Teacher is required to work 17.5 hours per week (including 2.5 hours of teachers' meetings) over a five-day working week. An EFL teacher will teach three hours in the morning on the days where lessons take place. Teaching may take place at weekends.

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
- 9 -12:30pm: English lessons (including two 15-minute unpaid breaks)



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.
- Non-residential roles are also available. Please email recruitment@uklc.org
- All salaries are paid monthly in arrears (on the last day of the month).
- Holiday pay is added to your final pay packet

Year of Experience	Weekly Salary (including holiday pay)
Newly Qualified (TEFLI, no experience)	£257.76
12 months + experience	£263.36
3 years + experience or TEFLQ	£268.99

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

Person Specification	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience working with young people in summer schools or similar settings. 	
Qualifications	<ul style="list-style-type: none"> • Educated to degree level (level 6) • CELTA / Trinity Cert TESOL / Qualified Teacher Status in 	



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	Primary, English or Modern Foreign Languages.	
Skills and Knowledge	<ul style="list-style-type: none">• Native English speaker/ near native level of English.• Competent with Excel.	<ul style="list-style-type: none">• Knowledge of the local area.• Creative ideas.
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.	<ul style="list-style-type: none">• Able to make decisions and show initiative.• 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).	



Sample Week

An activity leader will work over days, meaning that weekend shifts are required. These programmes below are simply examples and times may vary.

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Week 1	08:00 - 9:00		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
	09:00 - 10:00	Arrival Registration between 14:00 and 17:00 with hourly site tour. Light activities during the afternoon. Evening of unpacking and getting to know each other.	Lesson	Lesson	Oxford Tour with colleges and museums	Lesson	Lesson	London: London Eye, Walking tour and the British Museum	Lesson
	10:00 - 10:15		Tea Break	Tea Break		Tea Break	Tea Break		
	10:15 - 11:15		Lesson	Lesson		Lesson	Lesson		
	11:15 - 11:30		Break	Break		Break	Break		
	11:30 - 12:30		Lesson	Lesson		Lesson	Lesson		
	12:30 - 13:30		Lunch	Lunch		Lunch	Lunch		
	14:00 - 15:00		Elective	Elective		Elective	Elective		
	15:00 - 15:15		Tea Break	Tea Break		Tea Break	Tea Break		
	15:15 - 16:15		Elective	Elective		Elective	Elective		
	16:15 - 16:45		Break	Break		Break	Break		
	16:45 - 18:00		Sports & Activities	Sports & Activities		Sports & Activities	Sports & Activities		
	18:00 - 18:30		Free Time	Free Time		Free Time	Free Time		
	18:30 - 19:30		Dinner	Dinner		Dinner	Dinner		
19:30 - 21:00	Speed Meeting		Cinema Visit	Paparazzi		Oscars Night	British Sports		Puzzles & Challenges
21:00 - 22:00	House Time	House Time	House Time	House Time	House Time	House Time	House Time		
Week 2	08:00 - 9:00	Breakfast	Breakfast	Breakfast	Breakfast	Cambridge tour with King's College	Breakfast	Departure Between 9am and 12pm. See you in 2027!	
	09:00 - 10:00	Lesson	Lesson	Extra Rest	Lesson		Lesson		
	10:00 - 10:15	Tea Break	Tea Break		Tea Break		Tea Break		
	10:15 - 11:15	Lesson	Lesson	Lesson	Lesson		Lesson		
	11:15 - 11:30	Break	Tea Break	Break	Break		Break		
	11:30 - 12:30	Lesson	Lesson	Lesson	Lesson		Lesson		
	12:30 - 13:30	Lunch	National Gallery, Dinner out and West End theatre show	Lunch	Lunch		Lunch		
	14:00 - 15:00	Elective		Lesson [13:45-	Elective		Elective		
	15:00 - 15:15	Tea Break		Tea Break [30	Tea Break		Tea Break		
	15:15 - 16:15	Elective		Elective	Elective		Elective		
	16:15 - 16:45	Break		Break	Break		Break		
	16:45 - 18:00	Sports & Activities		Elective	Sports & Activities		Sports & Activities		
	18:00 - 18:30	Free Time		Free Time	Free Time		Free Time		
	18:30 - 19:30	Dinner		Dinner	Dinner		Dinner		
19:30 - 21:00	Red vs Blue	Bowling		Around The World	Quiz Night	Talent Show			
21:00 - 22:00	House Time	House Time		House Time	House Time	House Time			



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Available Dates

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.

Wycombe Abbey Summer School is running from 6th July – 17th August 2026 at Wycombe Abbey School in High Wycombe.

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.
- ✓ Upon liaison with the centre's team, you can access a wide range of onsite facilities including the gym, golf simulator, pool, athletics track, tennis courts and stunning grounds.
- ✓ Accommodation includes your own en-suite bedroom along with access to a kitchen, common room, and free laundry facilities.

Still need more information? Click [here](#) to hear to find out more about the programme!