

Title: TEFL Instructor – Day Camps

Reporting to: Camp Manager and Summer Boarding Courses Academic Manager

Contract: Temporary contracts available during the Summer school holidays from 11th July onwards (depending on location).

Hours: 8am – 5pm every Monday & 8:30am – 5:30pm Tuesday to Friday (8.5 hours per day).

Pay: Competitive

Summary of Position:

Delivered by our partner company, [Summer Boarding Courses](#), the role of TEFL Instructor is to deliver English lessons to classes containing up to 12 children of a similar ability on Ultimate Activity Camps. Children range from 4 – 14 years of age and we split them both by age and ability.

Lessons

Lessons are in both the morning and afternoon, so you will teach 4 hours of lessons per day. Our camps are unique as the international students benefit from full integration with British children during activity sessions.

We teach in four ability levels:

- Beginner - A0 (or non-speaker)
- Elementary - A1/A2
- Intermediate - B1/B2
- Advanced - C1

You will have access to good quality classrooms and facilities needed to deliver quality lessons – print and copy facilities, a tablet or laptop, internet access and whiteboard within the classroom.

Planning & Preparation

We expect every class to be different in content so that students who are with us for multiple weeks do not repeat the same material. We provide a bank of lesson plans and resources however we expect you to use your wealth of experience, plus tried and tested lessons, that you can adapt for the students. Our lesson plans exist as a guide and it is our expectation that teachers will edit and adapt them to suit each class.

Pastoral Role

During the time the children are with you for lessons, they are your responsibility. This responsibility begins when you take the class from the camp manager just prior to their lesson and continues through until you integrate them back into their camp activity groups after their lesson has ended. During this time, you will follow camp procedure in terms of supervision during breaks and when children need to leave the classroom for any reason.

Organisation

Keep accurate records of attendance, incidents, accidents and maintain an open line of communication to your manager regarding the children on camp.

Duties and Responsibilities:

- Deliver engaging English lessons for classes of up to 12 students aged between 4 and 14 in four ability level groups from beginner to advanced.
- Ensure all policies and procedures on camp are adhered to by yourself and the students in your care, including health and safety, and safeguarding procedures.
- Take a pastoral role welcoming new students onto camp and into your classes and feeding back any concerns regarding the child's experience or wellbeing.
- Meet parents during the sign-in process each day, answer any questions they have and give them feedback regarding the child's progress.
- Monitor student progress and complete a brief student assessment form at the end of each week to ensure the smooth transition of students from one week to another.
- Complete a Final Report for the students you have taught.
- At all times behave in a manner that reflects the expectations of Ultimate Activity Camps.
- Show the required energy, enthusiasm and professionalism for the duration of your contract, acting as an ambassador for Ultimate Activity Camps and behaving as a suitable role model for students.

Essential Requirements:

- CELTA/TESOL/TEFL or equivalent, ideally with experience of teaching students aged 4 – 14.
- Ability to teach EFL to mixed classes – different nationalities, ability and age.
- Experience of short course holiday summer schools desirable.
- Enthusiastic, energetic with a can-do attitude.
- A passion for working with and developing children's English language ability.



ULTIMATE ENGLISH

- Experienced in the delivery or meaningful English lessons with the ability and experience of tailoring the structure and content according to age and ability of the children.
- Good organisation and communication skills.
- Flexible, team player, able to adapt to dynamic situations and the challenges of a residential camp.
- Keen to fulfil a challenging but hugely rewarding and fun job in the summer holiday.

Desirable Requirements:

- Experience taking sole charge of a group of children.
- Hold a Paediatric First Aid (12 hour or 6 hour) or First Aid at Work qualification.