

# JOB DESCRIPTION

## EFL Teacher



### Job Description

<b>Job title</b>	EFL Teacher
<b>Reporting to</b>	Director of Studies (ultimately Academic Principal)
<b>Background</b>	<p>Harrow School Short Courses (HSSC) brings the quality of a Harrow School education to all through a portfolio of part-time short courses, available year-round online and in the school holidays. HSSC encompasses the following divisions:</p> <p>Summer School: We are a specialist provider of junior English language study holidays for young international students aged 9 to 17. Each summer we welcome students from around 45 different countries, all of whom come on residential courses and live in the School's boarding houses.</p> <p>English Online: An online English language school that delivers bespoke one-to-one and small group English classes, via our virtual campus, to international students from 8 to 22-year-olds throughout the year.</p>
<b>Primary Role</b>	<p>EFL Teachers are responsible for planning and delivering a course of dynamic and effective lessons to develop students' listening, speaking and pronunciation skills. Our general English classes focus on functional language that will enable students to participate fully in the course when outside the classroom. We have an open curriculum where teachers have freedom to plan their courses based on the needs of their students and the language that will be useful for the activities and excursions on the course. Teachers working with our senior students also deliver afternoon elective sessions on Projects and Presentations, or English for Analysis and Debate with a semi-fixed syllabus.</p> <p>As well as delivering English classes, EFL Teachers assist with placement testing and student breaks, and teachers working with our junior students also supervise students walking from their classroom to the dining hall or meeting point after lessons and lead/participate in the start of day morning assemblies. EFL Teachers do not have responsibility for supervising students on their social programmes or in their residential accommodation but should always remember that they have a duty of care for students at all times even if they are not scheduled to be working.</p> <p>The management structure is detailed below and highlights the position of this role:</p> <p>Academic Principal &gt; Director of Studies &gt; <b>EFL Teacher</b></p>
<b>Principal Duties</b>	<p>EFL Teachers are responsible for delivering the academic programme. The points below cover the key operational areas of responsibility:</p> <ul style="list-style-type: none"> <li>• Plan a course of general English lessons documented in the form of a Learning Overview that develop students' speaking, listening, and pronunciation skills, focus on functional language, and are appropriate to student needs and interests and course requirements.</li> <li>• Identify desired learner outcomes for each lesson which are in line with the focus of the course and are worked towards in the course of your lesson.</li> <li>• Deliver effective, enjoyable, and dynamic English language lessons with significant linguistic input, teaching in a student-centred style and maximising opportunities for students to communicate in English and receive feedback on their language use.</li> <li>• Run a minimum of one, preferably two, fieldwork session(s) on each course in which students leave the classroom to practise communicating with native speakers. Prepare students linguistically for this and supervise them carefully outside the classroom.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Follow the student disciplinary procedure and merit system to manage student discipline effectively and incentivise students to learn.</li> <li>• Ensure student folders and workbooks show clear evidence of learning and will make a positive impression on parents viewing them.</li> <li>• For teachers working with Harrow Seniors, deliver an afternoon elective programme, planning and delivering engaging and effective lessons that cover learning outcomes as specified in the elective syllabus.</li> <li>• For teachers working with Harrow Juniors, supervise students walking from their classroom to the dining hall or meeting point after lessons and lead/participate in the start of day morning junior assemblies.</li> <li>• For each course taught, participate in a course photo, an awards ceremony, and a farewell party. Make a short and encouraging farewell address in the awards ceremony.</li> <li>• Contribute to the safeguarding of all students and deal sensitively and professionally with any student welfare issues.</li> <li>• Act as a positive role model for students at all times, including when in your boarding house for staff who chose to stay residentially, where despite not having explicit pastoral duties, you do still have a duty of care.</li> <li>• Actively work towards creating a harmonious and productive working relationship with staff across all areas of Harrow School Short Courses.</li> <li>• Be open to observations of your teaching from academic management and others, including peer and agent observations. Attend an observation feedback session after managerial teaching observations.</li> <li>• Assist with placement testing and make an accurate assessment of student level and progress by conducting speaking assessments.</li> <li>• Prepare a pleasant and inviting classroom environment and return your classroom to its original condition at the end of use.</li> <li>• Assist with student breaks as scheduled.</li> <li>• Ensure the security of the building is maintained by locking your classroom door and closing the windows when the room is not in use, and by checking that the Resources Room and all external doors are locked on departure and the alarm is set if no other member of staff is present.</li> <li>• Complete required administration documents, such as registers and records of work, accurately, fully and on time.</li> <li>• Attend scheduled staff meetings by the DOS team and an exit interview at the end of your contract.</li> <li>• Complete short end-of-course report for each of your students.</li> <li>• For teachers who are returning to work at our summer school, provide support and guidance to help new teachers adapt to their role, sometimes by being paired with a new teacher as a teaching buddy.</li> <li>• Show an active interest in professional development by attending or presenting teacher development seminars or demonstrating involvement in other developmental activities such as peer observations.</li> <li>• In the case that you are not required to teach during contracted teaching hours, assist the academic management with tasks as required.</li> </ul>
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### Person Specification

	Essential	Desirable
<b>Education</b> Educated to degree level		X
<b>Qualifications</b> CELTA, TESOL or equivalent TYLEC or equivalent At least one of the following: - DELTA, Trinity Diploma or equivalent - MA in TEFL - PGCE (Secondary or Primary Education)	X	X X
<b>Knowledge and Experience</b> At least 12 months' previous EFL teaching experience		X

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Experience of working with 9-11 or 12–17-year-olds		X
Experience of summer schools or short courses		X
Experience of assessing students' level through oral interviews		X
<b>Skills &amp; Abilities</b>		
Can provide a clear and accurate model of the English language.	X	
Can analyse and explain vocabulary, grammar, and pronunciation systems.	X	
Can draw up a scheme of work in line with course requirements based on a student needs analysis.	X	
Can level assess students through oral interviews.	X	
Can motivate and engage young learners.	X	
Can handle discipline well and deal firmly but sensitively with children.	X	
Can handle confidential information appropriately.	X	
Can work well with others and can also work independently.	X	
Is comfortable with public speaking.	X	
Has good administrative skills and shows attention to detail.	X	
Can remain calm under pressure.	X	
Has a high standard of personal presentation.	X	
Has good time management skills.	X	
Is approachable with excellent communication skills.	X	
Is able to give and receive feedback.	X	
<b>Personal Qualities</b>		
Has initiative and common sense	X	
Reliable and organised	X	
Flexible and adaptive	X	
Culturally Sensitive	X	
Hardworking with high stamina	X	
Empathic and understanding	X	
Creative	X	
Quick Thinking	X	
Child Centric	X	
Actively interested in professional development	X	
Calm	X	
Approachable	X	
Supportive	X	
Professional at all times	X	
Robust	X	

## Terms & Conditions

<b>Contract duration</b>	This contract will be for a fixed term commencing and terminating according to your contract of employment. Contracts are awarded for durations of between 40 and 123 hours across the summer during a six-week period from 1 July 2026.
<b>Hours of work</b>	Please refer to your contract for confirmation of the number of hours you will be required to work for the duration of your contract. Teachers are expected to deliver the contracted number of hours per course across the duration of their contract. Most lessons are scheduled in the morning with some afternoon and weekend teaching. Some contract hours are scheduled as non-teaching duties, including placement testing, helping on student breaks, and for junior teachers, participating/leading in morning assembly.
<b>Salary</b>	The salary for this role will be from £31.33 to £43.42 per hour depending on experience and qualifications, and in accordance with your role and responsibilities. Equivalent to approximately £626.60 to £868.40 per week. These figures include basic pay of between £27.96 and £38.74 and holiday pay of between £3.37 and £4.68. Your pay will be calculated according to the number of

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	hours you work, subject to deductions for tax and NI contributions. You will be paid on the last Friday of each month.
<b>Holidays</b>	Staff paid hourly are entitled to statutory holiday pay as illustrated above. This is paid monthly in arrears.
<b>Probationary Period</b>	One Week
<b>Notice period</b>	One Week
<b>Other benefits</b>	<ul style="list-style-type: none"> <li>• Accommodation on site is provided without charge if required. Staff can be accommodated in boarding houses normally also occupied by students which can mean shared corridors and communal areas however, all staff are allocated with staff-only bathroom facilities. Although there are dedicated pastoral staff in each house, all residential staff have a duty of care to any students in their boarding house.</li> <li>• Breakfast, lunch, and dinner each day</li> <li>• Laundry (commercial laundry, once per week)</li> <li>• Subsidised use of sports facilities at Harrow School</li> </ul>
<b>Terms &amp; Conditions</b>	<p>This position is subject to completion of the following pre-employment checks and requirements:</p> <ul style="list-style-type: none"> <li>• All shortlisted candidates will be required to complete a self-declaration form regarding any criminal convictions and an online media search will be carried out.</li> <li>• Verification of identity and right to work in the UK.</li> <li>• Satisfactory explanation of all gaps in education and employment history.</li> <li>• A satisfactory Enhanced Disclosure and Barring Service (DBS) check</li> <li>• If you have worked or been resident overseas for three months or more in the previous five years, equivalent overseas criminal record certificate from those countries.</li> <li>• Verification of qualifications and professional status.</li> <li>• A check from the list held under Section 142 of the Education Act 2002 (Barred List Service check).</li> <li>• A clear Teacher Reference Number Check (TRN) in the case that you have Qualified Teacher Status (QTS).</li> <li>• Receipt of at least two references, one of which will normally be from your most recent employer, which are satisfactory to HSEL. These will be checked and verified before employment. References produced by candidates will not be accepted. Reference requests will ask specifically whether there is any reason that you should not be engaged in situations where you have responsibility for, or substantial access to, persons under 18. As part of our safeguarding good practice checks, an annual reference check will also be completed for all returning staff.</li> <li>• Prohibition from Teaching Orders including overseas authority restrictions - a letter of professional standing from the professional regulating authority in the country/ countries in which the applicant has worked will be required where the applicant has taught abroad. Extra references and an overseas criminal record check will be required if a letter of professional standing cannot be obtained.</li> <li>• Receipt of completed Health Assessment Questionnaire.</li> <li>• Completion of an online safeguarding training course.</li> </ul>

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with HSEL's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her line manager or HSEL's Designated Safeguarding Lead.

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The above list is not exclusive or exhaustive and the post holder may be required to undertake other duties within their capability. All staff are required to be co-operative and flexible.

HSEL is an equal opportunities employer.