



JOB DESCRIPTION

Role:	English Language Teacher + Activity Leader
ILH Centre:	Ipswich School
Report to:	The Centre Manager (CM) and Head of Activities (HoA)
Residential/Non-residential:	Residential and Non-residential

KEY ROLES

- Plan and deliver English language lessons and projects to Young Learners.
- Support and deliver the International Language Holidays (ILH) Activities Programme.
- Ensure the well-being and safety of all ILH students at all times.

SPECIFIC RESPONSIBILITIES

Teaching

- Plan and deliver 15 x hours per week of English lessons to Young Learners aged 10-17 years old.
- Plan, prepare and deliver your lessons and projects in accordance with the recommended methodology as laid out in the ILC Staff Handbook and ILH Induction Booklet, and following the ILH Syllabus.
- Plan lessons to include the ILH Activities Programme to assist the student's learning in and out of the classroom.
- Ensure students have a positive learning experience.
- Help students achieve their best to become confident users of English during their time at ILH.
- Complete all class registers, lesson plans, and any other required administration on a daily basis.
- Maintain accurate registers and record students as present, absent or late for class.
- Report any absent students or students who do not match your register to the CM after the first ten minutes of the lesson, and report any students who were late for class, after the lesson.
- Report any academic or behavioural concerns to the CM after your first lesson.
- Manage classroom rules, etiquette, cleanliness and student files.
- Attend daily and weekly course meetings as required.
- Participate in weekly training workshops as required.
- Prepare for a teaching observation to be arranged by the CM, at least once per your contract.
- Assist with the placement testing of new students, as required by the CM.

Activities Programme

- Promote and support the ILH Activities Programme.
- Ensure you are familiar with all the activity and excursion procedures and destinations.
- Ensure all the required equipment and materials are prepared and set up before any activity.
- Ensure all equipment and materials are well taken care of and report any damages to the HoA.
- Ensure all equipment and materials are put away, and tidy/clean up the activity area after the activity.
- Maintain accurate registers and record students as present, absent or late for activities.
- Ensure all students are present at the start, during, and end of an activity.
- Lead the safe transfer of students before and after activities and excursions as instructed by the HoA.



- Follow all safeguarding and health & safety advice set out by the HoA and detailed in the risk assessment.
- Take all necessary steps to minimise any risk and report any concerns/feedback to the HoA.
- Attend activity briefings prior to afternoon and evening activities.
- Supervise and actively participate in, or lead, 3 x weekly afternoon or evening activities.
- Check and complete registers, risk assessments and any required administration as briefed by the HoA.
- Respond to student requests for help and advice, as necessary.
- Encourage full student participation and ensure that students have a positive experience.
- Attend excursion briefings prior to half-day and full-day excursions.
- Supervise and actively participate in, or lead, one half-day excursion per week.
- Supervise and actively participate in, or lead, one full-day excursion per week (on Saturdays).
- Check registers, risk assessments and carry out roll calls before students depart for excursions.
- Act as a 'Tour Guide' on excursions and escort students safely and provide them with information.
- Check in with your allocated student group every hour and a half (90 mins) and do roll call.
- Lead your group to the coach and do a roll call before students depart for Ipswich School.
- Ensure students are handed over to their Homestay provider, Group leader (GL), Local Liaison Officer (LLO), or lead to the dining hall upon arrival at Ipswich School after excursions.
- Return completed registers to the HoA upon arrival at Ipswich School and after students have been handed over.
- Provide feedback after activities and excursions and participate in discussions about future ILH Activities Programmes.

Residential

- Help create a happy and fun environment in the residence.
- Assist with the preparation and delivery of evening activities in the residence, as per the staff rota.
- Help maintain student discipline in the residence and liaise with the Head of Boarding.
- Report any issues or damages to the Head of Boarding immediately.
- Assist with lights-out and pastoral duties, if required by the Head of Boarding.
- Supervise students during free time, if required by the Head of Boarding.

Welfare

- Ensure the Safeguarding and Welfare of all ILH students is prioritised at all times.
- Ensure you have read and understood the ILC Staff Handbook and are fully conversant with the company guidelines and policies for the welfare and protection of all students.
- Ensure you are fully conversant with ILC and Ipswich School Health & Safety policies and Emergency Procedures and can identify the First Aiders and locate the First Aid Kits within the buildings.
- Familiarise yourself with all staff and their duties at Ipswich Summer Centre.
- Report any welfare and child protection issues to the Safeguarding Lead immediately.
- Ensure you have the Centre and Emergency Phone numbers and know who to contact when needed.
- Follow company guidelines and support the ILH Summer School ethos.
- Maintain a positive and professional attitude, and request support as needed.
- Help students adjust to life in the UK and Ipswich School, and in the residences.
- Maintain regular contact with the CM, and the Coordinator of Summer Centres if/when necessary.
- Carry out all reasonable duties as requested by the CM and HoA.
- Assist with mealtime and breaktime supervision, if required.
- Assist with the 'Meet and Greet' and arrival/departure transfers of students, if required.



- Assist with the set up and clear up of your work and living space at the beginning and end of the course.

Pre-course

- Attend the induction at Ipswich School on the Friday or Saturday before the start of the course.
- Successfully complete a short **on-line Safeguarding** course and send your certificate to the Summer School Coordinator.

GENERAL ACCOUNTABILITIES AND RESPONSIBILITIES

Ensure compliance with and actively promote the Health and Safety at work legislation, ILC and ILH H&S policies and procedures, Equal Opportunities, Prevent and Child Protection & Safeguarding policies and ILH Code of Conduct.

Comply with the Data Protection Act 1998 (all employees of ILC and ILH will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required within the level of the post and the competence of the post holder.

DATES: Ipswich Summer Centre: **7 July – 4 August 2024**

SALARY: **£495 per week** (+ 12.1% statutory holiday pay, paid in the final week)
There is an additional payment of £20 per week for returning teachers (not teaching ONLY).
For the induction you will be paid £60 + holiday pay for the session.

TIME OFF: **One full day per week (Sunday)**

If you are unable to carry out your full duties within your contractual obligations, your salary will be adjusted accordingly.

It is the responsibility of all ILH employees to promote and safeguard the welfare of all children and young persons they are responsible for or come into contact with. All employees will be asked to undertake a Disclosure and Barring Service check (DBS).



PERSON SPECIFICATION

Essential:

- Extremely high standards of English (= IELTS score of 9 in speaking, writing, reading, understanding or educated at primary and secondary school in English in an English-speaking country)
- CELTA or CertTESOL or equivalent (online TEFL courses are not accepted)
- First degree or equivalent
- Eligibility to work in the UK
- Up-to-date knowledge of British life and culture
- Understanding of Safeguarding and Prevent Duty
- Excellent written and oral communication skills
- Good working knowledge of Microsoft and Google programmes
- Availability to work evenings and weekends as required

Desirable:

- Experience working with Young Learners
- Experience working at a summer school
- Active interest in sport, the arts, and arts & crafts
- Valid, enhanced DBS certificate for the child workforce
- First Aid training

PERSONAL QUALITIES

Essential:

- Professional attitude and smart appearance
- Willingness to be flexible
- Willingness to participate
- Excellent problem-solving skills
- Ability to remain calm under pressure
- Ability to relate to all staff at all levels
- Ability to build effective working relationships
- Ability to accept responsibility
- Team player
- Good listener
- Culturally sensitive
- Enthusiastic and energetic
- Tactful and diplomatic
- Self-confident
- Patient
- Innovative