

## **NIKE SPORTS CAMPS TEACHING TEAM**

# **JOB DESCRIPTIONS AND PERSON SPECIFICATIONS**

- > **DIRECTOR OF STUDIES**
- > **ENGLISH LANGUAGE TEACHER**

## **JOB DESCRIPTION - DIRECTOR OF STUDIES**

The key role of a Director of Studies is to lead on all aspects of the English Language tuition at the venue. You will be responsible for a team of English Language Teachers in planning and delivering the English language courses, which are based on the unique curriculums and schemes of work. Reporting to the Camp Director and Academic Manager you will be part of the senior management team and assist with the overall running of the camp.

1. Be responsible for managing the delivery of all English Language provision on site.
2. Provide academic direction for the teaching team ensuring that good quality learning takes place in accordance with the overall scheme of work and provided lesson plans.
3. Set the disciplinary framework for teaching staff and for students during classroom hours.
4. Prepare weekly teaching rotas and with support from the Camp Director, manage the teaching team's weekly timetable, scheduling time off and ensuring all duties inside and outside the classroom are covered.
5. Conduct regular team meetings with the teaching team and attend senior management team meetings.
6. Lead the induction of the teaching team with direction from the Academic Manager
7. Be responsible for ensuring that all quality control processes are completed to a professional standard. This includes entry and exit testing, student report writing and record keeping.
8. Manage the teaching materials and resources to ensure teachers have the necessary tools for delivering learning.
9. Complete lesson observations for the teaching team and provide constructive feedback in the form of an appraisal.
10. Organise and facilitate regular CPD activities for teaching staff.
11. When required, cover and teach English lessons or work with small groups to support learning.

## **PERSON SPECIFICATION - DIRECTOR OF STUDIES**

All staff will contribute to the overall smooth running of the camp. Ultimately the safety of children is paramount, and the high standards expected of working with top brands needs to be maintained. It is a requirement for our staff to maintain high personal standards and demonstrate a friendly, positive and approachable manner. It will be necessary to handle sensitive situations with care and respect, adhering to confidentiality and data protection guidance. Staff are also expected to remain professional and calm, display excellent organisational skills and be positive role models. Thus, allowing them to contribute to a wholly positive and enriching working environment.

### **THE IDEAL CANDIDATE WILL:**

1. Hold a CELTA and/or Trinity CertTESOL and/or QTS in English or a Modern Foreign Language
2. Hold a DELTA and/or Trinity DipTESOL (desirable)
3. Have a native or near-native level of English (minimum C2 level)
4. Have at least two years' summer school teaching experience (senior leadership role desirable)
5. Demonstrate leadership qualities and the ability to successfully manage and motivate a team.
6. Have excellent organisational skills and the ability to manage and prioritise work effectively.



## **JOB DESCRIPTION - ENGLISH LANGUAGE TEACHER**

The key role as an English Language Teacher is to deliver up to 25 hours of high-quality English language tuition per week to students on our English language and sport programmes. Working with the Director of Studies and centred around our unique curriculum, teachers will be required to prepare lessons, deliver these sessions to their class and evaluate the students at the end of the programme. Along with the rest of the residential staff, teachers will support the students through the week and contribute to a safe and positive environment which supports student learning whilst having fun.

1. Deliver teaching to a standard identified by the Director of Studies and in keeping with the overall scheme of work, course curriculum and provided lesson plans.
2. Ensure an appropriate level of student discipline is maintained within the lessons and break times, enabling each student the opportunity to learn in an engaging and safe environment.
3. Complete appropriate paperwork to ensure effective record keeping, including maintaining an accurate register, completing student reports and records of learning delivered.
4. Support the Welfare Team in rostered duties outside of teaching sessions as directed by the Camp Manager and the Director of Studies such as wake ups, evening activity sessions, excursions, and meal supervision.
5. Participate where appropriate in peer observations and feedback sessions on own observed lessons.
6. Attend staff meetings and CPD sessions as and when necessary.
7. If required, assist the airport staff teams at either Heathrow or Gatwick on arrivals/departures days.

## **PERSON SPECIFICATION - ENGLISH LANGUAGE TEACHER**

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### **THE IDEAL CANDIDATE WILL:**

1. Hold a CELTA and/or Trinity CertTESOL and/or QTS in English or a Modern Foreign Language
2. Have a native or near-native level of English
3. Have experience of teaching dynamic and engaging lessons to class groups (summer school experience desirable)
4. Have the ability and experience to use various teaching and classroom management techniques