



# Summer Language School 2020

## Academic Management TEFL Member job description & person specification

April 2020

### Live & Learn Language Ltd.

Live & Learn Language Ltd. is a language school offering international students to visit the U.K. to improve their English. We are located in Devon and are running our courses at the South Devon Steiner School on the A384 between Dartington and the A38. The SDSS stands in beautiful grounds, including a biodynamic garden, providing a rich and natural environment for the whole community and our language school programme. Live & Learn Language Ltd. offers international students the opportunity, not only to learn the foreign language through daily English lessons, but to live the spoken word. Our 3-week holiday language courses are activity courses following the theme 'Don't just learn English – live it!'. International students will be immersed into the British language, culture, family life and lifestyle. During our Summer Language School we welcome 48 internationals to visit the U.K. for a duration of 3 weeks to improve their English language skills, make new friends and have fun. Our courses are offered to students aged 13 to 17.

### Job description

Live & Learn Language Ltd, a seasonal Language School in Dartington, is looking to hire an Academic Management Team Member with TEFL qualification and experience to join the language school team. The candidate will be working alongside the language school director and assistant as well as the language school teachers and other language school staff who are driven and motivated. We are looking for a like-minded person to join us.

The Summer Language School will take place from 26 July - 16 August 2020. The first day of English lessons being Monday 27 July and the last day of English lessons being Thursday 14 August. Our courses are designed for Steiner/Waldorf students from Class 7 to Class 12 (aged 13-17 years) and we also accept non-Steiner students. Due to Covid-19 we are yet unsure whether the Summer Language School 2020 will take place on site or digitally. We are looking for motivated candidates who could imagine working with us one way or the other.

During the course, English tuition takes place in the mornings (usually Monday-Friday) from 9:00 to 13:00 in ability groups of not more than 12 students during an on-site SLS 2020 and from 7:00 to 11:00 in ability groups of not more than 8 students during a digital SLS 2020. Ability is determined by a placement test on the first course morning, Monday 27 July. A short report on the student's performance is handed out to the students at the end of the course.

During our on-site Summer Language School course the morning follows the following pattern:

9:00 Assembly: songs, verses, games and any information necessary for the day.

9:30 Lesson 1: this lesson is more formal - there will be some written work and grammar, but the emphasis will be on speaking English naturally.

11:00 Break time

11:30 Lesson 2: this lesson is more creative - language games, creative writing (towards the production of a Summer Language School magazine), songs, drama etc.

13:00 Lunch time

During our digital Summer Language School course the morning follows the following pattern:

7:00 Digital Assembly: songs, verses, games and any information necessary for the day.

7:30 Lesson 1: this lesson is more formal - there will be some written work and grammar, but the emphasis will be on speaking English naturally.

9:00 Break time

09:30 Lesson 2: this lesson is more creative - language games, creative writing (towards the production of a Summer Language School magazine), songs, drama etc.

11:00 Lunch time

### Main responsibilities of the post

The purpose of the role will be to join our academic management team and take on responsibilities regarding the quality of education. You will be involved in a varied role where no two days will be the same. Some of your duties and responsibilities will include the following:

- Recruiting TEFL teachers for our Summer Language School
- Working partly home-based and partly on site (during the duration of the language course) in case the SLS 2020 will take place on-site
- Joining teacher interviews via Skype or phone
- General TEFL management
- Observation of language school TEFL teachers
- Attending and assisting with the organization of a teacher preparation meeting 1 week prior to the start of the course (the exact date will be communicated closer to the time).
- Attending the students' play and final ceremony of the course.
- Generally, supporting the SDSS's and Live & Learn Language's ethos, principles and objectives.
- Being familiar and comfortable with teaching software used during a digital SLS 2020 (i.e. Zoom) and ensuring a reliable internet connection.
- Being aware of the SDSS's and Live & Learn Language's policies and procedures and supporting their implementation.

Person specification

Specification	Essential	Desirable
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• First Degree or equivalent <i>and</i></li> <li>• Certificate or Diploma in TEFL <i>or</i></li> <li>• PGCE in TEFL or English <i>or</i></li> <li>• QTS in combination with TEFL or English <i>or</i></li> <li>• ELT/TESOL management qualifications <i>and</i></li> <li>• 100 hours TEFL/English teaching experience <i>and</i></li> <li>• 6 hours externally validated supervised teaching</li> <li>• Steiner teaching qualification <i>plus</i> experience of teaching English as a foreign language</li> </ul>	✓ ✓ <i>or</i> ✓ <i>or</i> ✓ <i>or</i> ✓ ✓ ✓	
Existing DBS check		✓
Safeguarding training	✓	
Valid First Aid certificate		✓
Self-employed with Public Liability Insurance in place	✓	
Professional Indemnity Insurance in place		✓
<b>Skills</b>		
A good knowledge of using (teaching) software and platforms such as Zoom (with a reliable internet connection)	✓	
A native-standard command of the English language, including an accent of an English-speaking country		✓
An affinity with young people	✓	
Good organisational skills	✓	
<b>Work Experience</b>		
Previous experience of teaching English as a foreign language	✓	
Previous experience of working with young people	✓	

Knowledge and experience of working within a Steiner school setting		✓
<b>Behaviours/Characteristics</b>		
Punctual and reliable	✓	
Interest in the aims and objectives of Waldorf education		✓

Meetings to attend:

- 2 hours teacher preparation meeting 1 week prior to the start of the course (admin rate)
- Technical online preparation meetings for staff and teachers in case of a digital SLS 2020
- 3 hours play/final ceremony

Working hours and Remuneration Summer Language School 2020:

Location: at South Devon Steiner School, Hood Manor or online  
Hours: 32 hours total  
Pay rates: £10.50 per hour for at administration rate  
Remuneration: £336.00  
Contract: As self-employed for the duration of the 3-week Summer Language School, before and after the SLS (please ensure Public Liability Insurance is in place).

Essential application information

Live and Learn Language Ltd. is committed to safeguarding children and young people and expects all staff and volunteers to share this commitment. Candidates must be suitable to work with children and any offer of employment will be subject to satisfactory pre-employment checks, including receipt of a satisfactory Disclosure and Barring Service check and police checks from countries resided in during the previous 5 years.

Candidates must have the right to work in the United Kingdom. Candidates from abroad will be asked to provide criminal records clearance from country of residence, as well as evidence of eligibility to work in the United Kingdom. Candidates who have lived abroad during the last five years will also be asked to provide criminal records clearance from the country(ies) of residence during that time.

For any specific questions about the position or working at our language school at South Devon Steiner School please contact Jacqueline Buehler at: +49 (0)1773397878 or +44(0)7961487370 or [jacqueline.buehler@livelearnlanguage.co.uk](mailto:jacqueline.buehler@livelearnlanguage.co.uk).

Further information about our Live & Learn Language Ltd. Summer Language School can be found on the SDSS website [www.southdevonsteinerschool.org](http://www.southdevonsteinerschool.org) (please follow the tab 'International Students' and 'Live & Learn Language'). For further information please contact Jacqueline Buehler via email: [jacqueline.buehler@livelearnlanguage.co.uk](mailto:jacqueline.buehler@livelearnlanguage.co.uk).

**Closing date for applications: Sunday 31 May 2020**

Applications for the post should be made through the SDSS website [www.southdevonsteienrschool.org](http://www.southdevonsteienrschool.org). Alternatively, contact [jacqueline.buehler@livelearnlanguage.co.uk](mailto:jacqueline.buehler@livelearnlanguage.co.uk).