



*Learn and Smile in the same Language*

## **LINES**

### **Job Description and Person Specification**

<b>Job Title:</b>	EFL Teacher
<b>Department:</b>	Academic
<b>Reporting To:</b>	Director of Studies

#### **Summary of Organisation:**

LINES Languages is an English language residential summer school provider, offering intensive English language and activity programmes to international students aged 6-18. LINES operate from two UK sites, Downe House School and Queenswood School. LINES Languages Ltd is strongly committed to safeguarding and promoting the welfare for all students under 18. All staff working for LINES are expected to share the same commitment.

#### **Summary of Role:**

Teachers plan and deliver high quality, challenging lessons that adhere to the syllabi in place at LINES. These lessons must be of a communicative nature and incorporate the elements of active learning while delivering effective and stimulating classes. Teachers are responsible for the welfare of students during school hours on campus and off campus during the mid-week academic excursion.

#### **Duties and Responsibilities** including but not limited to:

- Attend the induction and training, this is essential.
- Have activities and resources prepared in advance, suitable to the level and age of the group assigned.
- Enforce the immersion rule at all times.
- Report to the DOS and Senior teacher and attend all relevant meetings when required.
- Plan and deliver lessons to the highest standard of teaching and learning.
- Teach two morning lessons (of 1 ½ hours) and two afternoon lessons (of 1 ½ hours) with breaks. Afternoon lessons will include workshops (Business, Drama etc.) and tutorials.
- Eat at their allocated table and encourage English to be spoken at meal times (lunch and dinner). It is compulsory to sit and eat with students if eating in the dining hall.
- Supervise students on allocated days during break times
- Attend the Friday assembly and stage and screen nights.
- Supervise students on the midweek academic excursion, this is essential for safeguarding and student welfare
- Prepare excursion work.

## Downe House & Queenswood

- Report any students who may need to move level to the DoS immediately.
- Maintain all paperwork i.e. reports, registers, evaluations etc.
- Display the students' work in the classroom and maintain a tidy environment for working.
- Assist in the set up and close down the school, this requires unpacking and moving items from the store room.
- Design a weekly test for continuous student assessment and record results as instructed.
- Be on campus on Sunday evenings to assist with student testing unless not required
- Attend a minimum of 2-3 CPD workshops during the course of the program

### **Person Specification**

<b>Education</b>	<b>Essential</b>	<b>Desirable</b>
Degree	X	
CELTA or Trinity TESOL or equivalent	X	
DELTA or equivalent		X
PGCE or QTS		X
6 hours of Observed Teaching	X	
<b>Experience</b>		
Working with under 18s	X	
Summer School		X
Lesson planning (structured)	X	
Developing and marking exams	X	
Utilising the CEFR (Common European Framework of Reference for Languages)	X	
Delivering student workshops	X	
Delivering communicative task based classes	X	
Computer and Internet Competent	X	
<b>Skills and Personal Qualities</b>		
High proficiency of written and spoken English	X	
Team Player	X	
Flexibility	X	
Well-organised	X	
Good communicator	X	
Enthusiastic	X	
An interest in developing professionally	X	
<b>Requirements</b>		
DBS or Police Clearance	X	
References	X	

### **Terms and Conditions**

**Contract Duration:** max 4 weeks, min 2 weeks. **Must be eligible to work in the UK.**

**Hours of Work:** Teachers work 5 days per week, plus Sunday evenings for placement testing, to fulfil the outlined duties. This may include evenings.

**Salary and Holidays:** New Teachers: £335 p/w plus holiday (£30.06 p/w)

**Other Benefits:** Full board, internet access, use of school facilities