



Summer 2024

Senior English Language Teacher Job Description

Job Title:	Senior English Language Teacher
Organisation Name:	Brownlee Language International Summer Schools (BLISS)
Location:	Perthshire, Scotland or Yorkshire England
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:	Director of Studies
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. It is a management position and you should, therefore, expect a demanding workload.</p> <p>Assisting the Director of Studies, in the implementation and administration of all aspects of the academic programme, you will also manage the teaching team and their performance.</p> <p>You will ensure that each teacher is 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. Above all else, to ensure the safety and welfare of all students at all times.

	<ol style="list-style-type: none"> 2. Working closely with the Director of Studies (DoS) to ensure that a high-quality, collegiate programme is delivered. 3. Supporting the DoS in the overall management of the academic programme and teaching team ensuring it is of the highest possible standard. 4. To deputise for the DoS in their absence. 5. To ensure that all students have a home from home and all are participating in English lessons, that are age and level appropriate. 6. To ensure all students are participating and improving in their lessons. 7. To contribute to the overall cultural learning by including this in the lessons. 8. To provide feedback on the programme for the DoS. 9. To provide risk assessments as directed by DoS. 10. To ensure all issues are flagged to the DoS to ensure they are effectively and swiftly put right.
<p>Key Tasks and Responsibilities:</p>	<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 ensure the provision of interesting and interactive lessons. 2. To ensure that a high standard of teaching is maintained. 3. To create accurate and up-to-date staff timetables. 4. To line-manage the English Language Teaching Team. 5. To create Class Lists and Class Registers, taking into consideration age, level of English, multi-national mix and continuity. 6. To ensure students know in which class they will be placed. 7. To maintain accurate, daily class lists and oversee the accurate keeping of classroom registers. 8. To ensure that BLISS Health & Safety policies are implemented. 9. To be familiar with and ready to follow BLISS's rules and regulations and those set

	<p>by the campus and ensure that staff and students are also following them.</p> <ol style="list-style-type: none"> 10. To know who to talk to and have the contact details of the relevant people in the company and on campus regarding any concerns. 11. To work to your own strengths. 12. To ensure students have all the tools they need to participate in lessons. 13. To facilitate teacher development meetings, as directed by the DoS. 14. To run a functional teacher room/office environment from which to work. 15. To monitor and be responsible for all academic resources and equipment. 16. To line manage all academic staff on site 17. To run and chair 3 weekly meetings 18. Additional duties as directed by DoS, as required
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.

Senior English Language Teacher Person Specification

Criteria	Essential/ Desirable	Evidence
Education/Training/Qualifications		
Relevant Degree	E	Application/Interview
CELTA Qualification or equivalent	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 3 years	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 ensure the delivery of 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
Proven people management skills	D	Application/Interview
Proven competence in academic leadership	D	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
Be flexible, outgoing, hardworking and sociable	E	Application/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
Enjoy working outdoors	D	Interview