

exportise

SUMMER SCHOOLS

Recruitment Guidance

EFL BAND 2 TEACHER



**JOIN
TEAM
ORANGE**

TEAM ORANGE

For 35+ years, we've been pioneers in our field, not defined by size but by excellence. Our philosophy goes beyond traditional Vision and Values; we immerse ourselves in the unique "**Team Orange experience**," the heart of our summer school magic.

Our **mission** is crystal clear—to provide an unforgettable learning experience. **We're a family that cares passionately, supports, challenges, and grows together.** At our core lies sports, the Orange Magic that moulds our summer school, imparting life skills alongside the English language.

Our motto is: "**Tell me and I forget. Teach me and I remember. Involve me and I learn.**"

Our **aim** is to ensure that all students leave us with **improved language proficiency and confidence, motivation to participate in their Specialist Academy, with friendships and memories that will last a lifetime.** As well as providing English tuition, we help our students to discover their **True Me.** This enables them to gain the learning skills, insight and self-motivation that will help them get ready for their future, adult life.

Team Orange Members are carefully selected for their passion, enthusiasm, and dedication. We are immensely proud that a **large majority of our team returns year after year, while new additions are often former students or friends & family** of existing members. Together, they contribute to the vibrant atmosphere. Being on Team Orange is a responsibility we all take very seriously, as **we collectively uphold the standards** that make us fiercely proud of the way we operate and of the powerful summer school experience and memories we create for - and with - our students.



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ORANGE**

2024 KEY INFORMATION: EFL BAND 2 TEACHER

KEY JOB PURPOSE

To provide excellent English language instruction to allow students to learn new language skills, expand their vocabulary, and grow in confidence whilst making new friends

REPORTING TO

Director of Studies
Centre Manager

SALARY

£700 per week
(including holiday pay)

LOCATIONS

- Clayesmore School
- Oundle School
- Seaford College
- Teikyo School
- Worth School

WORKING HOURS

Typically 8:45-17:45, Monday - Friday. Weekend hours vary. Additional meeting and CPD time

TIME OFF

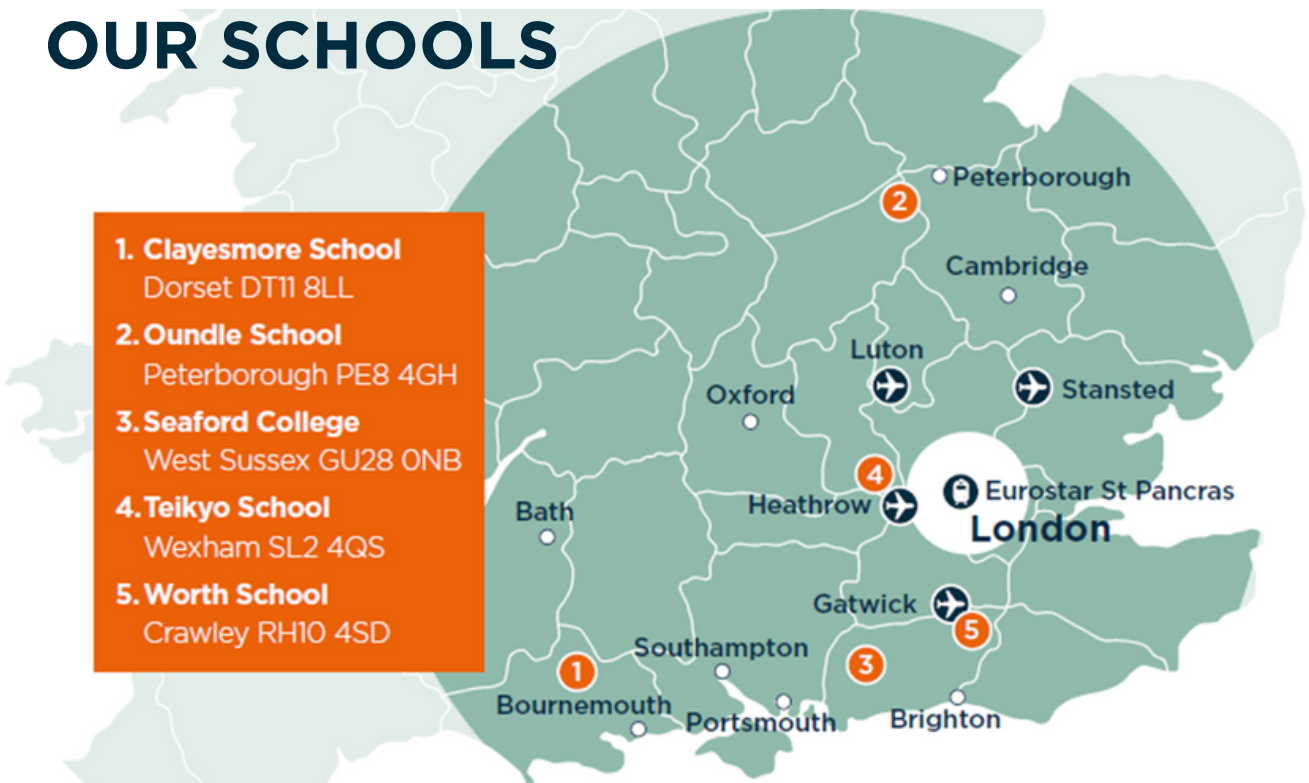
One full 24 hour period per week, usually Saturdays or Sundays

SAFEGUARDING

Exsportise is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

OUR SCHOOLS

- 1. Clayesmore School**
Dorset DT11 8LL
- 2. Oundle School**
Peterborough PE8 4GH
- 3. Seaford College**
West Sussex GU28 0NB
- 4. Teikyo School**
Wexham SL2 4QS
- 5. Worth School**
Crawley RH10 4SD



OVERVIEW

As an EFL teacher, your primary responsibility will be to provide excellent English language instruction. With the support of the Director of Studies, you will be expected to plan and deliver engaging lessons, assess student progress, and participate in creating a secure and positive atmosphere that fosters learning and enjoyment. All our classes are based on a curriculum especially designed for our students. Furthermore, EFL Teachers will support students in other aspects of their daily routine while with Exsportise.

All staff are responsible for ensuring the efficient operation of the centre. Our top priority is the safety of children and maintaining the highest standards. We require staff members to exhibit high personal standards and to be friendly, positive, and approachable while maintaining a professional and calm demeanour. Staff should be adept at handling sensitive situations, adhering to confidentiality and data protection guidelines, serving as good role models, maintaining professional boundaries and contributing to a positive summer school environment.

ACCOUNTABILITIES

ALL EFL TEACHERS

- To prepare and deliver high-quality lessons to meet the Company's motto ("Tell me and I forget. Teach me and I remember. Involve me and I learn.") and aims. The Exsportise language programme aims to be meaningful, dynamic, interactive, and reactive to students' needs, with an expectation that teachers ensure lessons are engaging, relevant, and fun.
- To complete administrative duties such as maintaining accurate lesson plans, class profiles, registers and weekly work logs.
- To liaise with other teachers and DoS on weekly planning and respond to feedback.
- To ensure that clear learning outcomes are known to learners at the start of every lesson and are ticked off once achieved to demonstrate learning throughout the classes.
- To ensure that student notebooks are up-to-date, work is marked, mistakes have been corrected, and students' self-reviews have been completed
- To ensure that classroom displays are clear, vibrant, illustrative, and representative of the 'students' weekly work.
- To take responsibility for all students' safety, welfare, and behaviour during the EFL programme.

BAND 2 TEACHER

- Teaching contact time is limited to 5 hours per day and 25 hours per week. In exceptional circumstances, a 6-hour teaching day may be required, in which case you will be compensated with a reduced timetable in another week.
- Allocated prep and admin time per day plus meeting and CPD time
- No evening social programme work
- One on-site duty day assisting with arrivals/departures (if required), otherwise just extra planning time.
- You may be allocated a Band 1 teacher as your 'buddy' who may be shadowing and supporting you in some of your lessons. The buddy role may also include observing your Band 1 teacher and providing feedback.
- To write weekly Progress Reports for all students at the end of each week, ensuring they are accurate and error-free
- To assist the DoS with Placement Testing and administering exams if required

Additional Duties

- To attend daily staff meetings
- On a rota basis to carry out mealtime supervision, wake-up, and bedtime duties
- To follow guidelines as outlined in the Staff and EFL Handbooks and as explained by the Centre Manager / DoS
- To carry out any other reasonable duties, including to help set up / pack up camp

PERSONAL SPECIFICATIONS

REQUIRED

- Native / near-native competence in English (written and spoken)
- First degree or equivalent
- CELTA, Trinity TESOL or Accreditation UK recognised equivalent or PGCE (in English or MFL)
- Highly organised with excellent time management skills
- Excellent communication skills, enthusiastic and friendly
- Flexible and adaptable approach to working hours
- Professionalism: being of smart appearance and using appropriate language

DESIRED

- At least 1 year's teaching experience
- Young Learners specialism
- Previous residential summer school experience
- Experience of teaching mixed nationality groups

WORKING CONDITIONS

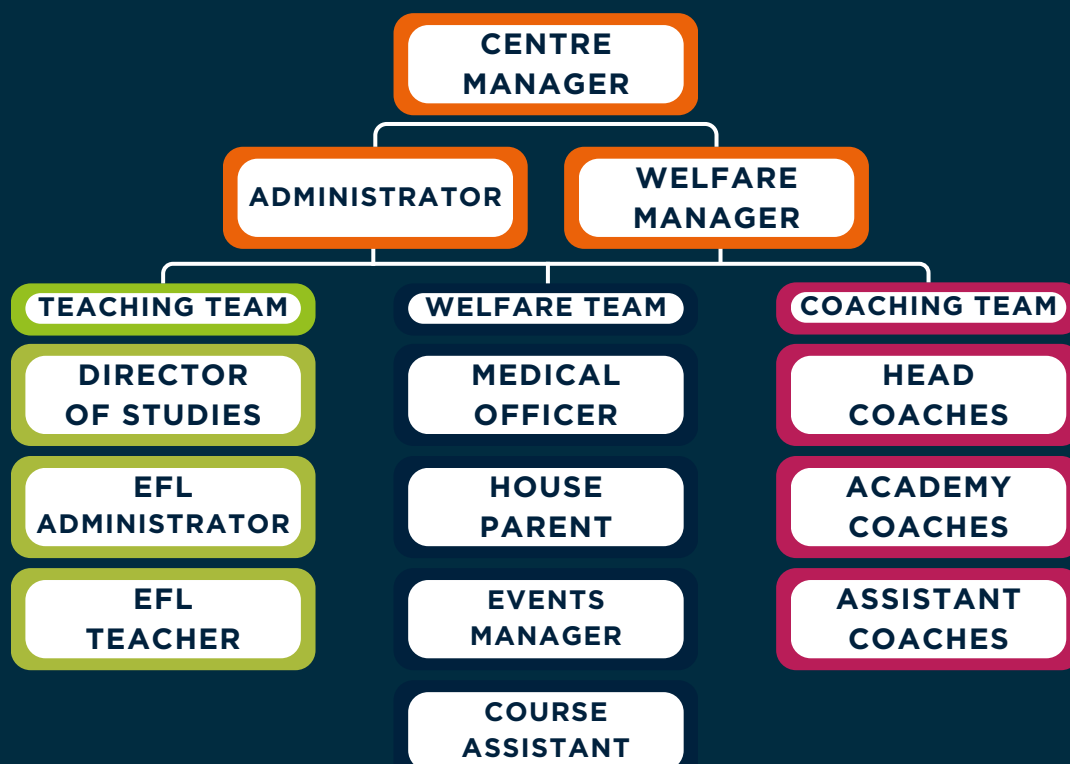
- You are entitled to one 24-hour period off per week, usually Saturdays
- You will be asked to sign the 48-hour working week opt-out agreement.
- You will be provided on-site accommodation, usually in single rooms with shared bathroom facilities.
- 3 buffet style meals are provided by the schools' catering departments, and, by prior arrangement, most special dietary requirements can be cater for.
- As part of the onboarding process, you will be asked to attend an online meeting prior to the start of our courses.

EARN, LEARN, GROW



- Full board accommodation is provided (worth £69.93 per week)
- Two-day in-person induction, paid pro rata
- Grow in a personal and professional capacity
- Teach mixed-nationality groups
- Small class sizes (max 14 students)

CAMP STRUCTURE

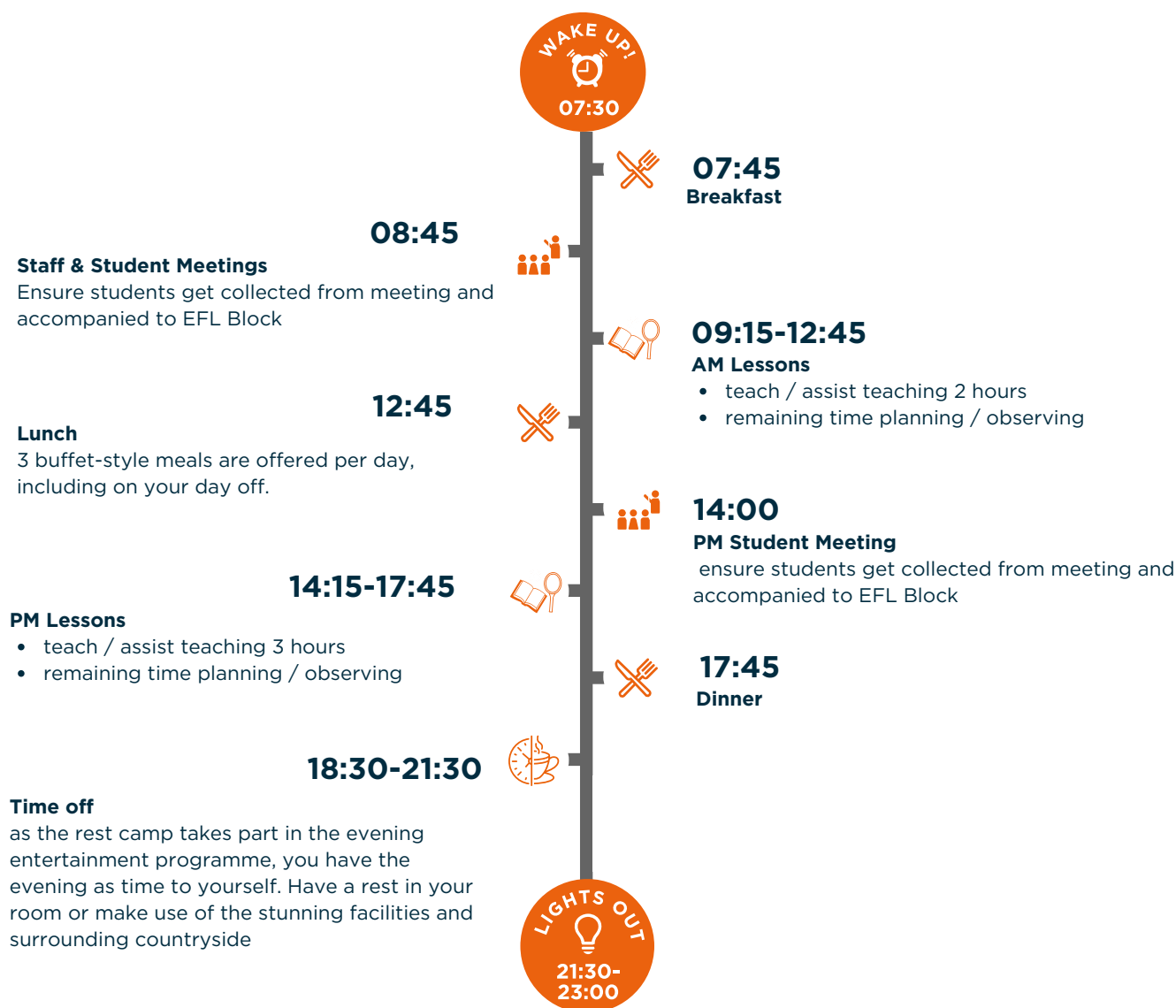


SAMPLE WEEK

The weekly rota and days off are scheduled by the Centre Manager and, based on the camp requirements, may change on a weekly basis. Any days off requests must be approved by Head Office / Centre Manager.

The example below highlights what the daily routine of a Band 2 Teacher may look like. Please note, this is a sample only, and may vary based on the requirements of the actual camp.

MONDAY - FRIDAY



WEEKENDS One Day only



12:00-21:30
Prep

If required, assist at camp with student arrivals / departures
Otherwise you have all day as added prep time

OUR POLICY ON ALCOHOL, SMOKING AND SUBSTANCE ABUSE

Given your role with children, the possession and consumption of alcohol and substance abuse is strictly prohibited on site or during working hours. Smoking, including the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, vapes etc. is only permitted in designated smoking areas and when off duty. Staff members are required to be in a condition that allows them to effectively supervise students at all times. Failure to adhere to these rules will be regarded as gross misconduct and may result in immediate dismissal.

**For more information or to apply visit:
www.exsportise.co.uk/summer-jobs**



Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK



el.gazette
Centre of Excellence
2023-2024

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