



Job Description London Collingham EFL Teacher Adults



1. About us

Discovery Summer, with over **20 years' experience**, is a leading British Council-accredited provider of short summer courses in the UK for international students. In our 2023 British Council inspection, we were awarded 12 strengths.

As a **student-focused company**, we create a safe, rich, and happy environment for children, teenagers and adults to learn and explore during the summer.

Many of our **teachers come back year after year** – over 75% in 2024 - excited by the opportunities for personal and professional development while working on multi-talented, friendly teams.

2. Job Overview

You will be responsible for planning and delivering **high-quality, engaging** English as a Foreign Language lessons for adult international students, most of whom will have children also studying with us in the same building.

Lessons will include engaging activities, focused either on **Business English or General English** and will help students develop accuracy, fluency and most importantly, confidence in spoken English.

We aim for the **highest professional standards** in every aspect. Successful candidates genuinely enjoy working with young people to ensure they have an unforgettable learning adventure.

3. What we are looking for

Legal

- Hold a valid UK work permit by the start of your employment
- Aged 18 and over

Qualifications

- A first degree in any discipline (preferable)
- CELTA, Trinity TESOL, B.Ed/PGCE (Primary Education, English or MFL) or EFL Level 5 equivalent (other qualifications will be considered)

You need to be able to:

- Provide a clear and accurate model of the English language
- Plan and deliver engaging, student-centred, interactive lessons
- Provide a high standard of customer care
- Respond to feedback, be flexible

To succeed in this role, you should already have:

- Experience teaching groups of international learners
- Experience teaching Business English and/or general English to adults

We love working with people who are:

- Expert communicators and team players
- Genuinely motivated to help learners improve their language skills
- Comfortable working in a fast-paced, intensive environment
- Comfortable using online and digital systems
- Excited about teaching and learning
- Highly professional, keen to learn new skills
- Creative, energetic, and fun

4. All Discovery Summer staff must

- Commit to safeguarding and promoting the safety and welfare of all course participants (students, staff, English student hosts, staff, group leaders and Discovery Summer visitors) at all times
- Follow the staff code of conduct and guidelines in the Staff Handbooks regarding the standards expected in your job
- Act in a thoroughly professional manner to uphold the good reputation of Discovery Summer
- Follow our alcohol, smoking and substance abuse policy. As you are working with children, consuming alcohol and substance abuse are not permitted at any time on campus or during working hours. Smokers may only smoke in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

5. London Collingham Family Programme

Parents, children and teenagers (5-17 years) study in the same building with many returning year after year. Most students study in the mornings only (09:00-12:30) with some 8-17 year olds taking the full day programme (09:00-17:00). 1:1 lessons can be arranged in the afternoon (subject to availability).



We employ teachers for the following age groups: 5-7 years, 7-12 years, 13-17 years, adults (normally aged 35+).

Location: 23 Collingham Gardens, London, SW5 0HL

Staff induction: Saturday 21 June

Dates: Monday 23 June - Friday 8 August

Contract length: 4 to 7 weeks

Classes: Monday to Friday 09:00-12:30. Some afternoon work may be available for some weeks (13:30-17:00)

Hours: 17.5 or 35 contact hours per week

Max class size: 10 students

6. Salary, benefits and working conditions

Teacher EFL Band		Gross hourly salary for teaching hours Returners are paid a supplement
DELTA etc+ 5 years	1	£26.42 + holiday pay £3.19 per hour
5 years	2	£23.77 + holiday pay £2.87 per hour
3 years	3	£22.48 + holiday pay £2.71 per hour
1 year	4	£21.13 + holiday pay £2.55 per hour
Less than 1 year	5	£20.40 + holiday pay £2.46 per hour



- One-day induction, paid at your normal hourly rate
- Additional gross weekly payment of **£20** to cover attendance at meetings
- Paid INSET, observation feedback/appraisal meetings, paid at your normal hourly rate
- Work as a part of a strong team, gain experience working with international students
- Opportunities for professional development e.g. peer observation, project-based/task-based methods



- You'll attend the staff induction on Sat 21 June.
- You will work 5 days a week



- Continuous enrollment - you may need to discuss your level and teaching plans with the Director of Studies at the weekend



- You'll arrive in time for a ten-minute briefing every morning at 08:45



- Attend one meeting per week for approx. 45 mins



- You'll complete all academic administration e.g. daily lesson plans and weekly report writing



- Our programmes are fast paced - expect the work to be intense



- Whether you are on or off duty, you will always be expected to put the welfare of the students and staff first



- Dress Code: smart casual (i.e. no casual/ripped jeans, T-shirts, shorts or flip flops)

7. Sample weekly timetable

Sample	Monday	Tuesday	Wednesday	Thursday	Friday
09:00	Student Arrivals				
90 mins	Level Testing & Getting to know you (needs analysis)	City experiences Discussing your weekend (e.g. past tense verbs)	New home Choosing a property (e.g. comparatives)	Pronunciation plus Practising intonation (e.g. stress)	British ways Understanding manners (e.g. modals of ability)
30 mins	Coffee/Tea Break in Discovery Summer Cafe				
90 mins	Meeting people Introducing yourself (e.g. polite questions)	London lives Talking to local residents (e.g. WH -questions)	Emails & messages Planning an appointment (e.g. going to)	It's not my cup of tea! Expressing likes & dislikes (e.g. like + gerund)	Reflect & reuse Reviewing grammar & vocabulary
12:30	Student Departures				

8. What we teach

Testing and resources

Maximum class size: 10 international students

In exceptional circumstance, to correctly place students, this may be marginally exceeded

Lessons develop core skills e.g. in using grammar, reading, writing, listening and building confidence in spoken English.



Students are tested before/on arrival and allocated to a class depending on the level.



Continuous enrolment – students arrive each week. Your class/level may change as the student demographic does



Programmes are well-resourced e.g. hard copy course books, subscriptions to useful resources, and an in-house online resource bank (ORB).

Focus and content



Start the week with a needs analysis to identify and target students' learning and language needs.



Teach communicative lessons through interesting themes e.g. British Etiquette, City Experiences, Maps & Apps



Use real-life scenarios, e.g. ordering food at a restaurant, navigating the London Underground, or participating in local activities.



Help students develop essential communication skills, from writing business emails to making enquiries, with a particular emphasis on practical, everyday English.



Teach pronunciation and intonation to enhance fluency and help students feel confident and articulate in their spoken English

9. Role and responsibilities

Pre Course Preparation

- Read the staff handbook and contact Head Office with any questions
- Reply to emails from the Director of Studies (DoS) so that we can get to know you and provisionally allocate you to levels
- Arrive at the centre, for induction, with ideas and energy!

Teaching Duties

- Prepare communicative lessons to an acceptably high standard
- Ensure that clear learning outcomes are presented to learners at the start of every lesson and ticked off to signpost learning during lessons
- Ensure lessons are engaging, relevant and fun; focusing on written and spoken English
- Respond to feedback; the DoS regularly drops into class and offers ideas for development
- Provide adapted material to students with different learning aims/needs
- Maximise every opportunity for students to learn English both inside and outside the classroom; ensuring students of different nationalities mix as much as possible
- Set simple homework tasks

Admin Duties

- Produce lesson plans and attend teacher meetings
- Keep registers of attendance - inform DoS if a student is absent
- Record details of student behaviour and welfare on the DS Portal
- Make sure that student work is marked and representative of DS standards
- Ensure classroom displays are professional, fun and up-to-date
- Produce a weekly 'learning menu' and display it in your classroom
- Assist the Director of Studies with placement testing if required
- Complete a weekly academic report for each student

Other Duties

- Mix with the students at breaktime, encouraging them to speak English
- Help pack up the course centre as required
- Carry out any other reasonable duties

10. Next steps

- Read the [Information for Applicants](#) to find out about the safer recruitment process and pre-employment checks.
- Apply with the [2025 online application form](#)
- Contact Leonora Child with any questions: leo@discoverysummer.com