



## JOB DESCRIPTION and PERSON SPECIFICATION

### SUMMER SCHOOL ACADEMIC COURSE TEACHER (BUSINESS)

Part-time

#### Introduction

Concord College is one of the UK and the world's premier international colleges. This reputation is based upon a combination of academic excellence, care for the individual student and professionalism amongst its staff.

Unlike some summer schools, Concord's is run by the school in which it is hosted. The Summer School offers a range of academic courses, as well as English Language and Science courses for students aged 11-16 years during the summer period from July to August.

All Summer School staff are expected to actively contribute to and promote the College's ethos of harmony, decency, trust and mutual respect. Our goal is to provide a high quality teaching programme along with a range of recreational activities to ensure students have an enriching and enjoyable experience within a safe and caring community.

#### Course dates

**Session 1: Thursday 26<sup>th</sup> June – Thursday 17<sup>th</sup> July 2025**

**Session 2: Friday 18<sup>th</sup> July – Thursday 7<sup>th</sup> August 2025**

***Please note: The above dates include induction training days, which are paid contracted days and attendance is mandatory for all Summer School staff.***

#### Purpose of the role

The post holder will plan and deliver high quality interactive lessons, teaching in an engaging and motivational way to enable students to improve their knowledge in their chosen academic subject.

The post holder will report directly to the Assistant Director (Academic Studies) and Head of Arts & Social Sciences.

In addition, the post holder will also undertake duties to support the Social Programme and organised activities and events.

#### Qualifications/experience

Teachers should hold a good quality degree in their chosen subject (Business) and preferably have a PGCE in that discipline along with at least one year's teaching experience.

***A proficient level of English (both written and spoken) is essential to the post, as is experience of living or working in the UK.***

**Other desirable requirements:**

A valid First Aid Certificate

A full British driving licence with D1 category along with a willingness to drive a minibus.

**Main responsibilities/duties include:**

- thorough planning of lessons and organisation of materials;
- teaching classes as assigned by Assistant Director (Academic Studies) and Head of Department;
- taking registration at the start of each lesson;
- informing the Assistant Director (Academic Studies) and Assistant Director (Pastoral) immediately of any student absences from registration or later classes through the relevant safeguarding channels;
- managing student behaviour and promoting good conduct both in and outside the classroom;
- being mindful of students' attitude, performance and conduct in order to ensure their physical and emotional well-being and informing the Assistant Director (Pastoral) and Pastoral team of any concerns;
- liaising with the Head of Department and Assistant Director (Operations & Activities) regarding preparations for the offside educational trips;
- supervising and leading students on off-site educational trips;
- attending and participating in scheduled staff meetings as instructed by Assistant Director (Academic Studies) and Summer School Director;
- writing end of course student reports as instructed by the Assistant Director (Academic Studies) and Head of Department;
- attendance at the end of course ceremony;
- attendance at trip and activity briefing meetings;
- assisting with delivery of Social Programme activities and events, including arrival and departure activities such as airport transfers; evening activities; weekend events; supervising students on half day and full day excursions;
- Carrying out specific duties, as allocated by the Summer School Director.

Further details and guidance on the responsibilities of the role will be provided during induction.

**Personal attributes/skills**

- Energetic and enthusiastic;
- Reliable and demonstrates initiative;
- Ability to work under pressure;
- A team-player;
- Flexible and adaptable;
- Excellent communication skills;
- Good organisational skills;
- Strong attention to detail.

### Hours of work

A session is made up of x9 days of teaching and preparation work between 9am – 5pm each week between Monday - Friday.

Teaching a maximum of 22.5 hours on the main timetable during a Summer School session, plus leading on one off site educational trip.

In addition, the post will contribute to the Enrichment & Activity Programme and Social Programme and other specific duties as instructed by the Summer School Director, which includes evening and weekend work to be confirmed on a rota basis.

In the event of staff absence, which is beyond the control of the College, help with providing cover for colleagues may be requested.

A minimum of one day each week will be off duty.

### Remuneration

Salary is subject to tax and National Insurance deductions, as applicable. Staff will be paid at the end of the contract period by BACS and should ensure they have a bank account which will accept a transfer in pounds sterling drawn on an English bank.

In addition to salary the College provides accommodation (a single study bedroom, similar to those found in a university hall of residence), a laundry service and three meals a day. Accommodation requests should be made at time of acceptance of offer.

### Holiday entitlement and pay

All staff accrue paid holiday during their period of employment based on holiday entitlement of 5.6 weeks per annum pro-rata and entitlement is calculated based on full attendance during the course. It is possible to request one day's leave of absence (but no additional days) during the course for attendance at a graduation ceremony, job interview, family wedding or funeral, which must be agreed during interview or at the earliest possible opportunity with the Summer School Director. Pay may be reduced accordingly.

### Special conditions

***All staff are expected to behave in a professional manner at all times and to make the welfare of the students in our care a priority.***

All successful applicants and returning staff must undergo Child Protection screening which includes checks with past employers and the Disclosure and Barring Service. Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prior to an appointment being confirmed completed DBS checks and/or overseas police check documents which are satisfactory to the College **must** be provided. Original forms of identity documents, in accordance with DBS requirements, must be brought to interview by applicants.

Summer School staff must comply with Concord's policies and procedures, including those relating to Staff Conduct, Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and report any concerns.

**Please note:**

Applicants must have a right to work in the UK. The College does not apply for work permits, visas or offer sponsorship.

***The post of Summer School teacher can be very demanding but also very rewarding and many teachers return to us year after year.***