

**Job Title:** EFL Teacher (Non-Residential) for KKCL Harrow & KKCL Harrow School Summer Programme

**Details of Position:**

KKCL is looking for enthusiastic, passionate and flexible EFL / ESL teachers to teach juniors (9-17) and adults this summer on our Go Create! English and General English courses.

KKCL Juniors is a summer school with a difference! We have developed our own creative English language programme, which sees our juniors doing projects as diverse as Filmmaking, Songwriting, Radio Drama Production and Artificial Intelligence, while learning and improving their English at the same time. If you love working with kids and see them activate their creativity and enthusiasm, all the while helping them develop their skills and confidence in English, then this is the place for you!

KKCL also welcomes adults at our summer school, and our adult General English classes are topic-based and communicative, in order to equip students with the tools they need to take their English one step further. We follow a flexible syllabus that allows teachers to use their creativity and experience to tailor lessons to suit the needs and interests of their class.

For summer 2020 all our classes will be in the Harrow area – Harrow flagship school & St Dominic’s College (Harrow School Boarding House Programme), with our residential students boarding at the world famous and extremely prestigious Harrow School. Recruitment is now open for non-residential teachers who can commute to the Harrow area (nearest tube Sudbury Hill/ South Harrow & Harrow-on-the-Hill for St Dominic’s), are flexible in their ability to teach juniors or adults and are looking to share an unforgettable British summer school experience with our students from all around the world.

**Opening Dates**

**General English (aged 16+)**

Monday 21 June – Friday 7 August 2020(contract lengths variable)

**Go Create! English for Juniors**

Monday 6 July – Monday 10 August (contract lengths variable)

**HOURS OF WORK**

Teacher timetables depend on the student bookings but teachers can generally choose to teach max 15 or max 30 hours per week.

**MAIN DUTIES**

**TEACHING**

- Teach up to 15 or 30 hours of well-prepared lessons each week
- Teach two different classes on a zig-zag timetable ( e.g. Monday, Wednesday and Friday-first class; and Tuesday, Thursday, Friday- second class)
- Follow the Go Create! Syllabus as set out by KKCL
- Select appropriate lesson materials from the KKCL in-house resource bank to suit the level, needs and interests of your students
- Plan and prepare lessons for the contracted contact hours

**ADMINISTRATION**

- Maintain excellent class administration including lesson preparation, class registration and lesson recordkeeping
- Complete the class register on a daily basis

- Keep accurate attendance records and inform your manager immediately if any discrepancies exist on your class register
- Complete on a daily basis the record of work
- Write End of Course Reports prior to the end of every student's course
- Attend and give out certificates at Leaving Ceremonies

#### **LEISURE AND WELFARE**

- Encourage full and enthusiastic involvement by students in the scheduled Activities Programme
- Assist with the welcome, induction and testing of students on their first morning

Due to the high volume of applicants we can only contact those applicants that suit the needs and requirements of the post. Thank you for your understanding.

#### **Qualifications**

##### **Required:**

An undergraduate degree

CELTA or equivalent

1 year of EFL teaching experience

Effective communication skills

Good interpersonal skills

Computer literate

Sense of fun!

##### **Desirable:**

2 years' teaching experience

Experience of teaching at an EFL summer school

Experience of teaching creative / project-based classes

Young Learner teaching experience or qualification e.g. PGCE, CERT-YL, TYLEC

Postgraduate teaching qualification

Creative background

##### **Salary and Benefits (July – August only)**

CELTA qualified: £12.50 to £15 per hour, dependent on experience

DELTA qualified: £16 to 17 per hour, dependent on experience

We cannot offer work permits to candidates who are not eligible to work in the United Kingdom.

##### **Should you be successful**

We will require details of two recent and relevant referees who we will contact. Please note we can only accept professional references, character references will not be accepted.

Any gaps in your CV will be enquired about, and must be explained satisfactorily.

KKCL is committed to safer recruitment so you will be required to undergo a Disclosure and Barring Service check (previously called a Criminal Records Bureau check), or equivalent if living outside the UK, and you will be asked to sign the Children's Act declaration safeguarding the welfare of children, stating that you have no known reason why you cannot work with children. KKCL is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place, which all employees, volunteers and contractors are expected to adhere to.

Two types of official identification and certificates (either originals or certified copies) will be required for our records.