



Summer Language School 2020

TEFL Teacher

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

The primary focus of this position is to teach English as a foreign language during our 3-week Summer Language School for international students.

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

1. Teaching English to one class of 12 students each morning:
 - a) Teaching 2 x 1.5 hour sessions per day.
 - b) Preparing appropriate material to enable teaching to take place.
2. Other duties during the course:
 - a) Supervising the Placement Test on the first morning, marking this, and if applicable with other teachers, determining the composition of the classes.
 - b) Attending the morning assembly each day, and leading singing or a speaking activities (rhymes, tongue twisters etc.) during these sessions.
 - c) Attending parts of the lunch breaks and leading activities in turns with other teachers and SLS staff in case of a digital SLS 2020.
 - d) Monitoring your students' progress in writing.
 - e) Writing a short report on each of your students towards the end of the course.
 - f) Signing all students course certificates in case of an on-site SLS 2020.
3. Other time obligations:
 - a) Attending a teacher preparation meeting 1 week prior to the start of the course (the exact date will be communicated closer to the time).
 - b) Attending digital teacher meetings online for practice in case of a digital SLS 2020.
 - c) Attending the students' play and final ceremony of the course.
4. General:
 - a) Supporting the SDSS's and Live & Learn Language's ethos, principles and objectives.
 - b) Undertaking appropriate preparation and study as necessary.
 - c) Being familiar and comfortable with teaching software used during a digital SLS 2020 (i.e. Zoom) and ensuring a reliable internet connection.
 - d) Being aware of the SDSS's and Live & Learn Language's policies and procedures and supporting their implementation.

Person specification

Specification	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> • First Degree or equivalent <i>and</i> • Certificate or Diploma in TEFL <i>or</i> • PGCE in TEFL or English <i>or</i> • QTS in combination with TEFL or English <i>and</i> • 100 hours TEFL/English teaching experience <i>and</i> • 6 hours externally validated supervised teaching • Steiner teaching qualification <i>plus</i> experience of teaching English as a foreign language 	✓ ✓ ✓ ✓	
Existing DBS check	✓	
Safeguarding training	✓	
Valid First Aid certificate		✓
Self-employed with public liability insurance and professional indemnity insurance in place	✓	
Skills		
A good knowledge of teaching digitally and/or 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	✓	
A thorough knowledge of English grammar and the ability to convey the complexities of this simply to non-native speakers	✓	
An affinity with young people	✓	
A calm and confident manner in the classroom and a creative approach to teaching	✓	
Good organisational skills	✓	
Ability to lead the group in singing		✓

Work Experience		
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		✓
Behaviours/Characteristics		
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: SLS 2020 on-site

9:00 - 13:00pm Monday to Friday teaching from 27 July – 13 August.

Please note that the course finishes on Thursday 13 August with a Play and the Final Celebration, 14:00 - 17:00pm (approximately).

SLS 2020 digital

7:00 - 11:00pm Monday to Friday teaching from 27 July – 14 April.

Please note that the course finishes on Saturday 14 August. with a digital Play and the Final Celebration, 10:00 - 12:00pm (approximately).

Pay rates:

SLS 2020 on-site

£18.00 per hour for teaching (total 60 hours) including preparation, paid breaks and writing reports. £10.50 per hour at administration rate (total of 5 hours) to attend teacher preparation meeting and final celebration.

SLS 2020 digital

£18.00 per hour for teaching (total 64 hours) including preparation, paid breaks and writing reports. £10.50 per hour at administration rate (total of 5 hours) to attend teacher preparation meeting and final celebration. There will be additional paid for technical

Remuneration: preparation meetings for teachers and staff (details will be clarified).
£1204.50
Contract: As self-employed for the duration of the 3-week Summer Language School (please ensure Public Liability and Professional Indemnity 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.

Further information about our Live & Learn Language Ltd. Summer Language School can be found on the SDSS website 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.

Closing date for applications: Sunday 31 May 2020

Applications for the post should be made through the SDSS website www.southdevonsteienschool.org. Alternatively, contact jacqueline.buehler@livelearnlanguage.co.uk.