



**YOUNG
LEARNERS**

Embassy Summer EFL Teacher

EC English Language Centres Helping students succeed in a global community

EC offers superior English language programmes in the top English-speaking destinations around the world, together with French in Montreal. Our world-class facilities and an outstanding team have allowed us to evolve into a globally recognized and trusted brand. Our vision is to maintain our growth while helping students from all over the world succeed in a global community.

EC has a Young Learners division which incorporates EC Academy, EC Study Tours and Embassy Summer and welcomes students from over 140 countries helping them to improve their language skills, meet new friends and take part in a wide range of activities and cultural excursions that will help them develop important life skills.

Position Summary:

Teachers are at the forefront of developing students' Life and Academic Skills through teaching, tuition and guidance during the English course.

Key Responsibilities:

- Promoting and safeguarding the welfare of students for who you are responsible and with whom you come into contact
- Deliver engaging student-centred lessons that encourage students to actively participate
- Maximise student and Group leader satisfaction by ensuring their experience meets or exceeds their expectations
- Play an active role in the development of student's life skills throughout their Embassy Summer experience

Specific duties include:

- To teach as required
- To lead activities and excursions if the centre is not on a full day teaching programme
- To ensure adequate preparation for all teaching and activity/excursion sessions
- To monitor students' proficiency and track students' progress
- To complete academic administration in a timely manner
- To attend all relevant meetings, workshops, and feedback sessions
- To maintain proper levels of student discipline, safety and welfare
- To carry out residential supervision duties, including meal and bedtime supervision (Where applicable)
- To carry out other duties necessary for the proper running of the centre as required

Organisational Compliance:

The job holder will be expected to operate in accordance with the company's Code of Conduct, and any local policies and operating procedures relating to academic, welfare and safeguarding matters.

Employees are required to cooperate fully with all arrangements in place related to Health and Safety which include implementation and compliance with control measures resultant from risk assessments and engagement with, and completion of, any relevant Health and Safety training.

Education Required:

- Educated to Degree Level or equivalent (Level 6 Qualifications and Credit Framework)
- CELTA / Trinity CertTESOL (or equivalent)
- (E.g. PGCE in English / modern languages with ELT/TESOL subsidiary, provided that they meet the validation, teaching practice and input criteria)

Education Desired:

- DELTA / Trinity DipTESOL (Level 6/7 of the Qualifications and Credit Framework)

Essential criteria:

- Experience of working in junior education / learning
- Experience in a role involving organisation / logistics / travel

Desired criteria:

- Experience of working in a summer school environment
- Experience of working in a residential environment



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Personal Attributes:

- Excellent communication and interpersonal skills
- Excellent organisational and planning skills
- Ability to motivate, lead and inspire students
- Ability to work under pressure
- Ability to multitask, prioritise tasks and meet tight deadlines
- Ability to deal with complexity and resolve problems and issues
- A high degree of IT competency: Outlook & MS Office (specifically Excel)
- Demonstrates the ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Demonstrates emotional resilience in working with challenging behaviours
- Demonstrates a positive attitude to the use of authority and maintaining discipline
- Demonstrates an exceptional level of attention to detail