



FELSTED SCHOOL JOB DESCRIPTION

Pre-IB Academy Teacher

The Role

Accountable to: Deputy Head

Non-residential

The role involves planning, organising, and delivering a subject-specific Pre-IB Academy for mixed-ability Summer School students, all while supporting the Summer School ethos. The Pre-IB Academy is an introduction to the IB Diploma and an overview of the learning and teaching approach, preparing students who wish to follow this path.

Role Responsibilities

- Plan and deliver a suitable and developmentally appropriate co-curricular programme to a high standard
- Write suitable lesson plans for each lesson taught and submit these to meet the deadline and carry out pre-course work, preparation, marking and administration as necessary
- Ensure a positive learning environment is cultivated
- Contribute to the Summer School Newsletter, showcasing projects, learning outcomes and student achievements by the set deadline
- Collect and escort students from the Assembly to the Academy lesson as required
- Order and keep an inventory of all resources needed
- Take class registers/ records as required
- Guide Activity Leaders who assist in class
- Manage student behaviour to create a safe, inclusive environment where everyone can confidently express their opinions and thrive
- Complete incident forms as necessary, submit these as instructed, and report to your line manager
- Encourage full student participation and enjoyment as far as possible, and help students achieve their individual best
- Be involved in the smooth integration of both British and international students
- Be aware of Child Protection issues and act accordingly as necessary, ensuring commitments to welfare are adhered to
- Take all necessary steps to minimise any risk and report any concerns/feedback to your line manager
- Attend weekly staff meetings
- Attend Staff Induction and complete CPD courses as required
- Carry out other ad-hoc duties as requested

Skills, Knowledge and Experience

Essential:

- Certificate/Qualification/Degree in the Academy subject
- Experience in teaching
- Excellent and demonstrable organisational skills
- Excellent communication skills
- Ability to work on your own initiative and as part of a team
- Be flexible and adaptable to situations as they arise
- Ability to solve issues and problems between students
- Lesson planning skills

Desirable:

- University Degree in a relevant subject
- Previous experience of working with young learners
- PGCE
- Safeguarding training
- First aid training

Schedule of work

- Induction: 8 July - 10 July 2026; Location: Felsted School
- Junior and Senior Summer School dates: 13 July - 7 August 2026
- 4-week position; may consider 2 week positions 13-24 July or 27 July to 7 August
- Monday, Tuesday, Thursday, Friday: 1:00 pm - 4:00 pm

Terms of Employment

- Salary: £420 per week
- A minimum of £50 per day for induction 8 to 10 July
- Use of sports facilities, including an on-site gym
- Lunch is provided on days worked (12:00 - 12:45 pm)

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in a regulated activity relevant to children. All employees are subject to pre-employment checks, including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____