



**LANGUAGE SCHOOL TEACHER RSA / Cambridge CELTA OR
Trinity TESOL Certificate (TEFLI)**

The Position

To professionally deliver the programme and syllabus appropriate to student's level and age and to undertake student profiling and related administrative duties, including writing report cards and participation certificates.

The College

Founded in 1847 by William Gladstone and others, Glenalmond College is a fully co-educational boarding and day school, set in the stunning Perthshire countryside and enjoying magnificent grounds of over 300 acres in an unrivalled setting at the foot of the Grampian hills.

Background

Glenalmond Language & Activities programme offers language, sport and culture programmes to overseas' students, allowing them to combine a programme of English language tuition and cultural activities with the experience of living and studying at one of the country's finest award-winning independent schools.

The centre is open for five weeks from 2 July 2019 - 5 August 2019, providing intensive summer programmes for students in two groups (10 - 12 year olds and 13 - 15 year olds). All students will live on site in boarding houses within the school grounds.

In the afternoons, evenings and at weekends the students take part in an extensive sport and cultural programme which take place on campus. There are also opportunities to travel off to many of our fantastic culture and historic sites located throughout the heart of the Scottish countryside. All students have the opportunity to enjoy two full day excursions off campus at the weekend.

English classes for 10-15 year olds take place every morning, Monday to Friday. Students receive 10 lessons of English per week (15 hours). Each lesson lasts 90 minutes followed by a short break. Class sizes will range from 5 to a maximum of 12 per class. Classes are multinational. Each student will be assessed and profiled on a regular basis.

Essential Criteria:

- First Degree and CELTA or Trinity TESOL or PGCE or other
- Minimum of two years teaching EFL
- Ability to lead and manage an academic team
- Clear communicator with a natural ability to explain different aspects of English language
- Excellent organisational skills and ability to multitask under pressure
- Ability to motivate and enjoy working with large groups of children / teenagers.

Desirable Criteria:

- DELTA or Dip TESOL
- Proven leadership skills
- Hold a valid First Aid Certificate
- Experience of observation of teachers (with feedback)
- Experience of testing and placement of students
- Experience of working in summer school environment.

The Role

Key accountabilities of the role are:

1. Teach English to a high standard
2. Liaise with the Director of Studies to ensure the lessons are coordinated to deliver the Glenalmond programme and syllabus
3. Attend daily academic briefing meetings with the Teacher Manager or Centre Manager
4. Complete and keep up to date all required documentation (including class lists, weekly plans, student reports, attendance registers and marking students work)
5. Assist with the welcome and testing of new students as require
6. Set homework daily
7. Provide verbal and written feedback on the academic programme to the Centre Manager
8. Prepare students prior to their participation in cultural excursions, projects and activities and afterwards the knowledge and experience that they have gained
9. Motivate the students and encourage full involvement in activities, leading by example with energy and enthusiasm
10. Look after centre materials and equipment and ensure they are returned at the end of each activity
11. Provide feedback on the Cultural Programme for the Activities Manager
12. Assist with centre administration and other general tasks as directed.

Student Welfare

- Check class registers on a daily basis to ensure against student absenteeism
- Work closely with the management team to respond to, monitor and report any issues or concerns raised by staff, students or otherwise
- Monitor teaching staff levels to ensure that the appropriate staffing levels are maintained and inform the CD of any concerns
- Complete individual student progress reports where necessary and final certificates

- Maintain proper levels of student behaviour, safety and welfare and respond to emergencies at all times.

Terms

- All applicants must be fully Disclosure Scotland checked and hold a current PVG scheme certificate or similar licence
- Contracts are available for one to five weeks within the period from **2 July to 5 August 2019**
- All meals and accommodation are provided.

Applications for the post

Detailed information about Glenalmond, together with an application form, can be found at <https://www.glenalmondcollege.co.uk>

For an informal chat please contact the Programme Director, David Stott on 01738 842042.

Please return completed applications either by post (marked Private & Confidential) to: Barbara Clark, Head of HR, Glenalmond College, Perth, PH1 3RY, or by email to barbaraclark@glenalmondcollege.co.uk