

Job Description

Position	Lead Teacher (Non-Residential)
Reporting to	Director of Studies
Team Management	None
Last review of job description	November 2025
Contract Type	Fixed Term
Suitable for Hybrid working?	No
Suitable for Core Hours?	No
Job Location	Kings College London

Working Pattern:

Monday, Tuesday, Wednesday & Friday (Core duties)

- 09:00 – 12:45 (Teaching)
- 13:45 - 17:30 (Teaching or supporting DoS with Academic administration tasks and or providing teacher support/CPD)

Please note that the above work pattern can be subject to change

Overview:

Lead Teachers on our summer programmes are responsible for delivering effective lessons with measurable outcomes to our learners from all over the world. They are an important part of the team, and they are required to adhere to BSC Code of Conduct and Safeguarding Policies while working with us. Additionally, Lead Teachers work closely with the Director of Studies (DoS) to support teachers with lesson planning and delivery, paperwork, and training. They may be asked to participate in non-academic duties if the need arises.

The main duties and responsibilities are listed below:

Duties:

- Plan and deliver language focused and engaging lessons.
- Flexibility with being the first person on the rota to cover classes in case of teacher absence
- Follow BSC syllabus
- Provide guidance and support to teachers to deliver engaging lessons
- Lead and instil a culture of ideas sharing and collaboration among the teaching team
- Complete weekly planners, attendance sheets, and student reports.
- Be observed and receive feedback

- Conduct teacher observations with support from the DoS
- Assist with graduation photos and project showcase days
- Work as part of the academic team and support the summer team as a whole.
- Attend and participate in academic meetings and INSET sessions.
- Deliver at least 1 INSET session
- Assist with placement testing
- Complete online induction training prior to starting and attend face to face induction held at the centre
- Remain professional at all times
- Comply with the BSC Positive Engagement and Conduct Policy

Child Protection & Safeguarding:

- To promote and safeguard the welfare of children and Young Learners you are responsible for and come into contact with.
- Familiarise yourself and adhere to BSC Safeguarding Policy.
- Record, report and escalate safeguarding concerns with confidentiality and professionalism in line with BSC Safeguarding Policy.
- Ensure a safe environment for Young Learners and team members.
- Ensure student ratios are maintained in accordance with site rules BSC Safeguarding Policy.
- Provide safety and welfare assistance to all students.
- Report any student absence to the Welfare Team and Director of Studies
- Complete BSC Safeguarding Level 1 Training Online before you arrive at the centre
- Help students settle into life in the residential centre, ensuring that they have the correct information regarding personal safety, centre rules and laws relevant to location.

Other:

In addition to the above, all Lead Teachers are required to:

- Work positively as part of a team
- Demonstrate a positive attitude
- Attend and participate in all centre team meetings.
- Demonstrate and act in accordance with professional standards at all times.
- Act in the welfare of the students at all times
- Carry out any other duties as reasonably assigned by the Centre and DoS (For example airport pick-ups and evening activities)
- To carry out any duties as may be reasonably assigned by the Centre
- Comply with BSC Appearance Policy
- Wear the BSC branded uniform if accompanying and supporting during excursions
- BSC YL lanyards are to be worn at all times.
- Comply with BSC Centre rules and regulations
- Be a positive role model
- Familiarise yourself with the Academic Manual

Qualifications and Experience:

Essential

- TEFLI Status (As defined by the British Council) i.e. TEFLI certificate in ELT/TESOL such as CELTA or TEFL Cert (level 4), PGCE or equivalent qualifications with QTS in a subject specialism related to English language teaching (e.g. modern languages or English), Primary QTS, or QTS in an unrelated subject with evidence of ELT/TESOL training
- Excellent lesson planning skills
- Adaptability and flexibility
- Ability to work well in a team
- Ability to remain calm under pressure
- Enthusiasm for summer school life

Desirable

- Completed DELTA modules or MA TESOL/ linguistics modules
- High level of computer literacy, particularly MS Office, email

Training

Full product knowledge training will be provided

A manual will be provided giving insights and links to all relevant information

On-going training will be provided on an individual and group need basis

All BSC colleagues must operate in line with our team-led Vision, Mission & Values as outlined below:

BSC VISION: *To provide customers with steppingstones to their future by delivering outstanding and transformational learning experiences.*

BSC MISSION: *By believing that “Great Things Start Here” and standing behind all that this means. If we believe it, our customers will achieve it!*

BSC VALUES:

AIM HIGHER

We proactively make suggestions and solutions for challenges and opportunities.

COLLABORATE

We are team players - we treat everyone with respect and understand that we succeed collectively, not as individuals.

COMMUNICATE

We communicate in a timely way with clarity, respect and transparency.

CUSTOMER

We seek to provide consistent high-quality experiences that customers will remember.

FOCUS

TEAM FOCUS

We seek to reward and recognise excellence and innovation within our teams.