



# ABBNEY COLLEGE IN MALVERN

## Short Course Teacher Job Description

### Overview of Role

In essence, this role is to ensure a lively, exciting, stimulating professional and informative environment where students can learn and develop their skills and English language whilst trying new activities in safe and secure surroundings.

### Teaching Responsibilities

- Assist in testing and induction of the new students.
- To teach as directed by the Director of Studies (EFL) or Principal using the Abbey College syllabus and other appropriately designed materials.
- To keep accurate registers, records of work and write reports for departing students.
- To manage classroom behaviour effectively and ensure students receive the maximum benefit from their course.
- To be observed by the Director of Studies (EFL) or Principal.
- To ensure classrooms are well presented with correct furnishings and displays of student work.

### Activity Programme Duties

- To participate fully and enthusiastically in the activity programme.
- To lead, supervise or assist with an activity as required.
- To assist in preparing equipment for an activity.
- Ensure the students are safe and supervised all times during activities.
- To be aware of, and follow, Health & Safety procedures and risk assessments

### Excursions

- To participate fully and enthusiastically in all relevant excursions
- To be responsible for an allocated group of students throughout the duration of the excursion
- To prepare the students for excursions using the College materials
- Ensure the students are safe and supervised all times during the excursions
- To ensure students aged fifteen and under are supervised throughout the excursion
- To be aware of, and follow, Health & Safety procedures and risk assessments

### General Duties

- To encourage the students to speak English at every opportunity.
- To attend and help organise morning assemblies.
- To help ensure students do not breach the College rules
- To help to ensure students behave in such a way that Health & Safety is promoted within and outside of the College
- To help keep the College tidy and presentable.
- To attend all necessary meetings
- To wake up students in the mornings (residential staff)

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Produced by:	CS	Date:	06/10/16	Checked by:	MN	Date:	21/05/24	Approved by:	MNJ	Date :	21/05/24
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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 253 Wells Road, Malvern, Worcestershire, WR14 4JF.

Member of ENGLISH UK, Accredited by the British Council for the teaching of English as a Foreign Language, DfES Reg. No. 8856026

## Candidate Profile

### Qualifications and Experience

- Candidates must be Cambridge CELTA/Trinity TESOL qualified (min 6hrs supervised teaching practice & 100 hours input)
- PGCE or QTS in associated subjects (e.g., English Language, Modern Languages) may be considered.
- Weekend/Internet/Correspondence TEFL qualifications will not be accepted.
- Applicants should hold a first degree or equivalent and must be able to speak English to native level.
- Newly qualified teachers are welcome and will be supported.
- Candidates should have experience working with teenagers or children

### Style

- Applicants must be enthusiastic and hardworking.
- Applicants must be well presented.
- A willingness to work as part of a team and to be a competent communicator is vital.
- Cross cultural awareness and understanding should be demonstrated.

## Residential Duties

If you are a residential member of staff you will provided with an en-suite room, all meals and a weekly laundry service, in return for houseparent duties. These duties include;

- Being on duty in the house on specified evenings (being present in your room in a fit and proper state to help students if they have any problems, fire alarm goes off, etc)
- Responding to any noises in the house after bed check
- Being responsible for enforcing discipline within the house if required

## Working Hours

You will be expected to work a six day week, though this, of course, can vary depending on the client's requirements. As a guideline, the usual working hours are 08:45 to 18:00 (with the relevant breaks), though some courses may require morning and evening work with afternoons off.

You will be expected to participate in activities (if relevant) and escort the students on excursions (08:30 to 18:00). Please note that the London trip (if relevant) is a longer working day than other excursions (06:30 to 20:00). You may also be asked to escort students on half day mid-week excursions (13.30 – 18.00).

### Salary Details

Please refer to your individual contract.

Salaries are paid up until the penultimate week of every month, in arrears, by the last working day in every month.

*"The Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all current and prospective staff to share the same ethos. The successful applicant can only begin work at the College once they have completed Barred Lists (previously referred to as List 99) and DBS checks, and the College has received and verified two satisfactory references."*

**Please sign below to indicate you have read and understood the above job description, and return one copy to the College.**

Signature of Employee: .....

Date: .....

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