



EFL Teacher Job Description - Summer 2019

St Brelade's College is a private, accredited English language school based on the beautiful island of Jersey. Our summer school has been in operation for over 40 years, offering foreign students of all nationalities a chance to learn English, take part in a range of fun activities and experience life in a Jersey homestay or in one of our residences.

Most teachers will be based at our teenage study centre (14 – 17 year old) near the main town centre. We also have a young learner centre (10 – 13 year olds) which is based near to our year-round adult school in St Aubin.

Key Duties

For juniors we use a coursebook with supplementary materials which are available in lesson packs at our study centres and online. Teachers are partnered, teaching a full morning with each class then swapping the next day to teach the other class. There are options to teach full or part-time and also to teach mornings and supervise afternoon activities. Teachers at our junior centres have a CPD / planning session included in their weekly schedule. This is an opportunity to gain support and develop your teaching skills through workshops held with senior teaching staff. It also allows you to liaise with your partnered teacher to plan your classes & materials for the week. From time to time we also hold workshops with visiting EFL trainers.

Other main duties include:

- » Attending an induction day at the College
- » Testing new students
- » Taking registers and reporting absences
- » Disciplining students or reporting them to the Centre Manager, where appropriate
- » Supervising afternoon and occasional evening activities or teaching afternoons (for full time staff)
- » Attending staff meetings and training sessions
- » Being observed & attending a feedback meeting with the observer

Person Specification

Essential Attributes

- » TEFL Certificate (e.g. CELTA / Cert. TESOL) or PGCE in modern languages

Desirable Attributes

- » Previous teaching experience
- » University degree
- » TEFL Diploma (e.g. DELTA / Dip. TESOL)
- » First Aid / Lifeguard certificates
- » Valid DBS check

Enhanced DBS check will be required prior to commencement of this role. If a new DBS check is required the school will cover the cost.

We are committed to safeguarding and promoting the welfare of all pupils in our care: all staff will be interviewed, qualifications and experience will be scrutinised, references will be followed up and background checks will be carried out.

Salary

Full details concerning our salary structure and conditions of employment are available on request.

Dates

Numerous part-time and full time EFL teacher positions are available during the summer (June - August). Please let us know your availability.

Contact

If you are interested in applying to become an EFL teacher, please email your C.V. and cover letter to:

- » Contact: Rachel Harvey
- » Email: rachel@stbreladescollege.co.uk
- » Telephone: 01534 741305