

## Summer School Teacher (Residential)

### Job Description

Position: Summer School Teacher

Contract Type: Temporary, Full-time

Duration: 35 days (Monday 1<sup>st</sup> July to Sunday 4<sup>th</sup> August (inclusive))

Salary:

**Reports to:** Director of Studies

#### Course Dates

**Course 1: Monday 1<sup>st</sup> July – Thursday 18<sup>th</sup> July 2024**

**Course 2: Friday 19<sup>th</sup> July – Sunday 4<sup>th</sup> August 2024**

Please note: The above dates include induction training days and a post-course debrief day, which are paid contracted days and attendance is mandatory for all Summer School staff.

#### About Padworth College and Summer School

Padworth College is an independent boarding and day school located in the charming village of Padworth, near Reading in the United Kingdom. The College provides a supportive and nurturing environment for students aged 14-19, offering a range of academic programs designed to prepare students for university and future career opportunities.

Padworth's summer school is unique because it is organized by the school itself. It offers a variety of academic options and modules for students aged 14-17 during the summer months of July and August. The focus is not only on academic development, but also on character building. We aim for everyone in our community, including staff and students, to cultivate five important character virtues: being a team player, being kind, being self-disciplined, being engaged, and being reflective. Our ultimate goal is to encourage creativity, boost confidence and independence, and create lasting memories in a safe and supportive environment.



### **Job Purpose:**

We are seeking enthusiastic and dedicated Summer School Teachers to join our team during the summer months. The Summer School Teachers will be responsible for delivering engaging and interactive lessons to international students, aged 14-17, who will be attending our residential summer school program. The teachers will work closely with the Director of Summer School, Director of Studies, and other staff members to create a memorable and educational experience for the students.

### **Responsibilities:**

#### **Academic**

- become familiar with the PSS syllabus, materials and resources for your specific subjects during induction period.
- plan and deliver high-quality lessons to international students in line with the project-based curriculum provided.
- foster a positive classroom environment that encourages student participation, interaction, and learning
- develop creative and stimulating teaching materials and resources that cater to a range of abilities and learning styles
- utilize a variety of teaching strategies, technologies, and methodologies to ensure an engaging and dynamic learning experience
- monitor and assess student progress to provide timely and constructive feedback
- create and maintain a safe and inclusive learning environment where students feel valued and supported
- collaborate with the Summer School Head of Sport and Activities and other staff members to support and participate in extracurricular activities, excursions, and cultural events
- Always ensure adherence to our safeguarding and health and safety policies
- maintain accurate records of student attendance, progress, and any incidents or concerns
- arriving promptly for each lesson and teaching until the end of the class
- managing student behaviour and promoting good conduct both in and outside the classroom
- providing cover if necessary to enable teachers to conduct peer observations



- providing cover for sick/absent teachers in liaison with the Director of Studies
- supporting teachers with general lesson preparation and planning
- assisting the Director of Studies in keeping the staff work room organised and tidy
- responding to ad-hoc academic management tasks as and when they arise in conjunction with the Director of Studies

#### Boarding and Pastoral

- assisting with checking bedrooms each morning (7.30am – 8am) to ensure all students get up on time and encouraging them to have breakfast
- ensuring students are checked in their bedrooms by 10.30pm as per the Boarding Parent rota
- assisting Assistant Director (Safeguarding and Pastoral) and Lead Boarding Parents with enforcing rules in the Residences
- assisting with accommodation and room preparations, including labels for doors, updating notice boards;
- attending and contributing to Boarding meetings as instructed by the Assistant Director (Safeguarding and Pastoral)
- assisting with a night-time fire drill in liaison with relevant Lead Boarding Parents
- providing cover for the Lead boarding parents and Assistant boarding parents on occasions of absence
- reporting any students who appear unwell to the Assistant Director (Safeguarding and Pastoral) and/or Director of Summer School
- dealing with any emergency situation that may arise during the night in order to ensure the safety of students and staff
- making time to talk to and, more importantly, to listen to students at room check at the end of each day
- maintaining good communication with the boarding parents and senior management team to ensure the best possible pastoral care of students

#### Requirements:



- Bachelor's degree. Preferably in a relevant subject area (e.g., English, Maths, Science, Social Sciences, or Languages)
- A recognized teaching qualification (e.g., PGCE, QTS, CELTA, DELTA) is highly desirable. 120-hour TEFL qualifications are not accepted unless recognised as a Level 5 by Ofqual
- Proven experience in teaching international students, preferably in a summer school or similar educational setting
- Excellent knowledge and understanding of teaching methodologies, and assessment methods
- Strong communication and interpersonal skills, with the ability to build rapport with students, colleagues, and parents
- Flexible and adaptable approach to teaching, with the ability to differentiate instruction to meet the needs of a diverse student body
- Enthusiasm for cultural exchange and the ability to create a supportive and inclusive environment for students from different backgrounds
- Excellent organizational and time-management skills, with the ability to manage multiple responsibilities and meet deadlines
- Commitment to professional growth and development, including staying updated with current educational practices and trends
- A valid enhanced DBS (Disclosure and Barring Service) check or willingness to obtain one

#### **Hours of work:**

Teaching: Teachers will teach a maximum of 21 hours of class per week between 09:00-15:00. They will also be required to support on one half-day excursion or academic trip each week between 13:30-18:00 as well as one full day excursion per week between 08:00-18:00.

Enrichment: Teachers will have a maximum of one evening trip or on-campus activity per week 19:00-21:30.

Boarding duties: Teachers may be asked to perform wake-up duties in the morning and room checks in the evenings on a rota basis to cover time off with other staff.

Teachers will receive one full 24-hour period off each week. Three meals a day are provided for the duration of the summer course.



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### **Application Process:**

If you are passionate about teaching and working with international students in a summer school setting, we would love to hear from you. To apply for the Summer School Teacher position, please submit an application form to [summerschoolrecruitment@padworth.com](mailto:summerschoolrecruitment@padworth.com) along with a cover letter outlining your relevant experience and why you are interested in joining Padworth College. Shortlisted candidates will be invited for an interview.

Note: This job description is intended to provide a general overview of the role and responsibilities. It is not an exhaustive list of duties and may be subject to change or modification as required by the needs of the College.

*The College is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. January 2024*