### JOB DESCRIPTION

### Residential Summer School Teacher / Activity Leader\* Reports to: DOS / Activity Manager

The Emerald Cultural Institute has over 30 years' experience in providing high quality English courses. From the moment our young learners arrive, ECI staff work hard to ensure that they are active, learning effectively and having the educational experience of a lifetime.

#### Main Purposes of the Job:

To deliver lessons in accordance with ECI standards which stimulate the student, and enhance their confidence in learning the language.

To inject life into the social program, participating fully and providing an experience which is stimulating and culturally enriching for the students, and to supervise students outside the classroom, overseeing their welfare, safety and discipline at all times.

**Duties**

Pre-course set up

* Attend teacher/staff on-line training and pre-course induction session prior to the course.
* Arrive one day before to help set up the centre

Teaching

* Teach 15 – 21 hours of English lessons on five days per week.
* Follow the framework syllabus with the focus on language skills in the morning lessons and interactive language use in the afternoon and evening activities and excursions.
* Use recommended resource materials (or substitutes own resources in consultation with the DOS / Senior Teacher) and respects all copyright requirements.
* Ensure that feedback is provided to students.
* Complete academic records as required by the DOS / Senior Teacher (in particular class records of attendance, student reports and progress check results).
* Co-operate with the DOS / Senior Teacher and on occasions with third party agents, colleagues from language agencies, and accrediting Inspectors in the observation and evaluation of lessons.
* Assist with the welcome, induction and testing of students on the first morning.
* Attend staff meetings for briefing and discussion of academic and welfare matters.

Activities / Residential

* Encourage full and enthusiastic involvement by students in the scheduled social programme, taking part in activities as scheduled.
* Participate fully in the scheduled activities and excursions, attend staff meetings for briefing and discussion of social program and welfare matters.
* Co-operate with the Activity Manager, and also on occasions with agents and accreditation inspectors, in the observation and evaluation of activities.
* Assist with arrivals and departures of students, checking bedrooms and facilities, escorting students on airport transfers as and when required etc.
* Supervise the “going to bed” and “getting up” routines, afternoon breaks, meal times, and homework supervision on a rotation basis.
* Have an overriding responsibility for the students’ welfare and safety at all times during the course including times outside the normal duty schedule.
* All other reasonable requests.

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| **Qualifications and experience**   * Recognized ESL/EFL qualification * Experience working with teenagers | **Requirements of the Job**   * Attendance at ECI on line training and pre-course induction and pre-course set up * Attendance on six days per week including participation in leisure activities as scheduled * Residing on campus * DBS Certification |

***(\*Please note: It should be understood that this is a dual role.***

***Full participation in both areas is essential to the successful running of the programme)***

***Please note some positions can offer 30 hour contact teaching per week. Those contracts would exclude most participation in the activities programme.***