



Brooke House Summer School 2024

Job Specification

Graded Examination in Spoken English (GESE) Teacher

Reporting to

- Reporting to the Summer School Director of Studies & Assistant Director of Studies

Essential Requirements

- British Council recognised English Language Teaching (ELT) qualification*. These requirements are any qualification must:
 - be externally validated by a reputable body (usually a university, a recognised examination board or a nation accrediting body)
 - contain at least six hours' supervised teaching practice (i.e. teaching practice where a qualified and standardised assessor observes the trainee teacher teaching real students and gives feedback on his or her performance)
 - contain at least 100 hours of ELT input.
- A University degree
- IT literate
- Native/near-native competence in spoken and written English is essential
- Willingness to engage with AND contribute to the academic department continuous professional development (CPD) programme
- Attending Staff induction

**Further information on acceptable qualifications can be found at*

https://www.britishcouncil.org/sites/default/files/guidance_for_providers_on_assessing_teaching_and_learning_feb_18.pdf

Desirable Requirements

- Applicants with the DELTA, QTS (Primary or Secondary) or CELTYL, are particularly welcomed
- ELT Summer School Experience
- Teaching mixed nationality groups
- Experience of preparing students for EFL examinations, preferably Trinity College GESE and / or IELTS
- First Aid
- Child protection / safeguarding training

Teacher Responsibilities

General

- Read the Staff Handbook & Teachers Handbooks prior to Induction (This will be emailed, at least, one week prior to induction).
- Be aware of and meet the academic requirements of British Council Accreditation available via this [link](#). Notably the sections on Teaching and Learning.
- To raise any queries you have with the appropriate line manager during Induction.
- Come to the Summer School Induction with as many interesting teaching ideas as you can.
- Contribute to the assessment of risk and take all steps to minimise risk.
- Attend and participate in all teacher meeting.
- Conform to all standards and requirements set out in the Staff Handbooks – including the Summer School professional development and appraisal system.



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- Prepare and pack up the Teachers' Summer School staff room as required and keep it tidy.
- Prepare and decorate the classroom as directed by the DoS.
- Assure the welfare of Summer School students at all times.
- Assist in maintaining discipline amongst the students on the course at all times.
- Exploit every opportunity for students to learn English, encouraging students to communicate in English with you and to mix with students of other nationalities.
- Maintain the good reputation of Brooke House College Summer School.
- Wear your Brooke House Summer School staff ID badge during all lessons and excursions.

EFL Teaching

- Prepare for and teach [Graded English Speaking Exam](#) lessons in the morning to an acceptably high standard, as assessed by the Director of Studies and as set out in the Summer School Teaching Handbook and British Council Criteria.
- Encourage lively student participation in a well-structured learning environment.
- Lesson plans and activity ideas should be actively shared with colleagues.

Working Day

After breakfast, there are regular Teachers' meeting and where scheduled, all teachers must attend.

Morning Lessons begin after the Teachers' meeting. Our courses follow a teaching programme which is designed to help students improve their confidence in spoken English whilst developing grammar, listening, reading, writing and vocabulary skills. This is done through a communicative syllabus featuring lots of task-based activities in themed weeks and lessons linked to your excursions. The syllabus also provides a thorough preparation for the Trinity College Graded English Speaking Exam and students will sit the exam on their final Friday with a Trinity GESE. There are two morning lessons, each lasting 90 minutes. All teachers will teach these lessons.

During morning lessons, students have short breaks of 10 to 15 minutes. Teachers will supervise these sessions, on a rota basis.

In the afternoon lesson planning takes place in the teachers' room. This time is also set aside for professional development, teachers meetings and observation feedback. Teachers that show a desire to engage in the afternoon activity programme can do, but the priority is the lessons admin and planning.

From time to time there may be additional ad hoc teaching commitments to facilitate individual and/or group requests. These will be assigned by a rota, via the Director of Studies.

On Fridays, all Teachers attend the leavers' ceremony and personally hand their students, their certificates and Teacher's Reports. All other evenings are considered Teachers own time. They may get involved in the evening activity programme, if they desire.

On Saturday or Sunday, Teachers are free.



Dates

- Summer School dates: Sunday 23rd June 2024 – Sunday 25th August 2024
- Induction / Set Up dates: Wednesday 19th June 2024 to Sunday 23rd June 2023

Working Hours

- Induction – 9:00 – 17:00
 - Lunch 12:00 – 13:00
- Summer School Operational Weeks, Mon to Fri – 08:30 – 12:30
 - 15 teaching hours per week - 09:00 - 10:30 & 10:45 - 12:15
 - On Wednesday afternoons a weekly CPD session - 13:00 - 14:00
 - On Fridays, Teachers work 19:00 - 20:30 so that they can attend the students' official Leavers' Ceremony & present their departing students certificates and reports. .
 - Teachers are off on Saturday and Sunday.

Remuneration

- £385.00 - £410.00 per week for the prescribed working hours above.
- £22.16 per hour for additional teaching hours.
- An additional £30.00 per week for candidates that have completed the CELTYL
- Statutory holiday pay (currently 5.6 weeks per year) is paid pro-rata with the final salary payment.
- Private room in shared staff accommodation and all meals provided throughout.
- Payment Dates:

Month	Submission Date	Hours Worked	Payment Date
June	14-Jun	01 Jun - 14 Jun	27-Jun
July	12-Jul	15 Jun - 12 Jul	26-Jul
August	14-Aug	13 Jul - 14 Aug	27-Aug
September	25-Aug	15 Aug - 25 Aug & Holiday Pay	27-Sep

Place of Work

- Summer School Classrooms
- Academic Summer School Office

Safer Recruitment

- Full details of the Safer Recruitment checks can be found at [Job Vacancies - Brooke House College](#).
- Please note returning colleagues who chose not to register their DBS for the update service will have the costs (*approx. £40 to £58 – depending on check required + DHL delivery costs*) of a new DBS check deducted from their first pay.
- Brooke House will refund DBS Update costs for returning colleagues that registered for the service and all DBS check costs for new colleagues.