



EFL TEACHER

LINES Overview

For over 25 years LINES has been providing high quality academic language courses. Our English language courses are accredited by the British Council and are designed to engage and inspire students to improve their language skills whilst making friends and having fun at the same time.

We offer an exciting range of excursions to destinations across the UK from our centres at Downe House (Berkshire) and Queenswood (Hertfordshire) and a programme of sports and activities which is second to none. We also offer pro-activities; professional coaching in football, tennis, golf, horse riding and music, as well as experiences including West End musicals, Harry Potter Studio tours and Thorpe Park.

Job Overview

At LINES we are looking for energetic, creative and inspiring EFL teachers who **currently have the right to work in the UK** to join our team.

Unlike some summer school teaching positions, at LINES there are **no evening or weekend residential, activity or airport duties**. You don't work at weekends, you're free from Friday evening until Sunday afternoon.

We offer **residential and non-residential positions**, at both our centres. Residential positions include accommodation (own room, shared bathroom) and full board with some access to sports facilities (wherever possible) in your free time.

We welcome applications from both **experienced and newly qualified teachers** who can demonstrate a genuine passion to design inspiring lessons that motivate and engage young people from all over the world to improve their English language skills and have a summer of fun!

Our maximum class size is 10, (average 7-8 from the same age and level) which means you can really get to know your students and see them develop their language skills and confidence.

If you enjoy working with young people aged 10-18 years old, are confident teaching in a fast-paced, busy summer school and relish the opportunity to work as an integral part of a supportive, friendly and dynamic academic team to create an engaging learning environment for all, we would love to talk to you!

Safeguarding

LINES is committed to ensuring the safeguarding of young people and we expect all staff to share this commitment.

All teachers must be able to provide **2 professional references** and provide the required information needed for us to apply for an enhanced **DBS Check** and other suitability checks on your behalf.

You will also be required to complete an online basic **Safeguarding course** before receiving your contract. Full details about all these checks and what you need to do if appointed will be given at interview.



Person Specification

	Essential	Desirable
Legal Requirements	Right to work in the UK Aged 18 or over	
Qualifications	First degree (any discipline) CELTA, Trinity Cert TESOL, BEd/PGCE (Primary Education, English or MFL) with QTS or EFL Level 5 equivalent *We do not accept online TEFL Certificates with no observed teaching practice*	Trinity LTCL Diploma TESOL, Cambridge DELTA or MA in Linguistics/TESOL Young Learner specialism e.g. TYLEC, CELTA extension
Experience	Both experienced teachers and those early in their career are welcome to apply Ability to plan and deliver communicative lessons for children and teenagers Confidence to be able to adapt lessons and teaching style to meet changing individual and group needs, as we have weekly new student enrolments	Experience working with international children/teenagers including a good understanding of learning needs and how to engage and inspire them to learn and achieve their potential Previous experience working in a residential setting Experience of teaching multi-lingual classes Knowledge of Cambridge exams
Skills and Knowledge	Ability to provide a clear and accurate model of the English language Capacity to work alongside colleagues, contributing effectively to a team Excellent communication and interpersonal skills Ability to motivate children and teenagers Good administrative skills Ability to work comfortably in a fast paced, intensive environment Commitment to producing student centred, interactive classes	High level of competence in ICT in the classroom and for all teaching admin Ability to work as a part of a wider team to contribute to the development of the academic programme Ability to incorporate British culture into classes and to create cross-curricular links
Personal attitudes and qualities	Passionate about teaching and learning Culturally sensitive and genuinely enjoys working with young people	

	<p>Organised, with high professional and personal standards, committed to developing your teaching career</p> <p>Able to cope with unexpected changes to schedule and routine</p> <p>Open to receiving feedback to develop new skills</p> <p>Committed to safeguarding children and to ensuring their safety and welfare is the priority</p>	
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LINES Centre Information

LINES Centre	Staff Induction	Course Dates
Downe House Cold Ash Thatcham Berkshire RG18 9JJ	Tuesday 11 th July — Wednesday 12 th July (Held at nearby hotel)	Wednesday 12 th July — Saturday 5 th August
Queenswood Shepherd's Way Brookmans Park Hatfield Hertfordshire AL9 6NS	Friday 30 th June — Saturday 1 st July (Held at nearby hotel)	Sunday 2 nd July — Saturday 29 th July

Salary and Benefits

Weekly Salary: £493.10 (£440 + 12.07% holiday pay)

- Full board accommodation is provided
- Induction, paid pro rata
- Work as a part of a strong team, gain experience working with international students
- Support programme available for newly qualified teachers
- Exciting opportunities for professional development
- Weekly CPD sessions on a range of topics

Academic Programme

- Classes are based on a weekly theme and supported by the LINES Syllabus for students to gain confidence in speaking, writing, reading and listening.
- You will share classes with your teaching partner and teach two different groups of students in the morning and two different groups of students in the afternoon. You should aim to plan your lessons together to ensure cohesion and that all syllabus objectives are met for all groups.
- We do have some physical and online teaching resources available, however, to encourage your creativity and allow you to really inject your own personality and teaching style in the classroom, we encourage all teachers to bring and share their own teaching materials and resources for the duration of summer school.

Pre-Course

- Read the Teacher Handbook and contact Head Office with any questions you have.
- Make sure you can access LINES syllabus and resources through Google Drive.
- Arrive at LINES with ideas for engaging and creative lessons.
- Attend the induction and help set up our centre.

Teaching Duties

- Work with your teaching partner(s) to prepare and teach EFL classes to an acceptably high standard.
- Follow guidelines in the Teacher Handbook and as explained by our Academic Team.
- Inform our Academic Team if you think a student has not been correctly placed.
- Ensure that, on the rare occasions, when classes are multi-level, those at higher levels are provided with differentiated material appropriate to their needs and abilities.
- Quickly respond to any feedback that arises as a result of a drop in/full length observation.
- Attend weekly CPD sessions led by senior members of staff.
- Exploit every opportunity for students to learn English both inside and outside the classroom ensuring students of different nationalities mix as much as possible.
- Ensure that tangible learning outcomes are presented to the students at the start of every lesson and every week.

Administration

- Keep accurate lesson plans and registers.
- Assist the Academic Team with placement testing if required.
- Make sure that students receive sufficient feedback on their work.
- Work with Skills Teachers to complete an Initial Report for all students in their first week and an End of Course Report for all students in their final week at LINES.

General Duties

- Attend and participate in staff meetings.
- Ensure the safeguarding and welfare of students at all times, supervising students as required and responding sensitively to any pastoral matters.
- Escort your classes to and from the dining hall for lunch Monday-Friday. Sit and eat with students (not necessarily the students you teach) at your allocated table for both lunch and dinner.
- Help pack up our centre as required.
- Carry out any other reasonable duties.

All LINES Staff must

- Commit to safeguarding and promoting the welfare of all course participants at all times.
- Provide the best possible language learning, social and cultural experience for the students.
- Work cooperatively with both LINES colleagues and host centre staff.
- Follow the guidelines in Staff Handbooks regarding the standards expected in your job and how to deliver them.
- Maintain confidentiality (in accordance with LINES' Data Protection Policy).
- Complete all documentation as required.
- Carry out directions from Head Office and comply with all legal and professional organisation requirements.
- Present yourself well; being of smart appearance, appropriate to the role and using appropriate language.
- Act in a thoroughly professional manner so as to uphold the good reputation of LINES.

LINES policy regarding alcohol, smoking and substance abuse

You are working with children. Consuming alcohol and substance abuse are not permitted at any time on campus or during working hours. Smokers may only smoke in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

For more information about Lines, please visit www.lines.ac