

## SBC SUMMER SCHOOL TEACHER (RESIDENTIAL)

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### JOB DESCRIPTION

#### ABOUT SUMMER BOARDING COURSES

Since 2009, SBC International (SBC) has welcomed Young Learners, aged between 8 and 17 years old, from **151 different countries** to study our courses in some of the most prestigious academic institutions in the UK, including Eton College and Oxford University.

SBC is committed to providing our students with an exceptional experience. To create the global citizens of tomorrow, we guarantee a truly multinational learning environment which encourages cross-cultural learning, collaboration and friendship.

SBC is the first, and currently only, summer school provider in the UK to have achieved a perfect 15 Areas of Strength in a British Council inspection. In the EL Gazette ranking tables for UK Junior Courses, SBC has been ranked Number 1 in 2018, 2019, 2020 and 2021. We are very proud of this achievement and will continue to grow and develop our courses to offer students extraordinary experiences.

Whilst international travel restrictions have been in place, we have worked closely with a number of boarding schools to provide holiday courses for their students who have been unable to return home. We look forward to utilising this experience to provide a safe, secure, and enjoyable experience for our students and staff in the coming year.

#### Ways we support our Teachers:

- Experienced and supportive Director of Studies
- Allocated Planning and Preparation Session
- Fully paid DBS check
- Extensive, paid, on-site training prior to student arrival
- All meals and accommodation included
- CPD and Appraisals
- Staff Wellbeing Programme
- Continual support for **all** staff from the Head Office Team, both on the ground and via phone/email
- Online safeguarding and working with international children training
- Professional, fun and supportive environment

#### THE ROLE

SBC Summer School Teachers are an integral part of a successful summer, and it is often their ability to engage the students both in and out of the classroom in a friendly yet professional manner that ensures students are happy throughout their stay.

All Summer School Teachers report directly to the Academic Management onsite and carry out duties as follows:

#### Main Duties:

- Become familiar with the SBC syllabus, materials and resources for their specific subjects during induction period.
- Teach lessons using the SBC syllabus and other appropriate materials.
- Promote a student-centred learning environment, which encourages the development of 21st century skills.
- Set assignments, if outlined and prescribed in the SBC syllabus.
- Attend to the individual needs of the students to ensure that maximum benefit is gained from their particular course.
- Continuously assess students' progress, marking assignments meaningfully and giving relevant feedback.

- Maintain administrative systems by preparing and keeping class lists, records of work, class registers and preparing certificates and reports.
- Manage the classroom behaviour effectively and ensure all students participate.
- Attend meetings as requested by the summer school management.
- Attend CPD (Continued Professional Development) workshops.
- Be observed by the Academic Management.
- Assist with mealtime, break time supervision and student sign-in, where required.
- Help ensure that the students do not breach the rules of the school.
- Be committed to the safeguarding and welfare of students in your care
- Adhere to all Health and Safety measures (including COVID safety measures, risk assessments and other policies and procedures)

**Preparation and delivery of English Plus+ General English Extra classes** (all teachers may be required to participate in this programme for part of their contract depending on student demand).

#### **General Duties:**

The welfare of students is paramount to us. Although we employ House Parents to oversee and attend to the day-to-day welfare needs of our students, all SBC staff take responsibility for student welfare.

- Fostering a welcoming and positive atmosphere across the school site
- Help transfer students to and from the airport if needed
- Empower students to successfully engage in programme while helping develop their independence, confidence and social skills
- Participate in the Social Programme, where required
- As with all residential work, be able to show a large degree of flexibility
- Help ensure that the students do not breach the rules of the school
- Engage with the students at all times, in a friendly but professional manner
- Assist at any time, whether on duty or not, with an emergency situation
- Provide feedback on your experiences during & also at the end of summer.

### **EXPERIENCE REQUIRED**

#### **GENERAL ENGLISH TEACHERS**

All General English Teachers must hold the following qualifications and experience:

##### **Essential Qualifications:**

- A first degree
- Trinity CertTESOL or CELTA certificate
- Minimum of 3 years' post TEFL/ CELTA experience

##### **Desirable Qualifications:**

- MA in languages or a related discipline
- Trinity DipTESOL or DELTA
- Experience working in a residential summer school environment

#### **ACADEMIC DISCOVERY TEACHERS**

All Academic Discovery teachers must hold the following qualifications and experience:

##### **Essential Qualifications:**

- A PGCE in Primary or Secondary education
- Minimum of 3 years' post qualification teaching experience

### **Desirable Qualifications:**

- A valid TEFL certificate
- Experience working in a residential summer school environment
- Experience of working within the education sector

### **SBC PERSON SPECIFICATION**

All members of staff employed by SBC will be expected to bring certain key qualities to the operation. There must be a professional interest in working with young people and particularly international children. Safety and welfare of the students is of paramount importance at SBC and a practical enforcing of this belief should be a quality exhibited by all staff.

### **We look for staff who are:**

- Approachable & empathic to the needs of students
- Enthusiastic & engaging
- Diplomatic, responsible & motivated
- Flexible within the summer school environment

### **HOURS OF WORK**

All Teachers work a 13-session week, with a session being either a morning, afternoon or evening. These 13 sessions are made up of six academic sessions (i.e. a morning or afternoon of teaching), and includes one preparation session, as well as seven non-academic sessions, such as in the social programme, pastoral programme and/or excursions (e.g). Outside of scheduled sessions, Teachers will have an awareness of their responsibility to ensure the safety and wellbeing of the students during meals, break times, and when in the accommodation areas. All Teachers will receive one full day off per week.

### **CONTRACT INFORMATION**

Our courses run from the beginning of July to the middle of August. Please see our website for the exact dates and more information. <https://summerboardingcourses.com/work-for-us/>

Remuneration: Paid weekly, one week in arrears. The rate for Teachers is **£575** per week.

### **TO APPLY**

Please apply online at: <https://summerboardingcourses.com/work-for-us/>

Any questions may be directed to us at: [recruitment@summerboardingcourses.co.uk](mailto:recruitment@summerboardingcourses.co.uk)

### **SHOULD YOU BE SUCCESSFUL**

- Any gaps in your CV will be enquired about and must be explained satisfactorily
- You will provide the details of two recent and relevant referees who we will contact
- You will be required to undergo a Disclosure and Barring Service check (DBS), and equivalent if living outside the UK
- You will be asked to sign the Children's Act 1989 declaration safeguarding the welfare of children, and state that you have no known reason why you cannot work with children
- Official identification and certificates (either originals or certified copies) will be required for our records

### **SBC SAFEGUARDING STATEMENT**

***Summer Boarding Courses is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.***