



Westonbirt Summer School EAL Teacher Job Description

Job Title	EAL Teacher
Reporting to	Course Director (DOS)
Key Purpose of the Job	To teach EAL to students of mixed abilities, lead or assist in Team Project Challenges and lead or assist groups in a range of sports and extracurricular activities, at all times creating and managing an excellent learning experience.

Key Accountabilities
<p>The Westonbirt EAL teacher is:</p> <ol style="list-style-type: none"> 1. Lesson Planning: To plan relevant, structured, well-paced, varied and enjoyable English lessons, following the Course Director's 'Scheme of Work', in order to develop student's language skills, increase their vocabulary base, build their confidence and fluency when speaking English and give them an insight into popular English culture, habits, traits and beliefs. 2. EAL Teaching: To teach in an inclusive, motivational, and inspirational way, always in target language, promoting good conduct at all times, in order to create a positive learning environment in which every single student can learn and feel empowered to make real progress both inside and outside the classroom. 3. Academic Admin: To undertake all required admin and paperwork related with the academic programme such as lesson plans, reports and class registers in order to provide evidence of quality teaching and be compliant with the relevant regulatory bodies that may accredit Westonbirt School 4. Academies and Activities: To lead and instruct several sessions a week, depending on experience and interest, in a variety of specified Academies and Activities, maintaining authority but ensuring it is informative and fun. Imperative that the continuation of learning the English Language is part of the planned sessions aided by UK pupils. To lead all activity sessions positively, competently, professionally and safely in order to provide a first class activity programme for all our students. 5. Excursion Leader: To lead or assist colleagues on the weekday excursion, enthusing participants with prior knowledge and interesting facts, and sustaining an informative and educational experience which students will enjoy and remember. To deliver an outstanding cultural and highly tangible experience for all participants 6. Managing Daily Plan: To implement and manage the daily routine, in accordance with the Head of Summer School's instructions, ensuring the planned lessons and activities are delivered in line with the daily timetable, to uphold the smooth and professional running of the course. 7. Pastoral Care: To be sensitive to the needs of all students, at all times focussing on 'their' experience in order to create a positive and memorable environment for students and accompanying staff. To constantly be mindful of students' attitude, performance and conduct in order to ensure their physical and emotional well-being and to inform the Director of Studies of any concerns. 8. Foreign relations: To ensure relationships with visiting staff and parents are always professional and courteous, and that Westonbirt School is constantly promoted in a positive light with all participants 9. Health and Safety / Risk Assessments: To undertake daily room checks and equipment checks to ensure the classroom is kept tidy and safe and all equipment and materials are maintained in a safe and useable manner. To read and understand the relevant risk assessment for every sports or activities session, language activity or excursion in which you are involved, in order to ensure students' safety at all times. 10. Other Duties: To undertake other in-house tasks, when required by the Director of Studies, to ensure that the school runs smoothly and efficiently and that all commitments of the programme are delivered.

Key Performance Indicators for Accountabilities

To ensure the accountabilities, above, are being met, check that:

1. Lesson Planning: Lessons are clear, structured and of the highest quality, allowing for well paced, varied, rounded and enjoyable lessons in which every student can participate, learn something new and progress their English. Plans are written in such a way that any EAL Teacher could teach the lesson successfully at short notice based on them.

2. EAL Teaching: Lessons capture the interest of all students and are executed in such a way as to allow every single student to feel involved, challenged and empowered to make real progress in English. Every student learns something new every lesson. Teacher talking time is minimal.

3. Academic Admin: Students are studying at the correct level. Weekly progress checks are carried out. Students' progress is monitored. Reports are written in good time and are proof read.

4. Academies and Activities: All sessions result in positive feedback. Students have a clearer understanding of rules (than when they started) and have participated to the best of their ability. Activities have been conducted with enthusiasm at all times. Students learn new and develop existing skills, have fun, feel included, motivated and challenged. Students are able to practise their English and continue learning English while participating in their chosen academy or activity and most importantly, are supervised and kept safe.

5. Excursion Leader. Excursions have been led at all times with the recognition that it is the very first time the students have seen the location. Enthusiasm has been kept up throughout. The day has been filled with interesting facts, great sights and sounds, and students have all been engaged in the educational experience.

6. Managing Daily Plan: Lessons and activities have all been executed with high levels of engagement and energy. Time keeping has been accurate and attention-to-detail observed at all times.

7. Pastoral Care: Care and consideration is shown to individuals and the group as a whole. The experience of staying in a boarding house is as enjoyable as possible. Each individual's needs are balanced appropriately with the needs of the group as a whole. Staff presence around Westonbirt Summer School is strong; any concerns are acted upon, logged and followed up. A friendly but professional staff-student relationship is maintained at all times. Agents and parents are able to report pastoral care as excellent and appropriate.

8. Foreign relations: Attitude towards all foreign nationals, both students and their parents and agents, is welcoming, courteous, helpful and approachable, and that assistance is provided whenever required.

9. Health and Safety / Risk assessments: Health and safety rules are scrupulously observed. Duties to ensure the safety and welfare of our visitors are carried out diligently, whilst ensuring that our service remains an outstanding experience for our guests. Risk assessments are read and understood before each activity and excursion. Risk assessments are reviewed and updated in order to adapt to changing climate and surroundings.

10. Other Duties: Approach to the job is flexible, supportive and reliable, and that initiative is used to ensure all areas of responsibility work well.

Key Dimensions Impacted by the Job:

1. Westonbirt Summer School operates for 4 weeks in the summer. 10th July to 7th August 2022
2. Student age range 10 - 16
3. Expected enrolment - up to 80 students per week for 4 weeks
4. Classes of 12 students for EFL lessons
5. Activity session numbers vary depending on Activity
6. Students are in care of Westonbirt Summer School 24-7

Key Skills and Experience:

1. Native/ near-native competence in English (written and spoken).
2. A university degree in any discipline.
3. CELTA/Trinity Cert. TESOL (or recognised equivalent UK accreditation) or PGCE (in English or MFL).
4. Exceptional at working with and understanding children of differing ages and at least one year's teaching experience with young learners is desirable.
5. Sports enthusiast desirable.
6. An outstanding team leader and team player with the ability to instil confidence and motivate others.
7. Must be energetic, enthusiastic, have a sense of humour and thrive in a lively atmosphere full of change and development.
8. A strong awareness of Health and Safety, specifically as it relates to leading and managing activity sessions, is essential.

9. IT skills.
10. Strong and demonstrable organisational skills.
11. Knowledge of places of interest.
12. First Aiders, Lifeguards and sports coaching qualifications or experience are advantageous.

Key Interfaces:

1. Head of Summer School
2. Director of Studies and Activities Coordinator
3. Other staff of Westonbirt Summer School (particularly catering and sports staff)
4. Foreign Students
5. Agents, Parents, and overseas group leaders (if applicable)
6. Coach Drivers of different companies
7. Attraction guides, operators and their staff.

Operating Environment and Context of the Role:

Westonbirt Summer School offers students from overseas the opportunity to experience learning in a traditional English boarding school location, whilst improving their oral and written English and providing an insight into British culture.

Students are accommodated on site and thus are spared the merits and demerits of home-stay accommodation, but this adds to our challenge of keeping them gainfully occupied for longer than the normal school day.

Our operating environment is within the extensive campus of Westonbirt School and is generally perceived as a very safe area. All personnel who work on the site around the school buildings have to hold a satisfactory DBS certificate. Westonbirt's nucleus in the summer will be in the main school building. Meals are taken in the School Dining Hall, and our students will use all the sports facilities and other facilities available at Westonbirt School.

The whole of the Westonbirt School area is a no-smoking zone.

Whilst we place a strong emphasis on having a great time, this does not detract from the serious purpose of learning English in a British contextual environment, where idioms, accents, practices and attitudes are realistically experienced. Our service is provided to our young students, but our customers are their parents who pay the bills. It is thus vital that we constantly ensure that the students take home great memories, improved language, improved knowledge, and proof of their experience and progress. Moreover, it is essential that any visiting group leaders (if applicable), who may not be English specialists, have an enjoyable time and appreciate the advantages of their students coming to Westonbirt School.

Maintaining the strong reputation of Westonbirt School is crucial to the continuing success and future development of Westonbirt Summer School. The role requires energy, awareness and consideration. Every student, whether visiting as an individual or as part of a group, requires careful attention and must always be greeted and treated with abundant enthusiasm. Lessons, sports and activities must be instructive and fun. The schedule is busy and must run to tight timescales. Attention to detail, from timekeeping to pastoral care is fundamental at all times, as is effective team working to ensure the programme runs seamlessly and all pupils are encouraged to engage fully in each activity; the concept of "tell and they forget...involve and they remember" underpins the ethos of Westonbirt Summer School and our tailoring towards the individual needs of the student.

All staff are considered ambassadors for the school, who excel in working in an ever-changing environment, striving to contribute to our shared objectives.

Safeguarding:

Westonbirt Summer School complies fully with the safeguarding rules and procedures of Westonbirt School.

Delegated Authority:

The EAL Teacher has delegated authority to spend Westonbirt Summer School funds on fees essential for the safe and efficient running of an activity or excursion if there is no simple access to management.

The closing date for applications is 12pm on Saturday 23 April 2022

Interviews to be held W/C 25th April 2022

Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.