



EFL TEACHER JOB DESCRIPTION

Job Title: EFL Teacher

Responsible to: ISS Course Director / Director of Studies

Main Purpose:

To plan and execute a range of high-quality English lessons for pupils aged 8-16 years old in line with the Sedbergh International Summer School curriculum, delivering and managing classes with energy and enthusiasm, to support our pupils as they improve their English language skills.

All staff are required to undertake overnight residential duties in the Boarding Houses on a rota basis.

In addition to teaching duties, you will also be involved with occasional sport/activities, a weekly excursion, a weekly community engagement activity and other tasks associated with the International Summer School.

Roles and Responsibilities:

Teaching duties:

- Assist the Assistant Director of Studies (ADoS) and Director of Studies (DoS) with placement testing of students as required;
- As directed by the DoS and ADoS, plan, prepare and deliver structured, enjoyable English lessons in line with the Sedbergh Summer School curriculum;
- Maintain accurate records of work such as lesson plans, class registers and reports;
- Provide weekly reports to strict deadlines;
- Ensure students actively participate in lessons;
- Provide a positive, engaging and controlled classroom learning environment within which pupils can confidently develop their language skills;
- Attend the end of week celebration assembly, presenting certificates to departing pupils;

Other Duties:

Pre-course Duties will include: -

- Familiarising oneself with the Staff Handbook and SISS publicity materials (brochure, website etc);

- Liaising with the DoS and ADoS as required to familiarise yourself with teaching subjects and materials, and to establish team rapport;
- Reading Keeping Children Safe in Education (KCSIE) and other policy documents provided; Attending the course induction and helping prepare and set up the campuses as directed;
- All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact;

Other Duties will include:

- Assisting with British Council inspection and providing support to the ADoS/ DoS;
- Leading weekly city excursions according to the excursion schedule, supporting a designated group of pupils and ensuring all relevant procedures and protocols are followed to ensure our pupils' safety, enjoyment and well-being;
- Providing photographic and/or video evidence of classroom activities, following strict school protocols, to be included in social media campaigns;
- Supporting House Parents and Assistant House parents within the boarding houses, assisting with wake up and lights out duties and meal and break time supervision on a rota basis;
- Escorting students to and from their boarding houses on a rota basis;
- Providing effective pastoral support to students as required, monitoring and managing conduct and behaviour to ensure a harmonious international community;
- Engaging with the students outside of class in a friendly yet professional manner;
- Assisting at any time, whether on duty or not, with an emergency situation or where a student is injured;

Health and Safety:

All staff should be aware of the school's health and safety policy and implement it as appropriate.

All staff are required to familiarise themselves with the relevant Risk Assessments ensuring that H&S policies are adhered to at all times to ensure our pupils' safety and wellbeing.

Safeguarding:

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.

Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.