



**YOUNG
LEARNERS**

Embassy Summer Senior 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:

Through supporting the Director of Studies, the Senior Teacher is key to the successful delivery and logistics of the academic programme, teacher support and the development of students' English language skills during their course.

Key Responsibilities:

- Promoting and safeguarding the welfare of students for who you are responsible and with whom you come into contact
- Maximise student and Group leader satisfaction by ensuring their experience meets or exceeds their expectations
- Working with the Director of Studies to support, monitor and develop EFL Teachers to ensure that they can deliver the academic programme
- Play an active role in the development of student's life skills throughout their Embassy experience
- Supporting the induction and testing of students to ensure they are placed in a suitable class and receive enjoyable instruction and appropriate certification
- Play an active role in the development of student's life skills throughout their Embassy experience

Specific duties include:

- To ensure that what has been sold to the client is provided at the centre
- To teach a minimum of 5 mornings or afternoon sessions per week
- To cover or provide relief teaching as directed
- To assist the Director of Studies with the testing, placement and induction of new students
- To assist in the organisation of the academic resources of the centre
- To help to establish a positive working environment with the teaching staff
- To ensure high levels of student safety and welfare are maintained
- To support other managers and complete office duties when required
- To attend all relevant meetings
- To carry out 24hr emergency duty (on a rota basis)
- To carry out residential supervision duties, including meal and bedtime supervision (where applicable)
- Promote and safeguard the welfare of students in line with legal, accreditation and company requirements
- 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
- To support other managers and carry out other duties assigned

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.

Qualifications & Training:

- First Degree or equivalent (Level 6 Qualifications and Credit Framework) (Essential)
- CELTA, Trinity Cert. TESOL or equivalent with at least 2 years' EFL teaching experience (Essential)

Essential criteria:

- Excellent IT skills including knowledge of Microsoft Office and using Excel effectively (Essential)
- Excellent organisational and communicational skills
- Interpersonal skills
- Ability to lead and inspire Teachers
- Ability to work under pressure

Desirable criteria:

- Working with minors
- Summer School experience
- Residential experience
- Administration experience
- Experience of dealing with continuous enrolment

Personal Attributes:

- 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 the ability to adapt teaching styles to suit the style of short summer courses
- Demonstrates creativity and energy and a positive commitment to the role