



### **Background information: Academic staff 2023**

ECS - English Country Schools - is a British Council Accredited residential summer school for 8 – 17 year olds. English Language teaching is combined with a programme of sports, social activities and excursions in a beautiful countryside setting.

#### **We aim to offer our pupils:**

- High levels of supervision
- A friendly, family atmosphere
- International mix: so that pupils will speak English together and broaden their horizons through contact with others from different countries and cultures.
- Effective, enjoyable English lessons and educational workshops from qualified, experienced teachers
- A fully inclusive residential programme of teaching, sports, social activities and excursions
- High standards through regular inspection by The British Council, membership of the Young Learners Special Interest Group of English UK and Green Standard Schools

#### **We want students who attend English Country Schools to:**

- Learn a lot of English
- Make new international friendships
- Have a great time and develop confidence, independence and life skills
- Return home healthy, refreshed and with renewed enthusiasm for their studies

- Develop a closer connection to nature and a deeper understanding of environmental issues

#### **We want staff to:**

- Work to the best of their ability within a supportive and professional working environment
- Enjoy working with the young people on the courses
- Develop personally and professionally, formally and informally during the course
- Leave with a sense of achievement and a desire to return in the future

#### **Please note:**

- All staff will be interviewed online
- Qualifications will be verified, references will be taken up and background checks will be carried out.
- Smoking is not allowed on our courses.
- You must have the right to work in the UK

#### **Why choose ECS?**

- We limit the number of students in each age group who share the same mother tongue. This means you'll be working with a truly international group whose common language is English.
- We make separate provision for children in different age groups. You won't find yourself having to work with wide age ranges within the same group.
- Staff are well compensated and provided with full board and lodge in the school. There is one full day off per week plus normally one session (afternoon or evening) daily for planning and relaxation.
- The school has excellent sports facilities including swimming pool, squash and tennis courts that staff are encouraged to use.
- You will be working in a school that cares about the environment and upholds the 12 commitments of [Green Standard Schools](#).

- To see what other people say about working with us please visit <https://www.countryschools.co.uk/more-info/employment/>

Courses take place at **Port Regis School near Shaftesbury in Dorset**. The beautiful rural campus contains extensive playing fields, woodland, ponds, a golf course and a small river.

Each age group has its own lessons, activity programme and accommodation. The daily timetable is as follows (follow the links for further information):

8.30	Breakfast
9.15	General assembly
9.30	<a href="#">English lessons and workshops</a>
13.15	Lunch
14.30	<a href="#">Sports and activities</a>
16.45	Refreshments
17.00	Supervised leisure time
18.30	Evening meal
19.30	<a href="#">Social programme</a>
20.45	Drink and fruit / biscuits
22.00	Bedtime 8-12 year olds
22.30	Bedtime 13 -17 year olds

You can find further general information at our web site [www.countryschools.co.uk](http://www.countryschools.co.uk) or in our brochure at <https://www.countryschools.co.uk/files/ECS-Brochure-2024.pdf>

### **Induction / training**

Before you arrive we will send you further detailed information about your role. There will be online training sessions covering things like child safeguarding, lesson planning, understanding the daily timetable, etc. There will also be a two-day staff induction in Dorset before pupils arrive.

### **Resident DOS / Academic Manager post**

DOS posts are for individuals who have EFL qualifications above degree + certificate level. Examples are the RSA or Trinity Diploma in TEFL or equivalent; PGCE with ELT/TESOL; MA in ELT / TESOL; or PGCE in English or Foreign Languages + Trinity or RSA Certificate. Academic Manager posts are for

individuals who possess extensive DOS experience with young learners (8– 17 year olds), possibly also the CELTYL, but lack formal high-level EFL qualifications. Responsibilities include:

- Before the course, carefully read all information that we will send you relating to your post and to employment generally with English Country Schools
- Contribute to online staff training and (at the school) prepare rooms and materials
- Lead the classroom placement procedure and oversee correct placement of students throughout their stay
- Support, supervise and motivate the teaching team
- Stand in for teachers as necessary
- Organise and tidy staff workrooms, teaching materials and stationery
- Oversee the writing of reports by teachers and workshop leaders
- Assist with lesson and workshop planning
- Conduct academic meetings
- Provide opportunities for teachers to develop professionally through meetings, demonstration lessons and peer observation
- Observe classes and provide feedback to teachers (DOS only)
- Conduct teacher appraisals
- Assist with completing teacher employment reference forms
- Write an academic report after the course finishes

The DOS should be a responsible, confident and well-organised person who is up to date with current teaching and teacher-training theory and practice, with particular reference to children and teenagers. They should be able to combine assertion with diplomacy, leading and motivating the teaching team and encouraging high standards while dealing sensitively with any difficulties that may arise. DOS will be expected to uphold the aims and ethos of the organisation, liaising between teachers and management and helping with decision making.

### **Resident Teacher post**

Teachers should be qualified with a university degree or PGCE and a recognised TEFL qualification. Online TEFL qualifications will be considered if supported by relevant experience. We particularly welcome teachers who are able to plan and lead educational workshops, eg. in photography, drama, cookery, nature studies, poetry. We welcome applications from PGCE qualified primary teachers not necessarily qualified in EFL who are experienced in using art, crafts, stories, songs, games, movement, etc. In all staff we look for enthusiasm, motivation and the ability to work as part of a team.

In addition to teaching you will be expected to play a part in the life of pupils on our courses, including – on a rota basis - assisting with excursions and helping with the sports and activity programme and supervising children in their boarding houses. This allows more relaxed interaction with pupils compared to normal teaching and is one of the reasons why teachers choose to work with us. However we need to ensure that the relationship with pupils is completely professional: please see our Child Safeguarding policy at <https://www.countryschools.co.uk/files/Safeguarding-Policy-2023.pdf>

Day-to-day academic support and supervision is provided by the DOS / Academic Manager. There is a daily academic meeting before lessons. The atmosphere is supportive and encouraging with opportunities provided for you to learn from your colleagues and develop professionally. Most classrooms have smart boards and all have internet.

Students are placed in classes using an assessment procedure that you will help to administer. Generally there is a correlation between age and ability. There is some rotation between classes so you will probably teach more than one level during your stay.

Teaching materials are drawn from a variety of sources appropriate to the age group. You can find samples of materials at <https://www.countryschools.co.uk/english-programme/lessons>. The first lesson of the day is from the course book. The second lessons is down to you but must include **core activities** that we specify: an out-of-class project, a music-based lesson, a debate or discussion leading to a piece of writing (older students), a literature-based lesson and an IT-based lesson. There is a database of resources that will help you to plan your lessons and workshops.

### **As a classroom teacher you'll be expected:**

- To plan lessons and workshops appropriate to the age, interests and academic needs of the pupils.
- To ensure that the teaching of core activities (see above) are carried out each week.
- To ensure that due attention is paid to grammar, pronunciation and learner training.
- To provide time at the end of each morning for pupils to reflect on what they have learnt.
- To ensure that wall displays are attractive and up to date and that the classroom is left tidy.
- To ensure pupils keep a comprehensive, tidy file of work to take home at the end of their stay.
- To ensure that you attend staff meetings punctually and that your classes start and finish promptly.
- To complete weekly academic reports for each student in your class (maximum 15).

Your non-teaching duties will consist of assistance with sports and social activities; assistance with excursions and at the airport; plus general supervision of students in the school.

### **Course dates and payment**

Our 2024 course runs for five weeks with staff employed for a minimum of two weeks. Salary for teachers including

12.07% statutory annual leave is around £700 per week according to salary and qualifications. Salary for DOS is around £775 per week. Accommodation and full board in the school is provided free of charge.

### **Online teaching**

Opportunities may exist for teachers with relevant experience to earn extra payment by teaching pupils online before and after our courses.

### **The application process:**

- Send your CV or online application form with a cover note. Or you can complete our application form at <https://www.countryschools.co.uk/files/ECS-employment-form.doc>
- If we are interested in employing you we will send background information about the post and invite you for an online interview lasting up to 45 minutes.
- If we wish to appoint you we will send you a Letter of Appointment setting out precise terms and conditions. You must sign and return this within 7 days for the contract to take effect.
- If you accept our offer we will send you further detailed employment information and request your CV (if you have not already sent it), copies of qualifications, identity document and referee details.

If we appoint you, we will do everything possible to ensure that your employment as a member of our team is professionally rewarding, enjoyable and worthwhile. At any stage if you have questions, please contact us.

### **Equal Opportunities Statement**

In the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets or is likely to meet the requirements of the programme or course or post. The requirements being met, no employee will be discriminated against on the basis of their sex, race, colour, ethnic

origin, nationality (within current legislation), age, disability, sexual orientation, marital status, caring or parental responsibilities, or beliefs on matters such as religion or politics.

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### **Contact**

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