



Summer 2024

English Language Teacher Job Description

Job Title:	English Language Teacher
Organisation Name:	Brownlee Language International Summer Schools (BLISS)
Location:	Perthshire, Scotland
Department/Section:	English Language
Availability:	Must be available on 27 th & 28 th June 2024 for induction training and for Summer School from 30 th June – 11 th August
Working Hours:	The post-holder may be required to work in excess of 48 hours per week. Evening and weekend work will be required (if residential). The working week is 6 days per week.
Reports to:	Senior English Language Teacher
Salary:	Competitive. Dependent on candidate experience.
Benefits:	Staff uniform
Training Provided:	<ol style="list-style-type: none">1. Child Protection Training.2. Summer School Induction.3. Continuous and regular development throughout the contract.4. PVG/DBS provided.

Background to the Role:	<p>This is a key position to the smooth running of the Summer School. This role is the hub of the entire Summer School. Each teacher will be given a lesson overview, syllabus and all the schemes of work for the 6-week period and can plan their lessons around that accordingly.</p> <p>This position is based in Perth, in Scotland, and can be non-residential or residential, if required.</p>
Purpose of the Role:	<ol style="list-style-type: none">1. To safeguard students above all else.2. To ensure that all students have a home from home and all are participating in English lessons, that are age and level appropriate3. To ensure all students are participating and improving in their lessons.4. To contribute to the overall cultural learning by including this in the lessons.5. To provide feedback on the programme for the DoS.



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	<ol style="list-style-type: none"> 6. To provide risk assessments as directed by DoS. 7. To ensure all issues are flagged to the DoS to ensure they are effectively and swiftly put right. 8. Additional duties as directed by the Senior English Language Teacher and DoS, as required
Key Tasks and Responsibilities:	<p>This role is very versatile and will ask the holder to be flexible, a team player as well as patient and forward thinking. Key tasks include but are not exclusive to the following:</p> <ol style="list-style-type: none"> 1. To provide interesting and interactive lessons. 2. To ensure that a high standard of teaching is maintained. 3. To ensure that BLISS Health & Safety policies are implemented. 4. To maintain accurate, daily class lists and registers of attendance. 5. To work in a team. 6. To attend meetings arranged by the Senior English Language Teacher (SELT) and DoS. 7. To work to your own strengths. 8. To assist with activities and excursions, as required. 9. To ensure students have all the tools they need to participate in lessons. 10. To run your own classes, without supervision.
Additional Responsibilities:	<ol style="list-style-type: none"> 1. To ensure that all mandatory training is completed before the Summer School begins. 2. Ensure that all pre-employment documents are completed and returned by the deadline given.
Supervision of Staff (directly/indirectly)	Not applicable for this post.

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Person Specification

Criteria	Essential/ Desirable	Evidence
Education/Training/Qualifications		
Relevant Degree	E	Application/Interview
CELTA Qualification	E	Application/Interview
Previous Child Protection Training (although training will be provided).	D	Application/Interview
First Aid Qualification	D	Application/Interview
Fire Safety Training	D	Application/Interview
Full UK Driving Licence (and access to transport)	D	Application/Interview
Work Experience		
Teaching Experience, minimum 1 year	E	Application/Interview
Previous activity leading experience	D	Application/Interview
Previous Summer School Experience	D	Application/Interview
Knowledge/Skills/Attributes		
Ability to engage effectively and deliver high quality lessons	E	Interview
Be willing to complete the induction process and all mandatory and subsequent training provided	E	Interview
Ability to engage and communicate effectively with staff	E	Interview
Ability to contribute to the organisation and running of group activities	E	Application/Interview
Ability to adapt quickly to change and be flexible	E	Application/Interview
Enjoy working with children and teenagers from different cultures	E	Application/Interview
Good problem-solving skills	E	Application/Interview
Be a team player	E	Application/Interview
Ability to maintain long periods of physical activity	D	Interview
Good knowledge of Scottish Culture and History	D	Interview
Personal Qualities/Special Circumstances		
Eligibility to work in the UK	E	Application/Interview
Pass Disclosure Scotland/DBS or equivalent background checking/vetting procedures	E	Original certificate to be provided
A leader and mentor approach to life	E	Application/Interview
Approachability, patience and excellent inter-personal skills	E	Application/interview



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Be flexible, outgoing, hardworking and sociable	E	Application/Interview
Enjoy working outdoors	E	Interview
Ability to remain calm in an emergency situation	E	Interview
Maintain a smart personal appearance	E	Interview
Ability to remain positive and retain a sense of humour	D	Interview