



## Job Description London Collingham EFL Teacher Teens (13-17 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

*Morning classes:* You will be responsible for planning and delivering **high-quality, engaging** English as a Foreign Language lessons for international teenagers. Lessons are lively, interactive, and fun. Learning activities help international students develop accuracy, fluency, and **confidence**. The weekly museum visit is a highlight, as is the end-of-week presentation – a fabulous opportunity for students to showcase work to their families and guests.

*Afternoon activities (subject to demand):* On 3 afternoons a week you will **accompany students to places of interest** in London, ensuring visits are educational, safe, and fun. On the other afternoons, you will **supervise activities** on-site e.g. arts & crafts, London research projects, baking, team challenges

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

### **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 collaborative, focused classrooms
- Respond to feedback, and be flexible

#### **To succeed in this role, you should already have:**

- Experience teaching English to groups of children/teenagers
- Experience accompanying children and/or teenagers on school/sightseeing trips
- A good knowledge of London sights/history
- Ideas for on-site activities e.g. competitions, arts & crafts, team building

#### **We love working with people who are:**

- Expert communicators and team players
- Genuinely motivated to work with young people
- 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 English in the same building with many returning year after year. Most students study in the mornings only (09:00-12:30) with some 8-12 and 13-17-year-olds taking the full day programme (09:00-17:00). Separate afternoon classes (13:30-17:00) are opened during some weeks, 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

**Afternoon activities (subject to demand):**

Monday to Friday 13:30-17:00

## 6. Salary, benefits and working conditions

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

- Supervision of afternoon activities is paid at a rate of **£15 + holiday pay £1.81 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 enrolment - 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

Week 1	Monday 23 June	Tuesday 24 June	Wednesday 25 June	Thursday 26 June	Friday 27 June
09:00	Student arrivals				
09:00	Level Testing & Orientation	Code Warriors (grammar: mixed conditionals)	Study Visit (discuss & prepare)	Brainstorms & Mind Maps (share information)	Weekly Review (grammar & vocabulary)
10:00	Break		Study Visit Natural History Museum/ V&A Science Museum	Break	
10:15	Getting To Know You (communicative games)	AI Biographies (character descriptions)		Virtual Reality (write a game pitch)	Rehearse & Polish (presentation practice)
11:00	Break			Break	
11:15	Game Changers (puzzle reading)	Urban Landscapes (write journal entries)		Preparing Our Project (draft & edit)	Presentations & Awards (in front of school & parents)
12:30	Lunch - students bring a packed lunch				
13:15		Write blog entries + work on London timeline	British Baking		
14:45		Break			
15:00		Teambuilding games in Holland Park	Write blog entries + research for Thursday's and Friday's trips		
16:00					
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 develop end-of-week presentations.

### Explore London

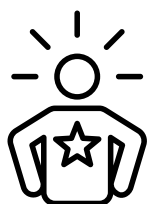


On 3 afternoons a week, you'll supervise students on visits to famous sights e.g. Tower Bridge, London Eye, National Gallery, Thames River Cruise, Transport Museum and Covent Garden, cycling in Battersea Park and more.



Click to see the [weekly timetable](#) and the [excursions](#) each week

### 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 teenagers 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 and help you plan your first project
- Access our online Schemes of Work (SOW) to see the extensive resources we offer
- 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
- 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

### Afternoon activities

- In conjunction with the Centre Manager, plan and lead 3 afternoon 'Explore London' trips
- On other afternoons plan and lead on-site activities e.g. arts & crafts, baking, researching excursion destinations

### 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](mailto:leo@discoverysummer.com)