



Job Description for YLS Non-Residential 27hr Teacher

OISE's academic mission is to be the world's leading organisation for intensive language teaching which is both demanding of the participants and fulfilling in its results.

Main purpose of the job:

Reporting to: Academic/Course Leader

- To deliver lessons in accordance with the OISE house style which stimulate the student, and enhance their confidence in learning the language.
- Has an overriding responsibility for the students' welfare and safety at all times during the course including times outside the normal duty rota.

Responsibilities:

Teaching:

- Teaches a total of 27 hours per week consisting of 6 hours per day, and 3 hours on a Wednesday.
- Follows the framework syllabus, tailoring it to meet the individual abilities, goals and interests of the students in attendance.
- Inducts students appropriately including conducting placement tests and welfare sessions as advised by the Academic/Course Leader.
- Uses recommended resource materials (and/or develops materials in consultation with the Academic/Course Leader giving feedback where required) and respects all copyright requirements.
- Sets regular homework (approximately 1 hour in total per day) and ensures that feedback (both written and oral) is provided to students.
- Monitors the performance of students at all times with the aid of formative and summative assessments whilst also advising the student on strategies for progression.
- Completes academic records as required by the Academic/Course Leader (in particular class records of attendance, student reports and progress check results).
- Co-operates with the Course Leader and on occasions with third party agents, colleagues from language agencies, and British Council Inspectors in the observation and evaluation of lessons.

Leisure & Welfare:

- Supervises and accompanies students on the Wednesday afternoon excursion/evening activity on a rota basis.
- Although teacher involvement is optional, sharing the supervision of the Wednesday evening socials and Saturday excursions by teaching staff is vital in ensuring the smooth delivery of the leisure programme. The Course Leader will rely on a certain level of participation from teaching staff.
- Supervises lunch and break times on a rota basis.
- Deals with students in a helpful, courteous and professional manner whilst encouraging full and enthusiastic involvement by students in any scheduled activities.

Other:

- Attends pre-course meeting and training and helps to set up the centre.
- Attends staff meetings: daily for briefing and discussion of academic and welfare matters (Normally 08.45) and one in-house training session per week. (Normally 30 minutes)
- Familiarises themselves with the Staff Zone content on the recruitment website before course begins.
- Supervises students including attendance and behaviour, dealing with emergencies and issues as and when they arise.
- Is responsible for the safety, welfare and safeguarding of OISE students and is aware of and adheres to all OISE policies and procedures.

QUALIFICATIONS & EXPERIENCE	REQUIREMENTS OF THE JOB	PAYMENT
<ul style="list-style-type: none"> - TEFLI or TEFLQ - Experience of working with teens - DBS checked - Level One Safeguarding including Prevent Duty (If not already obtained, OISE can assist with obtaining the above, and pay for a DBS application on acceptance of a job offer.) 	<ul style="list-style-type: none"> - Attendance at OISE training event. - Attendance during the course 5 days a week Monday to Friday. (Normally 09.00 – 17.30) 	<ul style="list-style-type: none"> - £360 per week. plus supplement: - £25 per week for returning staff who have worked for at least one season with OISE Young Learners' Schools. - £25 for supervision of an evening activity. - £70 for supervision of Saturday excursions. (If OISE provide accommodation we ask you to work the evening activity.)