

## Day Camp EFL Teacher – (Non-residential)

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### JOB DESCRIPTION

#### ABOUT SUMMER BOARDING COURSES

Since 2008, Summer Boarding Courses (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.

#### ABOUT ULTIMATE ACTIVITY CAMPS

**Ultimate Activity Camps** provide outstanding Ofsted-registered activity day camps for children aged 4-14 during the school holidays, where the children's welfare and fun are at the heart of all they do! Children will enjoy a fantastic range of sports, games and art activities every week led by engaging staff at amazing locations.

*Please note that SBC and Ultimate Activity Camps are part of the same Educational group, **Dukes Education**, and that SBC are recruiting on behalf of Ultimate Activity Camps. UAC will be obtaining your references and carrying out your DBS check and sharing them with SBC. If you are not happy with us sharing this information with Ultimate Activity Camps or would like more information, please let us know.*

#### THE ROLE

The role of the Day Camp EFL teacher is to deliver English language lessons to classes with up to 12 children from a range of different nationalities. The programme is called **Ultimate English** and is designed for international children attending **Ultimate Activity Camps**. Children range from 6 – 12 years of age and are split into classes by age and, as much as possible, by ability level.

*Please note this is a non-residential position, therefore teachers must have their own accommodation.*

#### APPROACH

The **Ultimate English** programme takes a fun, child-centred and communicative approach to English language learning. This approach engages and enthuses young learners and offers teachers excellent opportunities for creativity in the delivery of lessons. The **Ultimate English** programme enhances international children's experience on an **Ultimate Activity Camp** and works to foster their confidence when integrating with the British children on site.

#### LESSONS

Children attending **Ultimate English** will have lessons either in the morning or in the afternoon. When children are not in lessons, they are fully integrated with the British children on camp doing activities. Teachers will typically teach 4 lessons per day (2 lessons in the morning to one group and 2 lessons in the afternoon to a different group). Teachers must be able to tailor lessons appropriately to the age and ability levels of their students, which will range from A1-B2 level\*.

Teachers will have access to good quality classrooms and facilities needed to deliver high-quality lessons, including computer, printer, internet access and whiteboards.

*\*Refer to British Council CEFR levels ([www.britishcouncil.org](http://www.britishcouncil.org))*

## PLANNING & PREPARATION

Teachers will be provided with an **Ultimate English** curriculum, coursebooks and resources. Teachers are expected to use their wealth of experience, plus tried and tested materials that can be adapted appropriately, to teach classes tailored to the needs and interests of their students. Children will attend an **Ultimate English** course for a period of 1 – 6 weeks. Every class is expected to be carefully planned so that children who are attending for multiple weeks do not repeat the same material.

Additional resources such as art & craft materials or other such resources can be provided, in order to support the **Ultimate English** programme's fun and child-centred approach.

## PASTORAL ROLE

Teachers are responsible for the pastoral care of children during lessons and during transitions and breaktimes. This responsibility begins when teachers collect their class from the Camp Manager prior to the lesson starting and continues through until children are integrated back into their activity groups after the lesson has ended. Throughout this time, teachers will follow **Ultimate Activity Camp's** policy and procedures, which will be clearly defined during Pre-Camp Training and will be available onsite during the camp's operation.

## ORGANISATION

Teachers must keep an accurate record of attendance, lesson planning, incidents and accidents, as well as maintaining an open line of communication with the Camp Manager and SBC Programme Manager regarding the children on the **Ultimate English** programme.

**Ultimate Activity Camps** are committed to safeguarding and promoting the welfare of children. **Ultimate Activity Camps** expects all staff to share this commitment.

## Duties and Responsibilities

- Deliver engaging English language lessons for classes of up to 12 students aged between 6 and 12 years, at a range of ability levels.
- Ensure all Ultimate Activity Camps policies and procedures are adhered to on camp by yourself and the children in your care.
- Take a pastoral role for all children on camp, in particular those attending Ultimate English.
- Feed back regularly to managers about any concerns regarding a child's experience or wellbeing.
- Meet parents during the sign-in process three times per week, answering any questions they have and giving them feedback regarding the child's progress.
- Monitor student progress and complete a simple student report for each individual at the end of their time on the programme.
- Present each student with a certificate at the end of their time on the programme.
- At all times behave in a manner that reflects the high expectations and policies of Ultimate Activity Camps.
- Show the required energy, enthusiasm and professionalism throughout, as an ambassador for Ultimate Activity Camps, and behaving as a role model for all children on camp.

## PERSON SPECIFICATION

All members of staff employed by UAC 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 UAC 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

## EXPERIENCE REQUIRED

### Essential

- TEFL qualified; CELTA/TrinityCert/Primary PGCE, etc.
- A completed undergraduate degree in any subject
- Experience of teaching young learners
- Enthusiastic and energetic with a can-do attitude

### **Desirable**

- Experience of residential international summer schools
- Experience of the UK boarding environment
- Experience of working within the education sector

### **HOURS OF WORK**

8:30am – 3:30pm, Monday to Friday

**Remuneration:** Paid weekly, one week in arrears. The rate for Day Camp EFL Teacher is £580 per week (plus any accrued holiday to be paid at the end of contract)

*\* Please note that given the short-term nature of these contracts at SBC and the duty of care we have to our students, holiday will only be authorised in exceptional circumstances and must be requested at least one month prior to taking leave.*

*At the end of your contract, you will receive a payment for any holiday you are owed. If you take any holiday during your contract, then this will be deducted from your holiday allowance.*

### **Training**

All staff are expected to attend the Camp Setup Day regardless of when their contractual term begins with Ultimate Activity Camps.

This allows Teachers to set up their classrooms and be given site orientation by the Camp Manager.

### **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.***

### **SBC EQUALITY, DIVERSITY & INCLUSIVITY STATEMENT**

***We operate a policy of equal opportunities and welcome applications from candidates irrespective of sex, marital status, race, colour, nationality, ethnic origin or disability.***