



Felsted

FELSTED SCHOOL JOB DESCRIPTION EAL Teacher

The Role

Accountable to: Academic Lead
Campus: Senior or Junior
Residential

To plan and deliver appropriate English language lessons to International Summer School students, develop their language skills, and ensure a positive experience at the Summer School. To collaborate on delivering reflection sessions and support the Summer School programme while upholding the Summer School ethos.

Role Responsibilities

- Plan and deliver suitable and appropriate English language lessons to international students
- 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
- Take class registers in every lesson as required
- Plan and deliver evening reflection sessions
- Work collaboratively to conduct project classes each Sunday
- Develop pre-visit and post-visit activities tailored to the educational excursions.
- Assess the risks and update them as needed.
- Attend teacher development sessions weekly
- Assist during meal times and with pastoral duties as needed
- Take part in staff meetings and assemblies as required
- Lead the safe transfer of students, as instructed by the management team
- Take part in excursions twice a week as required
- Encourage full student participation and enjoyment as far as possible, and learner independence and skill development
- 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 the steps required to minimise any risk and report any concerns/feedback to your line manager
- Manage student behaviour in the boarding houses and address any incidents that may arise between students to provide a safe and harmonious living community

- Manage student behaviour to create a safe, inclusive environment where everyone can confidently express their opinions and thrive
- Help prepare and conclude the course, setting up as required
- Complete incident forms as necessary, submit these as instructed, and report to your line manager
- Attend Staff Induction and complete CPD courses as required
- Carry out other ad-hoc duties as requested

Skills, Knowledge and Experience

Essential:

- Experience teaching English as a Foreign/Additional Language
- CELTA / TEFL / Trinity CertTESOL or Equivalent
- Excellent and demonstrable organisational skills
- Excellent communication skills
- Lesson planning skills
- Ability to relate to staff at all levels within the School, build effective working relationships and exercise tact and diplomacy
- Ability to work both on own initiative and as part of a team
- Be flexible and adaptable to situations as they arise
- Ability to work efficiently and effectively in a fast-paced, highly changeable, high-pressure and often challenging environment
- Ability to solve issues and problems between students
- Willingness to work evenings and weekends as required

Desirable:

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

Schedule of work

- Arrival Date on Campus: 7 July 2026, between 9:00 am and 5:00 pm
- Induction: 8 July - 11 July 2026; Location: Felsted School
- Junior and Senior Summer School dates: 12 July - 9 August 2026
- 2 week position - 12 July to 26 July 2026

Terms of Employment

- Salary: £715 per week
- A minimum of £50 per day for induction 8 to 11 July
- Use of sports facilities, including an on-site gym
- One full day off per week (Usually Saturdays)

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: _____