

Post description for: Young Learner and Young Student Teacher

Responsible to: Academic Manager & Academic Supervisor

Background

Part of Fettes College, Fettes Centre for Language and Culture (FCLC) offers overseas students the opportunity to combine a programme of English language tuition and cultural activities with the experience of living and studying at one of the country's finest independent schools. FCLC uses the entirety of the Fettes College campus including its historic main building and extensive grounds located close to the centre of Edinburgh.

FCLC runs for six weeks during July and August and provides an intensive summer programme for students aged 10-13 and 14-17. In 2019, the school will operate from 30th June to 10th August. All students live onsite in boarding houses within the school grounds. In order to maintain a high standard of supervision and programme provision, the centre capacity is limited to 250 students.

Teaching and Cultural Programme

English classes begin at 08.45 or 09.00 daily, Monday to Friday, with three sessions each morning. Session 1 is from 08.45 to 10.05 or 09.00 to 10.20, session 2 is from 10.20 to 11.40 or 10.35 to 11.55 and session 3 is from 11.55 to 12.45 or 12.10 to 13.00. The students are taught in two groups, 10-13 year olds (Young Learners) and 14-17 year olds (Young Students), and receive 17.5 hours of teaching in the morning each week in classes of up to 14 students at levels A1 to C1.

Teachers will deliver stimulating and engaging lessons following the FCLC syllabus. To assist in this, teachers will be provided with full support including handbooks with lesson guidelines and a variety of materials in print and digital format.

On two afternoons each week teachers will be occupied in lesson planning and preparation or in short training sessions. On two other afternoons each week teachers will accompany their class into the Edinburgh city centre for an educational visit and on one afternoon each week, they will assist an activity leader in presenting a project workshop on campus.

Main purpose of job

1. To deliver lessons effectively, professionally and appropriate to students' level and age
2. To undertake related administrative tasks
3. To take classes on two off-campus excursions per week and to lead one on-campus project session, together with another teacher or an activity leader, per week

Main Duties and Responsibilities

1. Teach English as a Foreign Language to a high standard according to the FCLC syllabus
2. Work together with another teacher or an activity leader in delivering a weekly on campus project
3. Lead students on twice weekly afternoon Edinburgh-based excursions
4. Attend twice-weekly meetings with the Academic Manager
5. Complete and keep up to date all required documentation (including class lists, weekly plans, student reports, attendance registers and lesson plans)
6. Set and check homework daily
7. Be observed by a TEFLQ member of staff on at least one occasion and receive written and oral feedback after the observation
8. Attend CPD sessions when organised
9. Provide verbal and written feedback on the programme to the Academic Manager and/or the General Manager
10. Prepare students prior to their participation in educational visits, cultural excursions, projects and activities and afterwards utilise in class the knowledge and experience that they have gained
11. Motivate the students and encourage full involvement in activities, leading by example with energy and enthusiasm
12. Look after centre materials and equipment and ensure they are returned at the end of each activity
13. Assist with centre administration and other general tasks as directed

14. Provide a safe, nurturing, inclusive environment for all students in their care as expressed in the GIRFEC Well-Being Wheel

Essential criteria

- Degree or equivalent
- RSA/Cambridge CELTA or Trinity TESOL Certificate (TEFLI) and/or Qualified Teacher Status (QTS) or equivalent*
- Flexibility, able to adapt quickly to change
- Enjoy taking part in excursions and helping students get to know a new culture

*Other TEFL qualifications may be acceptable provided they have been validated by a recognised external body. They must include a minimum of 6 hours supervised teaching practice and 100 hours of input.

Desirable criteria

- RSA/Cambridge DELTA or Trinity Diploma in TESOL (TEFLQ) or PGCE TEFL/TESOL with experience
- Experience of working with 10 to 17 year olds
- Previous summer school experience

Remuneration

Teachers will work 17.5 contact hours in class plus 10.5 hours leading two class excursions per week and leading one project workshop per week as well as 7 hours' preparation/admin (total 35 hours) from Monday to Friday each week. Payment is from £365 to £385 per week depending on experience and qualifications. Statutory holiday pay will be settled on completion of the contract.

Benefits

Lunch will be provided on a daily basis, Monday to Friday, and staff will have access to Westwoods Health Club, Fettes College's private members' health club within the grounds of Fettes College, throughout the duration of their contract.

Accommodation

Residential accommodation in single, en-suite rooms, is available for teachers onsite at Fettes College from the Sunday prior to the start of their contract to the Saturday after the end of their contract. A deduction from their weekly pay of £30 will be made for this benefit. Residential accommodation includes three meals per day, Monday to Friday, and two meals per day (breakfast and dinner) Saturdays and Sundays.

Dates

Contracts are available for 1 to 6 weeks within the period from 1st July to 9th August 2019.

Compulsory induction training

As part of their contract, all teachers must attend two full-day induction sessions on Friday & Saturday, 28th & 29th June. A pro rata payment will be made for these days. **Please note that FCLC cannot provide accommodation during this period and staff are responsible for finding their own accommodation to enable them to attend.**

Disclosure Scotland - PVG

All offers of employment are subject to a clear Disclosure Scotland PVG Scheme report.

Application procedure

Please complete the application form and submit to: Greg Burrell, General Manager, on g.burrell@fettes.com.