Job description and person specification

Bede's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job description

Job Title:	**Senior Teacher**
Reporting to:	Academic Manager
Line management responsibility for:	EFL Teachers

Main purpose of the role

To work closely with the Academic Manager to ensure the delivery of an outstanding academic programme by helping the EFL Teachers to plan high-quality lessons and assisting with the organisation and management of the daily classes.

Lesson Planning Quality Control: To ensure EFL Teachers make full and effective use of their daily preparation time, writing lesson plans to be signed off by you and following Bede's syllabus at all times in order to ensure the delivery of high-quality lessons that will develop students' language skills, increase their vocabulary base, build their confidence and fluency when speaking English and give them an insight into popular English culture, habits, traits and beliefs.

Cover Teaching: When required to teach, for example, to cover teacher absence, shortage of teachers or during peak weeks, to plan exemplary lessons and teach them in an inclusive, motivational, and inspirational way, always in the target language, promoting good conduct at all times, in order to create a positive learning environment in which every single student can learn and feel empowered to make real progress both inside and outside the classroom.

Placement Testing: To oversee the effective delivery of weekly Placement Tests for all new students to ensure they are placed in the correct class enabling them to be sufficiently challenged and make good progress in English.

Administration: To assist the Academic Manager with the organisation, management and storage of all paperwork related to the Academic Programme such as lesson plans, teaching records and class registers to provide evidence of quality teaching, inform parents of student's achievements and progress and be compliant with the relevant regulatory bodies that accredit the Summer School.

Newly Qualified Teachers: Support NQTs specifically, following the NQT programme. Senior Teachers may have a designated NQT to support, or there may be one Senior Teacher dedicated to the programme and support all the NQTs.

Promoting Good Conduct: To be aware of, monitor and manage students' conduct and behaviour to promote a harmonious international community in which every student can be confident and unafraid to voice opinions and thrive, no matter what their beliefs, customs, or differences.

Risk Assessments/Health & Safety: To read and understand the risk assessment relevant to the role, ensuring that Health and Safety policies and procedures are being adhered to, for the students to be safe at all times.

Safeguarding: To promote and safeguard the welfare of all children and young people you come into contact with, ensuring you are aware of, and complying with, all safeguarding policies and procedures.

Pastoral Care: To constantly be mindful of students' attitude, performance and conduct to ensure their physical and emotional well-being and to inform the Welfare Manager and/or Centre Director of any concerns.

Excursions: To accompany a group of students on a trip or excursion, following the schedule and all procedures and protocols at all times in order to ensure students' enjoyment and well-being.

Airport Transfers: To undertake airport transfers warmly and positively, following all timings accurately, to provide a competent and professional meeting and departure service of the highest quality and with minimal waiting times.

Set Up and Pack Down: All centre staff are responsible for and required to help with the set up and pack down of the centre. This will be subject to contract length, therefore you may only be required to help with set up or pack down and not required for both.

Other Responsibilities: To undertake such other reasonable duties from time to time as the summer school may reasonably require.

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Person Specification

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

Requirements	Essential / Desirable	Measured by A, I, E
Education and Qualifications		
A university degree in any discipline	E	A
CELTA/Trinity Cert. TESOL (or Accreditation UK recognised equivalent)	E	A
DELTA/Trinity Dip. TESOL (or Accreditation UK recognised equivalent), PGCE (in English or MFL), QTS (primary or secondary) and CELTYL are particularly welcomed.	D	A
Knowledge and Skills		
Strong and demonstrable organisational skills are essential	E	I/E
A strong and demonstrable awareness of Health & Safety, specifically as it relates to classroom-based lessons and activities is essential	E	I
Experience		
Extensive teaching experience (3+years) in a wide range of contexts is essential.	E	A/I
Some experience in teaching mixed nationality groups is required.	E	A/I
Senior Teacher or ADoS experience, especially in the context of a residential Summer School, is preferred.	D	A
Experience in line managing staff is preferred.	D	A/I
Personal competencies and qualities		
Ability to work efficiently and effectively in a fast-paced, highly changeable, highly pressured, and often challenging environment is essential	E	I
Ability to solve issues and problems with/between staff and students is required	E	I
Ability to lead by example	E	I

Other Requirements		

Additional information:

Bede's Summer School, which attracts students from 50+ countries between the ages of 6 to 20 years, is a highly successful enterprise and a renowned part of the overall Bede's offering. All staff are challenged, both individually and collectively, to share the Summer School's ethos and actively contribute towards the Summer School achieving its objectives.

The Academic Programme is crucial for the success of the Summer School experience and is a key contributor to why students return. A first-class teaching programme gives students opportunities not only to enhance their language skills, learn new vocabulary, develop their confidence, and increase their fluency but also to form friendships that can last well beyond the summer. As such, Senior EFL Teachers are expected to help the Academic Manager create and participate in an environment that facilitates and fosters team building, cooperation, and inclusiveness. Students who make only minimal progress in English will consider that they have been failed by Bede's Summer School.

The job holder needs the skills, technical know-how and teaching experience to ensure the effective delivery of a balanced, stimulating, and inspiring programme of English Lessons, Language Activities, Workshops, Projects, and Exam Preparation Classes for up to 270 students, who, due to their varying ages, backgrounds and cultures, will all have very different expectations and preferences and a different idea of what an outstanding teaching programme means.

They need to be able to think quickly and show common sense and attention to detail in a wide range of situations when dealing with staff and students. Adaptability and flexibility are critical skills, as is a cheerful, positive, and can-do attitude, which is a prerequisite of the job.

Mondays are particularly challenging as there is pressure to get all new students tested and put into class as soon as possible, whilst continuing to manage the current classes and undertake the day-to-day academic tasks and duties. On Fridays, there is pressure to get reports checked, signed off and printed in time for the Leavers' Ceremony on Friday evening.

As well as taking responsibility for the delivery of accountabilities under their direct control, all members of the Centre Management Team are expected to make a significant contribution to the overall effectiveness and running of the Summer School. The Teachers' Preparation Room can get very busy, especially at the beginning and end of the week; as such, high levels of resilience are required by the job holder, as well as the ability to prioritise work and work accurately and effectively in a fast-paced and often quite demanding office environment.

Senior EFL Teachers will maintain appropriate boundaries between themselves and the students, and staff with whom they work and come in contact during their duties. This may be particularly challenging for Senior Teachers who are close in age to the Teachers in their team.

The working day is long and involves lots of contact time with the EFL Teachers and Students which can be very challenging, but it is also varied and fast-paced and of course, living and working with young people can be immensely rewarding.

Senior EFL Teachers are expected to lead by example and are ambassadors of Bede's Summer School. As such, they must contribute to upholding the good name of Bede's and at all times, whether on duty or

off duty, in uniform or not, Senior Teachers must act appropriately and do nothing that may compromise or jeopardise the school's excellent reputation in the local, national and international community.

Senior EFL Teachers are residential to offer students a first-class pastoral and welfare service; even when off duty, they must be willing to 'leap into action' in case of any emergency that may arise, especially during the night.

Our goal is to give students an educational, culturally enriching, enjoyable and memorable summer experience in a safe and supervised setting. We only employ Managers who are willing to accept this responsibility and who have the necessary wide-ranging skills, experience, disposition, and commitment to help us achieve our goal of being the very best Summer School.

Reviewed: October 2025