



Job Description

London Collingham EFL Teacher

Juniors 7-12 years



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 and teenagers 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 international children and teenagers.

Lessons are lively, interactive, and fun. Learning activities help international students develop accuracy, fluency, and **confidence in spoken English**. The weekly museum visit is a highlight, as is the end-of-week presentation – a fabulous opportunity for students to showcase project work to their families and guests.

We aim for the **highest professional standards** in every aspect. Successful candidates genuinely enjoy working with children 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
- Apply classroom management techniques to ensure happy, focused classrooms
- Respond to feedback, be flexible

To succeed in this role, you should already have:

- Experience teaching groups of children
- Experience accompanying children on school trips
- Experience working with international children/teenagers

We love working with people who are:

- Expert communicators and team players
- Genuinely motivated to work with children
- 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). Afternoon classes (13:30-17:00) are open subject to demand.



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

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 teaching rate
- Additional gross weekly payment of **£40** to cover attendance at meetings
- Paid INSET, observation feedback/appraisal meetings, paid at your normal teaching 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 two meetings per week (Mondays and Fridays) 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
09:00/13:30	Student arrivals				
1 hour	Level Testing & Orientation challenge	I spy! (grammar: prepositions)	Study Visit (discussing & preparing)	Invisible Messages! (grammar: present continuous)	Weekly Review (grammar & vocabulary)
15 mins	Break				
1 hour	Intro to weekly project e.g. Secret Mission Learn about incredible code-breaking machines and write a top-secret mission for your class	Amazing Machines (extending vocabulary)	Study Visit Natural History Museum/ V&A/ Science Museum	Secret Mission (write your guide)	Rehearse and polish (presentation practice)
15 mins	Break			Break	
1 hour	Code Breakers (puzzle reading)	Brainstorms & Mind Maps (sharing information)		Preparing Our Project (drafting & editing)	Presentations & awards (in front of school & parents) 
12:30/17:00	Students collected by parents				

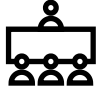
8. What we teach

English classes

Maximum class size: 12 international students

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

Lessons (e.g. astronaut animals, British folklore, TV stars) develop core skills e.g. in using grammar, reading, writing, listening and building confidence in spoken English.



Students are tested on arrival and allocated to a class depending on level, age, nationality



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



Use a Discovery Summer Scheme of Work. Programmes are well-resourced e.g. hard copy course books, subscriptions to useful resources, and an in-house online resource bank (ORB).

Weekly museum visits



Each week, the school goes on a study visit to a local museum e.g. Natural History Museum, London Science Museum and V&A

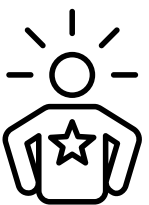


You will accompany your class, taking them to an exhibit that links to your weekly project



Set your class challenges to find information in the museum. This will be used to create end-of-week presentations.

End-of-week presentations



The week culminates in an end-of-week presentation where students present their work in front of the school and parents

The project presented is usually linked to the mid-week museum visits

Presentations are a highlight of the week! A great way to share learning and invaluable practice in helping to build confidence in presentation skills.

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/ages
- Access our online Schemes of Work (SOW) to explore the resources we offer
- Arrive at the centre, for induction, with ideas and energy!

Teaching Duties

- Prepare communicative lessons for children 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
- With support from the DoS, explore links between your SOW and the weekly museum visit
- Prepare students for the end-of-week presentation
- Respond to feedback; the DoS regularly drops into class and offers ideas for development
- Maximise every opportunity for students to learn English both inside and outside the classroom
- Ensure students of different nationalities mix as much as possible
- Alert the DOS if you think a student has been incorrectly placed
- 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 work in student folders 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

- Assist with supervision at break times as required
- 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