

## Job Description

<b>Position</b>	Teacher of English (Non-Residential)
<b>Reporting to</b>	Director of Studies
<b>Team Management</b>	None
<b>Last review of job description</b>	November 2025
<b>Contract Type</b>	Fixed Term
<b>Suitable for Hybrid working?</b>	No
<b>Suitable for Core Hours?</b>	No
<b>Job Location</b>	Bedford

### Working Pattern

#### Wednesday - Sunday (Core duties)

- 09:15- 12:15 (Teaching)
- 13:15 - 16:15 (Teaching, some lessons may take the form of an immerse and explore lesson. For example, the lessons will be outside of the classroom in the form of a visit or excursion)

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

### Overview:

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. Their duties can cross over different duties within the summer programme, and they may be asked to participate in non-academic duties if the need arises. There is also some necessary paperwork to complete and weekly reports to write for students.

The main duties and responsibilities are listed below:

### Duties:

- Plan and deliver language focused and engaging lessons.
- Follow BSC syllabus
- Complete weekly planners, attendance sheets, and student reports.
- Be observed and receive feedback
- Work as part of the Academic Team and support the summer team as a whole, including liaising with the wider to team to link excursions to lesson content
- Attend and participate in academic meetings and INSET sessions.
- Assist with placement testing

- Assist with graduation photos and project showcase days when required
- 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
- 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.
- Complete BSC Safeguarding Level 1 Training Online before you arrive at the centre

### **Other:**

In addition to the above, all 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
- To carry out any duties as may be reasonably assigned by the Centre and Dos
- Comply with BSC Appearance Policy
- 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**

- Experience working with young learners is desirable
- 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.