



## Heathfield Summer Courses Job Description

<b>JOB TITLE</b>	EFL Teacher and Group Leader
<b>REPORTING TO</b>	DOS and ADOS
<b>KEY PURPOSE OF THE JOB</b>	To teach EFL to students of mixed abilities and possibly lead on academic academy tuition if appropriate. Lead or assist on planned excursions and assist Activity Staff in a range of extracurricular activities, at all times creating and managing an excellent learning experience.
<b>WRITTEN BY</b>	John Endean
<b>DATE</b>	January 2025

### KEY ACCOUNTABILITIES

The Heathfield EFL teacher is:

**1. Lesson Planning:** To plan relevant, structured, well-paced, varied and enjoyable English lessons, following the Director of Studies '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. EFL 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 Heathfield Summer School

**4. Academies and Activities:** To possibly lead and instruct several sessions in a particular week, depending on experience and interest, in a variety of specified academic academies maintaining authority but ensuring it is informative and fun. On occasion and if required to lead a small number of 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 Director of Studies 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 Heathfield 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 sport or activity 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 EFL Teacher could teach the lesson successfully at short notice based on them.
- 2. EFL 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. Heathfield Summer School operates for 5 weeks in the summer. 7<sup>th</sup> July to 10<sup>th</sup> August 2024
2. Heathfield Summer Camp operates from the 14<sup>th</sup> July to the 10<sup>th</sup> August 2024
3. Summer School Student age range 8 – 17
4. Summer Camp girls age range 7 – 15
5. Summer School Expected enrolment - 125 girls, over 300 student weeks, over a 5-week period
6. Summer Camp Expected enrolment – up to 200 girls over a 4-week period.
7. Average Class size of 12 students for EFL lessons
8. Academy and Activity session numbers vary depending on the Academy or Activity
9. Summer School girls and Boarding Camp girls are in care of Heathfield Summer School 24-7

### PERSON SPECIFICATION

#### Essential:

- Native/ near-native competence in English (written and spoken).
- A university degree in any discipline.
- CELTA/Trinity Cert. TESOL (or recognised equivalent UK accreditation) or PGCE (in English or MFL).
- Exceptional at working with and understanding children of differing ages and at least one year's teaching experience with young learners.
- Proficiency in time management.
- Strong and demonstrable organisational skills.
- Excellent Communication skills.
- IT skills.
- Ability to multitask and work to deadlines.
- An outstanding team player with the ability to instil confidence and motivate others.
- Energetic, enthusiastic, have a sense of humour and thrive in a lively atmosphere full of change and development.

#### Desirable:

- Interest in the Arts and/or sports.
- A strong awareness of Health and Safety, specifically as it relates to leading and managing activity sessions.
- Knowledge of destinations students visit during their time with us.
- First Aid Experience.
- Qualifications in any extra-curricular activity.
- Previous experience working with Young Learners and in summer school setting.
- Residential experience.
- Experience teaching multicultural/multilingual groups.





### KEY INTERFACES:

1. Director & Deputy Director of Summer Courses
2. Director of Studies (DOS) and assistant Director of Studies (ADOS)
3. Summer School Activities and Academy Coordinator
4. Summer Camp Coordinator
5. Pastoral and Welfare Manager
6. Other staff of Heathfield School (particularly Catering, Cleaning and support staff)
7. Overseas Students
8. Agents, parents (and overseas group leaders, if applicable)
9. Coach Drivers of different companies
10. Attraction guides, operators and their staff

### OPERATING ENVIRONMENT AND CONTEXT OF THE ROLE:

Heathfield 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 campus of Heathfield School and is generally perceived as a safe area. All personnel who work on the site around the school buildings have to hold an Enhanced DBS certificate. Heathfield Summer School and Camp's nucleus in the summer will be in the main school building. Meals are eaten in the School Dining Hall, and our students will use all the sports facilities and other facilities available at Heathfield School. The whole of Heathfield 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 agents or parents (or group leaders, if applicable), who may not be English specialists, have a memorable visit and appreciate the advantages of their students/ children coming to Heathfield School.

Maintaining the strong reputation of Heathfield School is crucial to the continuing success and future development of Heathfield Summer Courses. 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 students are encouraged to engage fully in each activity; the concept of "tell and they forget...involve and they remember" underpins the ethos of Heathfield Summer School and our tailoring towards the individual needs of the student.





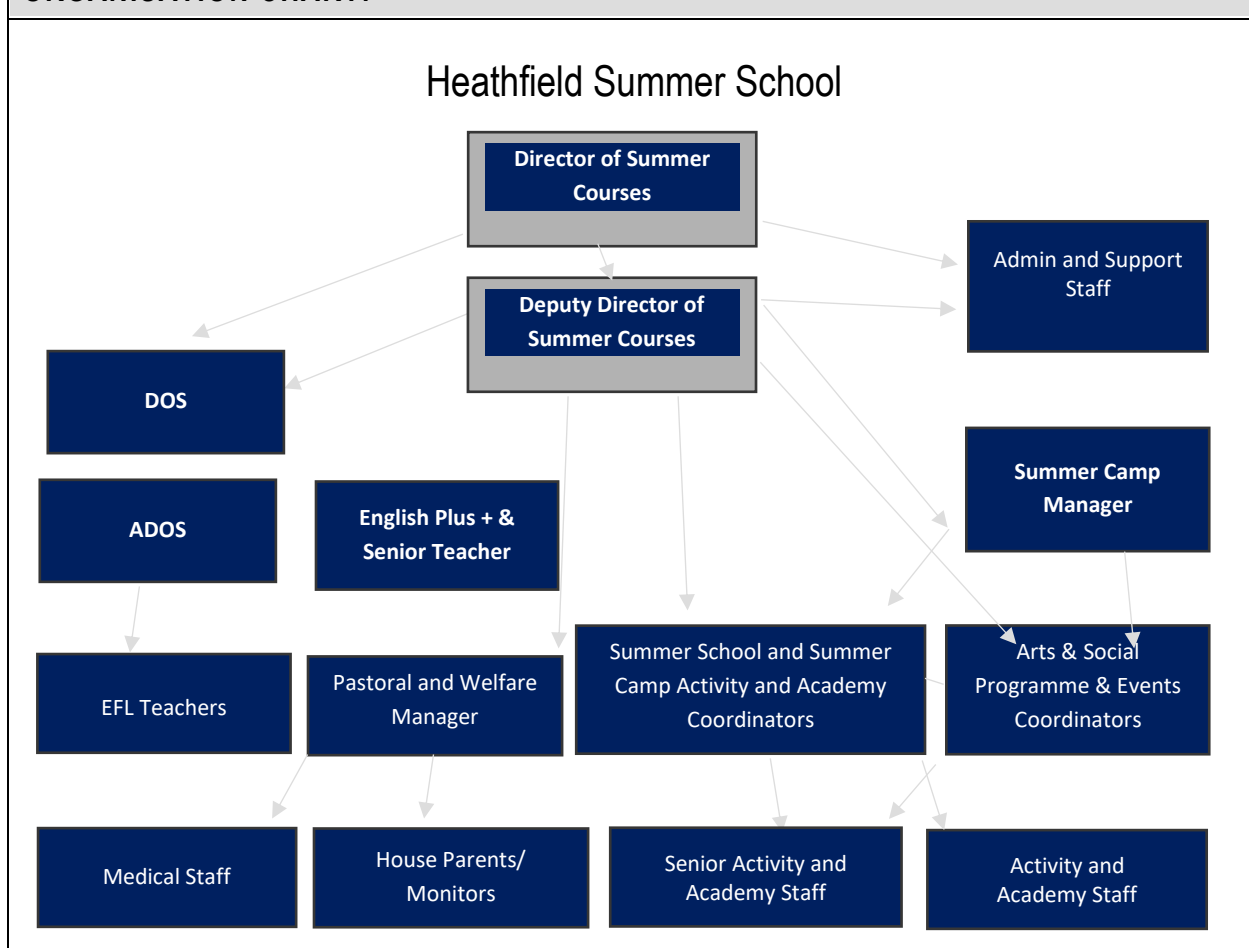
All staff are considered ambassadors for the school, who excel in working in an ever-changing environment, striving to contribute to our shared objectives.

**SAFEGUARDING:**

Heathfield is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding Children and Child Protection policy and procedures at all times.

Heathfield School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristics.


**ORGANISATION CHART:**





**DELEGATED AUTHORITY:**

There is no delegated authority for 'Activity Leaders' employed in our summer period, but it is expected that all 'Activity Leaders' use their own initiative when faced with minor issues or problems that may occur.

APPROVAL/ACKNOWLEDGEMENT:				Signature
<b>Job Holder:</b>	<b>Name:</b>		<b>Date:</b>	
	<b>Job Title:</b>			
<b>Approved by Head of Summer School</b>	<b>Name:</b>	J. Endean	<b>Date:</b>	
	<b>Job Title:</b>	Director of Summer Courses	<b>January 2025</b>	

