

WHITGIFT

SUMMER SCHOOL

EFL Teacher **Whitgift Summer School** **Fixed-Term contract: 2 July – 16 August 2026**

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 pupils and over 100 boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

During the summer holidays Whitgift runs its own summer school for international students, utilising all its fantastic facilities and modern boarding house. Whitgift Summer School, with its innovative and exciting English language and academic courses, along with activities which involve English speaking students, is designed to appeal to girls and boys aged 11-17 from all over the world.

Our summer school will run for 6 weeks from Sunday 5 July to Sunday 16 August 2026 with new staff induction days and summer school set up on 2, 3 and 4 July 2026.

OUTLINE OF POST

We are seeking to appoint a number of inspirational EFL teachers to teach English as a Foreign Language and related subjects at our 2026 summer school. Teachers at the summer school report to the Director of Studies and, in addition to teaching responsibilities, have an integral role in assisting with airport transfers.

MAIN DUTIES AND RESPONSIBILITIES:

Lesson Planning

- Plan well-structured, well-paced, varied, innovative and enjoyable student-centred General English, British Culture, and project-based lessons. Schemes of work and a variety of resources, including a morning class course book and teacher's book will be provided to assist with planning
- Plan relevant and engaging activities based on your students' individual learning needs and exciting afternoon project-based lessons which integrate native-speaking Student Ambassadors.
- Deliver lessons that give opportunities to develop our learners' language skills, increase their lexical range, build their confidence, accuracy, and fluency when speaking English and give them an insight into popular English culture whilst sharing and celebrating their own cultural backgrounds and differences

Teaching

- Teach in an inclusive, motivational and inspirational way, always promoting good conduct, ensuring a high quality of provision in response to learners' needs

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- Create a positive learning environment in which every single student can learn and feel empowered to make real progress both inside and outside the classroom
- Integrate English speaking student hosts in Progressive Skills in Action lessons and ensure that both sets of students benefit fully from the opportunities to work together
- Attend the end of week graduation ceremony to present certificates and reports to leaving students

Monitoring & Assessment

- Make sure students are studying at the correct level and to undertake weekly progress checks in order to ensure students' English is improving
- Provide evidence of students' progress and to maximise every student's potential to learn

Academic Administration

- Undertake all required administration and paperwork related to the academic programme such as lesson plans, assessment documentation, reports, and class registers, to provide evidence of quality teaching, inform stakeholders of students' achievements and progress and be compliant with requirements of the summer school
- Write weekly student progress reports and end of course reports
- Contribute to a blog post on the Summer School website

Behaviour management

- Manage students' behaviour and conduct, and deal with any incidents that may arise, in order to provide a safe, positive and harmonious learning environment and to uphold the good name of Whitgift School
- Maintain a pleasant, calm and positive atmosphere over breaktimes and ensure that activities and resources are available in the breakrooms and playground, and that these areas remain tidy and clean throughout the day

Welfare

- Be constantly mindful of students' attitude, performance and conduct in order to ensure their physical and emotional well-being and to inform the Welfare Manager or Course Director of any concerns
- If provided with accommodation, Teachers are required to assist with one meal duty per week Monday to Thursday

Airport Transfers

- Undertake airport transfers warmly and positively and follow all timings accurately
- Provide a competent and professional meeting and departure service of the highest quality and with minimal waiting times
- Remain flexible, contactable and responsive at all times during airport transfers

Meetings & Training

- Attend and contribute to daily course related meetings with the Director of Studies
- Attend and contribute to weekly all-staff meetings with the Course Director

Whitgift School, Haling Park, South Croydon CR2 6YT

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- Attend and contribute to weekly CPD sessions delivered by the Director of Studies

Returning Teachers

- Returning teachers to the summer school are expected to use their experience and knowledge of the programme gained in previous years to assist teachers who are working for their first summer at the school wherever possible

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

All Whitgift Summer School Staff must:

- Attend the induction training prior to the Summer School start date – full details to be confirmed
- Commit to safeguarding and promoting the welfare of all course participants (students, staff, student hosts, group leaders and visitors) at all times
- Maintain the good reputation of Whitgift School and Whitgift Summer School
- Provide the best possible language learning, social and cultural experience for the students
- Provide a high-level of customer care to students and all those associated with them
- Act in a thoroughly professional manner, which includes:
 - working cooperatively with colleagues
 - following the guidelines in summer school staff handbooks regarding the standards expected in your role and how to deliver them
 - providing full and proper planning and recording documents as required
 - complying with all legal and professional organisation requirements
 - presenting yourself well; being of smart appearance, and using appropriate language

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QUALIFICATIONS/EXPERIENCE

You will have a university degree and be CELTA qualified (or equivalent qualification) with experience in teaching teenagers in this field. Teachers with a DELTA (or equivalent qualification) are particularly welcome to apply. You need to have a high standard of professionalism, be able to work at a fast pace and cope efficiently with record keeping, other administrative duties and airport transfers as well as teaching. You will need to have a passion for teaching as well as an imaginative and creative approach, with a focus on student-centred learning. You will be able to deliver engaging and inspiring lessons using up to date resources and involving English-speaking students, a real point of difference for Whitgift Summer School. Proficiency in spoken and written English is essential.

FURTHER INFORMATION

Summer School staff benefit from:

- Onsite parking, subject to availability
- All meals while on duty
- Accrued Holiday Pay – based on 33 days per annum (25 days plus 8 bank holidays) pro rata to weeks worked which equates to a rate of 12.07% subject to tax, NI and pension if applicable

CONDITIONS OF SERVICE

This position is offered as a 6-week fixed-term contract. Although applicants who have full availability throughout this period are prioritised, applications for shorter periods may be considered. Therefore, if you are unable to work for the entire 6 weeks, please state this clearly in your application form and provide reasons.

Teachers will work a 6-day week with Saturday being the day off. Core working hours are expected to be 8:00am to 4:30pm, Monday to Thursday and 8:00am – 7:30pm on a Friday. Hours on a Sunday are variable and based on students' flight arrival and departure times. The week includes 23 hours contact teaching time. Lesson planning and administration tasks may need to be completed outside these times. On Friday, the hours are longer as you are required to attend the leavers' graduation ceremony. In addition, you must be available to assist with student management during other peak times during the summer school as and when required.

The salary for the post will be £780 per week plus holiday pay and includes all meals while on duty. Accommodation may be available if required. Staff members in school accommodation are expected to assist with early or late airport transfers on Sundays.

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We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8633 9924 or e-mail summerschool@whitgift.co.uk.

We invite interested candidates to apply as soon as possible as applications will be reviewed on a daily basis and interviews may take place at any time. This vacancy may close earlier than the stated deadline if sufficient applications are received, so early submission is encouraged.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and social media checks (including personal, professional and other online activities) some of which may be performed by a third-party screening provider

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks (including personal, professional and other online activities). It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.

November 2025