

International House London – Young Learners Job Description 2017

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager and/or Young Learners Management.

POST TITLE	Director of Studies (RESIDENTIAL)
LOCATION	International House Ellesmere, Ellesmere College, Shropshire, SY12 9AB International House Oxford, St Edward's School, Woodstock Road, OX2 7NN
SALARY	£560.35 per week (including 12.07% holiday pay) Plus an admin rate for attending senior staff induction.
CONTRACT	Hours of Work: You are required to work such hours as are reasonably required to carry out your role effectively. Your normal hours of work are 48 per week over a six day week. This position involves working on weekends and other unsocial hours. You may be required to work in excess of 48 hours per week and therefore will be required to opt-out of the European Working Time Regulations
REPORTING TO	Young Learner Centre Manager / Academic Department at IH London.
RESPONSIBLE FOR	Assistant Director of Studies, Senior EFL Teacher, EFL Teachers
PURPOSE OF JOB	To implement, co-ordinate and manage the effective running of the academic programme delivered to our international Young Learners students aged 8 – 17 years old. The Director of Studies is responsible for ensuring the teaching and learning component of the programme is delivered to the highest possible standard.



Job Description – Director of Studies

The role of Director of Studies is one of high responsibility directly concerned with the education and welfare of our Young Learner students as well as the management of all academic staff assigned to the programme.

The Director of Studies is responsible for the academic management of the designated Young Learner centre; key elements of this role include inducting and supporting teacher, overseeing the placement of students and maintaining high level of teaching standards across all classes.

The ideal Director of Studies will be conscientious and organised with a high regard and understanding in the area of educating international Young Learners. They will have experience of managing a team of teachers, delivering effective teacher training and conducting developmental observations.

The role of Director of Studies is not restricted to the academic programme and at International House we expect all of our staff to fully engage in all aspects of the programme to ensure the maximum enjoyment and safety of students whilst participating in our Young Learner course.


Main Responsibilities and Tasks:

Training, Health and Safety and Safeguarding

- To attend an induction period prior to the opening of the centre and to have read and be fully conversant with the staff manuals, policies and procedures attached to this role, and that of your team.
- Take part in all Health and Safety related training.
- To carry out all tasks concerned with the setting up and administration attached to this role as advised by the Centre Manager.
- Ensure that all necessary materials and equipment are in place at the centre in time for the start of the programme.
- Deliver staff induction for your team as directed by the academic department at International House London

Academic Responsibilities

- To take responsibility for the successful delivery of the academic programme.
- To manage the academic staff as necessary to ensure all policies, procedures and deadline are met.
- To brief the academic staff on all aspects of their responsibilities including the requirements of the leisure programme.
- To administer, explain, follow and adapt the syllabus and develop strategies for successful learning outcomes.
- To organise student testing, assessment, placement and induction
- Prepare class timetables ensuring students and teachers are allocated to classes and levels appropriately (including the allocation of 'English Plus')
- Maintain International House academic procedures including class registers, work records, student reports and certificates.
- Manage materials and resources provided by International House and the Host Centre.

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- Monitor teacher levels, ensuring appropriate staffing levels are maintained and report to Centre Manager.
 - Organise and deliver teacher development sessions
 - Deal with student and Group Leader enquiries and requests regarding academic matters in a prompt and client focused manner.
 - Carry out lesson observations and provide oral and written feedback to teachers, forward feedback to Head Office at International House London.
 - Ensure that all teachers are actively linking the academic programme with the leisure programme through meaningful activities in the classroom.
 - To cover for teachers in the event of absence and increase/decrease in student numbers.
 - Deliver Group Leader academic sessions as required.
 - Provide feedback on the 2017 material and work on new material for 2018 as required.
 - To appraise all members of the teaching staff and submit reports to International House London
 - To ensure when not on duty that the Centre Manager / Assistant Director of Studies / Senior Teacher is apprised and briefed with all necessary information.

Other Responsibilities

- To deputise for the Centre Manager as required
- To host the centre emergency telephone as required
- To take an active role in the promoting the activity programme by visiting classes etc.
- Attend and lead staff meeting as required.

International House Expectations of All Staff

- To consistently ensure the welfare of our students remains paramount
- To be fully engaged in the nature of the Young Learner programme.
- To actively discourage students from engaging in improper behaviour, including sexual liaisons, bullying, rowdiness or any activity which could cause harm.
- To ensure proper discipline is maintained throughout the duration of the centre.
- To address any student, International Group Leader or host centre representative issues, complaints or suggestions by ensuring that the relevant members of staff are made aware.
- To act in a seemly and professional manner with all of IH's agents, clients and staff and not to engage in any activity which may bring IH or the host centre into disrepute.
- To assist all students, International Group Leaders and IH Agents to derive the maximum benefit from the course.
- To protect the property and equipment belonging to IH staff and the host centre maintaining security and avoiding loss and/or damages in the residences.
- To dress in a manner commensurate with the role demanded of the position, any uniform supplied by IH is to be returned at the end of employment.
- To read and be fully conversant with all documentation, policies and procedures relating to role prior to the start of employment.
- To carry out any other duties as may be reasonably assigned of the Young Learners Centre Manager or Young Learners Manager.
- To carry out any additional duties as required by the business.



Person specification

Essential

Education

- Educated to degree level or NQF Level 6 equivalent
- Current Cambridge CELTA / Trinity TESOL Certificate, PGCE or equivalent
- Cambridge DELTA / Trinity Diploma or British Council equivalent
- Native English speaker or Native English Level speaker
- Knowledge of Young Learner's ELT material

Experience

- Previous experience of teaching Young Learners
- Academic Management experience
- Experience in a residential setting
- Experience of working with international students

Personal Skills

- Excellent interpersonal skills with a client focused approach
- Ability to work flexibly and as part of a team
- Ability to work under pressure and to deadlines
- Good time management and organisational skills
- Excellent IT skills
- Confidence to take initiative and work autonomously
- Commitment to providing a quality service to clients

Special Requirements

- Satisfactory CRB check

Desirable

Experience

- Management position on similar Young Learner courses.
- Experience of writing own materials and/or materials development
- Experience of teaching aboard.

Personal Skills

- Ability to speak other languages

Special Requirements

- First Aid qualified

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- Child protection training

International House is committed to the safeguarding and promoting the welfare of all Young Learners participating in our course. Please note that if you are successful at the interview stage all offers are subject to two references, a Disclosure and Barring Service Check and Police Check (if living abroad) that are considered satisfactory to IH London.

Job description correct as of February 2017

International House London – Young Learners Job Description 2017

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager and/or Young Learners Management.

POST TITLE	Young Learner EFL Teacher (RESIDENTIAL)
LOCATION	<p>International House Ellesmere, Ellesmere College, Shropshire, SY12 9AB</p> <p>International House London, University of Westminster, 35 Marylebone Road, London, NW1 5LS</p> <p>International House Oxford, St Edward's School, Woodstock Road, OX2 7NN</p>
SALARY	<p>£403 per week (including 12.07% holiday pay)</p> <p>Plus £80 for attending the 2 day Induction</p>
CONTRACT	<p>Hours of Work: You are required to work such hours as are reasonably required to carry out your role effectively. Your normal hours of work are 48 per week over a six day week. This position involves working on weekends and other unsocial hours. You may be required to work in excess of 48 hours per week and therefore will be required to opt-out of the European Working Time Regulations</p> <p>.</p>
REPORTING TO	Director of Studies / Director of Leisure
PURPOSE OF JOB	To deliver engaging and dynamic English lessons and ensure the effective provision of EFL classes to international Young Learner students aged between 8 – 17 years old. To fully participate in the social aspects of the programme including activities and excursions as required.



Job Description –Young Learner EFL Teacher

The role of Young Learner Teacher is one of high responsibility directly concerned with the education and welfare of our Young Learner students. As an EFL Teacher you are responsible for delivering engaging, interesting and involving lessons which benefit learners both inside and outside the classroom.

The ideal Teacher will be energetic, outgoing with a high level of responsibility and authority with a positive 'can-do' approach to work. As an EFL Teacher you should be able to demonstrate willingness, flexibility and adaptability to changing priorities.

The role of EFL Teacher is not restricted to the classroom and at International House we expect all of our staff to fully engage in all aspects of the programme to ensure the maximum enjoyment and safety of students whilst participating in our Young Learner course.

Main Responsibilities and Tasks:

Training, Health and Safety and Safeguarding

- To attend an induction period prior to the opening of the centre and to have read and be fully conversant with the staff manuals, policies and procedures attached to this role. (If your contract starts later than the above dates you will be expected to complete your induction online)
- Take part in all Health and Safety related training.
- Take part in all Safeguarding and PREVENT training

Academic Responsibilities

- Prepare and deliver dynamic and communicative lessons across a range of levels to multinational classes comprising of students aged 8-17 years olds for a minimum of 15 hours to the standards set out in the Teachers Manual and following International House Young Learner syllabus.
- To follow, adapt and supplement the prescribed project lessons and develop strategies to ensure successful academic outcomes.
- To actively link the academic programme with the leisure programme through meaningful activities in the classroom.
- To ensure students receive constructive and positive feedback on any completed work.
- To assist in the placement testing and classroom allocations of all students.
- Undertake essential administrative tasks such as keeping up to date records of work, classroom registers, lessons plans etc. as directed by the Director of Studies in accordance with British Council requirements.
- To teach 'English Plus' lessons (additional 6 hours per week) as directed and required by the Director of Studies.
- To write individual, (personalised) constructive and positive student reports
- To submit to periodic classroom inspections by management and/or the British Council.
- To develop academic materials and resources as required.
- To attend professional development sessions during your term of employment.



Leisure Responsibilities

- To actively participate in excursions and activity session both on and off site as required by the Director of Leisure.
- To actively encourage students to take part in the leisure programme.
- To accompany, lead and supervise students on excursions to a variety of locations.
- To organise, lead and supervise engaging and safe activities for the students.
- To ensure that all aspects of the leisure programme run smoothly and safely.
- To report any issues to the Director of Leisure or Centre Manager.

Pastoral and Transfers Responsibilities

- Assist with pastoral duties as requested by the Centre Manager.
- Carry out duties associated with the transfer of students on arrival and departure days as required by the Centre Manager.

International House Expectations of All Staff

- To consistently ensure the welfare of our students remains paramount
- To be fully engage in the nature of the Young Learner programme.
- To actively discourage students from engaging in improper behaviour, including sexual liaisons, bullying, rowdiness or any activity which could cause harm.
- To ensure proper discipline is maintained throughout the duration of the centre.
- To address any student, International Group Leader or host centre representative issues, complaints or suggestions by ensuring that the relevant members of staff are made aware.
- To act in a seemly and professional manner with all of IH's agents, clients and staff and not to engage in any activity which may bring IH or the host centre into disrepute.
- To assist all students, International Group Leaders and IH Agents to derive the maximum benefit from the course.
- To protect the property and equipment belonging to IH staff and the host centre maintaining security and avoiding loss and/or damages in the residences.
- To dress in a manner commensurate with the role demanded of the position, any uniform supplied by IH is to be returned at the end of employment.
- To read and be fully conversant with all documentation, policies and procedures relating to role prior to the start of employment.
- To carry out any other duties as may be reasonably assigned by the Director of Studies, Young Learners Centre Manager or Young Learners Manager.
- To carry out any additional duties as required by the business.

Person Specification

Essential

Education

- Educated to degree level or NQF Level 6 or equivalent
- Current Cambridge CELTA/ Trinity TESOL certificate, PGCE or equivalent
- Native English Speaker or native English level speaker.



Experience

- Experience with and a responsible approach to working with Young Learners

Personal Skills

- Excellent interpersonal skills with a client focused approach
- Ability to work flexibly and as part of a team
- Ability to work under pressure and to deadlines
- Excellent time management and organisational skills
- Computer literate
- Dynamic 'can do' approach to work
- Strategies for effective classroom management of Young Learners
- Ability to develop and adapt materials to suit the needs of the students
- Commitment to student centred learning
- Willingness to use a variety of teaching strategies to engage all students.
- Confidence to take initiative and work autonomously

Special Requirements

Satisfactory DBS check

Desirable

Professional Qualifications

- Trinity or Cambridge DELTA
- PGCE (English or Modern Languages)

Experience

- Residential Experience
- Similar summer programme experience
- Working with mixed nationality students

Personal Skills

- Ability to speak other languages
- Interest in sports/social activities

Special Requirements

- First Aid qualified
- Child protection training

International House is committed to the safeguarding and promoting the welfare of all Young Learners participating in our course. Please note that if you are successful at the interview stage all offers are subject to two references, a Disclosure and Barring Service Check and Police Check (if living abroad) that are considered satisfactory to IH London.

Job Description correct as of May 2017