



Job Description

Winchester Pre-University Residential Teacher Film Making



1. About us

Discovery Summer, with over **20 years' experience**, is a leading British Council-accredited provider of short summer courses in the UK. 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 lessons** for the Film Making 'Major' (13.5 hrs/week).

Under your guidance, international students collaborate in small groups to **storyboard, script, act in, film and direct** a short film. We'll provide a video camera (Canon 750D), video-making rig and green screen.

You'll edit the students' short films (personal laptop with editing software required) to **present to the school** at the end of each week. You will also teach a 'Minor' (6 hrs/week) e.g. documentary making, digital photography.

Lessons include activities to ensure students are **stretched and challenged**. You will also successfully complete the **administrative duties** this role entails and assist with **pastoral duties**. This role can be non-residential if necessary.

3. What we are looking for

Legal

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

Qualifications

- Degree linked to the discipline taught
- Current undergraduates will be considered for the role

You need to be able to:

- Develop a 2-week syllabus (with support from the Academic Manager)
- Provide a clear and accurate model of the English language
- Plan and deliver engaging, student-centred, interactive lessons
- Apply classroom management techniques to ensure high engagement levels
- Respond and adapt to feedback, be flexible

To succeed in this role, you should already have:

- Previous experience teaching and/or tutoring teenagers
- Previous experience in a residential setting
- Worked with international students
- Planned and delivered presentations to large groups

We love working with people who are:

- Expert communicators and team players
- Genuinely enjoy working with young people
- Comfortable working in a fast-paced, intense environment
- Comfortable using online and digital systems
- Excited about teaching and learning
- Highly professional, keen to learn new skills
- Ready to participate in activities and assist with pastoral duties
- 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. Work at a leading independent school



Winchester College, Hampshire Pre-University (15-17 years)

Staff induction: Wed 2 July - Thurs 3 July

Dates: Fri 4 July - Fri 1 Aug

Staff leave on Saturday 2 August at 0900

Contract length: 2,3 or 4 weeks

6. Salary, benefits and working conditions



- You'll have one 24-hour period off per week
- You'll be asked to sign a waiver regarding the 48-hour working week



- You'll work 6 days a week
- 22.5 contact hours/week + admin + pastoral



- Programmes are fast paced - expect the days to be long and the work to be intense



- You will be accommodated at the course centre, normally in a single room in a student residence with shared bathrooms



- 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 when teaching (i.e. no casual/ripped jeans, T-shirts, shorts or flip flops)



- From **£795 per week (£710+ statutory holiday pay of 12.07% of gross salary)**
- One off pre-course payment of **£100** for planning (in conjunction with the academic manager) an outline 2-week syllabus
- Full board accommodation is provided - worth **£74.62 per week**
- Fully paid enhanced DBS check
- Two-day induction and training, paid pro rata
- Work as part of a strong team - gain experience working with international students
- Opportunities for professional development e.g. peer observation, ELT techniques
- Regular INSET sessions e.g. practical classroom activities, classroom management

7. Pre University Programme

You will teach one Major and one Minor each week in your specialist area. These lessons help students expand their academic horizons and explore new subjects, in English



Topic/Knowledge - guide students in the key areas related to your specialist subject. You'll provide them with opportunities to research, assess, evaluate and present in class; ensuring they apply knowledge practically.



Academic skills - whether learners are taking notes, comparing responses, discussing ideas or debating perspectives, they'll build confidence in core study skills



Presentation Skills - support students in planning and delivering group presentations of 3-5 minutes. Introduce presentation techniques e.g. voice projection, slide creation



English language- you'll produce handouts/a workbook with key definitions, vocabulary and activities to ensure students develop their understanding not only of the subject, but also the language used to explore it.



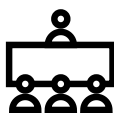
Maximum class size - 16 international students* + English Student Host
*In exceptional cases, the place students into the correct Major and Minor, maximum class size may be marginally exceeded



Continuous enrolment – students arrive each week. Your class/level may change on a weekly basis



Syllabus design - access Discovery Summer's historic Schemes of Work and build an engaging syllabus that stretches and challenges learners



Every Thursday afternoon students present their learning to the school and guests. Presentations demonstrate the topics, skills and language areas they have been exploring in their Major. It's a highlight of the week



Masterclass Electives - plan and deliver standalone sessions every Friday morning. These are linked to your specialist subject. You may also accompany students to a local place of historical/cultural interest.

8. Role and responsibilities

Pre Course Preparation

- Read the staff handbook and contact Head Office with any questions
- Access historic lesson content and collaborate with the Academic Manager to create a two-week syllabus
- Reply to emails from the Course Director (CD)/Director of Studies (DoS)
- Participate in the online 'getting-to-know-you' meeting (June, 2025)
- Arrive at the centre, for induction, with ideas and energy!

Teaching Duties

- Prepare classes in your subject to an acceptably high standard
- Ensure that clear content and language learning outcomes are presented to learners at the start of every lesson and ticked off to signpost learning during lessons
- Utilise English Student Hosts effectively
- Ensure lessons are engaging, relevant, and that you integrate ways to check understanding of new language/key terms
- Ensure that when classes are multi-level, those at higher levels are stretched and challenged
- Prepare students for all school presentations at the end of each week
- 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; ensuring students of different nationalities mix as much as possible

Admin Duties

- Produce lesson plans and upload them to the DS Google Drive
- Keep registers of attendance and complete a risk assessment (with DoS) if taking students off-site
- 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 and up-to-date
- Produce a weekly 'learning menu' and display it in your classroom
- Complete a weekly academic report for each student

Important Pastoral Duties

- Attend and participate in daily teacher and all-staff meetings
- Carry out airport duty (meeting students at the airport, accompanying them to the course centre, checking students in on departure) as required
- Carry out any other reasonable duties e.g. help pack up the course centre as required
- Sleep in a room near students
- Do wake-up/bedtime/mealtime duties as required
- Supervise students on 'house nights' after excursions
- Ensure the safeguarding and welfare of students, responding sensitively to any pastoral matters

9. Next steps

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