

## 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

<b>Job Title:</b>	<b>EFL Teacher 6 Days</b>
<b>Reporting to:</b>	Senior Teacher, Academic Manager
<b>Line management responsibility for:</b>	N/A
<b>Main purpose of the role</b>	
<p>To plan and execute a wide range of high-quality English lessons, following Bede's syllabus and teaching in an engaging, motivational, and inspirational way, to enable students to improve their English skills.</p> <p><b>Lesson Planning:</b> To plan relevant, structured, well-paced, varied, and enjoyable English lessons, following Bede's syllabus at all times, in order to develop student's 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.</p> <p><b>Teaching:</b> To teach 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.</p> <p><b>Monitoring &amp; Testing:</b> To make sure students are studying at the correct level and to undertake weekly progress checks to ensure students' English is improving, to provide evidence of the student's progress and to maximise every student's potential to learn.</p> <p><b>Academic Admin:</b> To undertake all required admin and paperwork related to the academic programme such as lesson plans, reports 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.</p> <p><b>Supervision:</b> To supervise and manage students' behaviour during their breaks or in the boarding house, dealing with any incidents that may arise between students, to provide a safe and harmonious living community for Bede's students and to uphold the good name of Bede's at the Host School.</p> <p><b>Residential Duties:</b> Teachers will be required to help the Welfare Team with wake-up duties in a warm and professional manner to ensure that the students are ready for the start of their day. Teachers will also be required to do at least two mealtime duties each week. Usually for teachers this will be breakfast or dinner duty.</p> <p><b>Safeguarding:</b> 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.</p>	

**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.

**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. Utilise the database effectively to log student concerns.

**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, in order for the students to be safe at all times.

**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).

<b>Requirements</b>	<b>Essential / Desirable</b>	<b>Measured by A, I, E</b>
<b>Education and Qualifications</b>		
University Degree in any discipline	E	A
CELTA/Trinity CertTESOL (or Accreditation UK recognised equivalent) / PGCE in English or MFL	E	A
Applications with DELTA, QTS (Primary or Secondary) or CELTYL are particularly welcomed	D	A
<b>Knowledge and Skills</b>		
Strong and demonstrable organisational skills	E	I/E
A strong awareness of Health, Safety and Safeguarding	E	I
<b>Experience</b>		
At least 1 year's experience teaching Young Learners	E	A
Residential Summer School Experience is preferred	D	A/I
Experience in teaching mixed nationality groups is preferred	D	A/I
<b>Personal competencies and qualities</b>		
Ability to work efficiently and effectively in a fast-paced, highly changeable, high pressure and often challenging environment	E	A/I/E
Ability to solve issues and problems between students	E	I
<b>Other Requirements</b>		

### **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, EFL Teachers are expected to create and participate in an environment that fosters team building, co-operation, and inclusiveness.

EFL Teachers will have dedicated planning time each day for the following day's lessons. Lessons must be planned comprehensively and shared with the Academic Manager or Senior Teacher to ensure the delivery of high-quality lessons. The Senior Teacher or Academic Manager will give feedback on the lesson and support the teachers to improve where necessary.

When on duty in the Boarding Houses, the job holder needs the skills and experience to balance students' fun with their safety. They need to be able to think quickly and show common sense and attention to detail in a wide range of situations. Adaptability and flexibility are critical skills, as is a cheerful, positive, and can-do attitude, which is a prerequisite of the job.

EFL Teachers will maintain appropriate boundaries between themselves and the students in their direct care and with whom they come into contact. This may be particularly challenging for EFL Teachers who are close in age to some of the students on the campus. Staff members can never become students' friends.

The working day is long, involves lots of contact time with the students and can be quite challenging (especially at the end of the week when reports are due) but it is also varied and fast-paced and of course, living and working with young people can be immensely rewarding.

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.

EFL Teachers are ambassadors of the Summer School and must contribute to upholding the good name of Bede's, locally, nationally, and internationally. At all times, whether on or off duty, in uniform or not, EFL Teachers must act appropriately and do nothing that may compromise or jeopardise the school's excellent reputation.

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

**Reviewed: October 2025**