

## JOB DESCRIPTION – Residential TEFL Teacher

With overall responsibility to the Academic Manager, Country Cousins' teachers are key members of a team responsible for providing students with a stimulating and challenging learning programme and an altogether beneficial and enjoyable stay in England.

### SUMMARY OF RESPONSIBILITIES

Teachers are responsible for:

- Providing a stimulating, challenging and enjoyable learning experience for students
- Teaching the number of lessons prescribed for the course and carrying out all associated duties including keeping accurate records and maintaining class discipline
- Supporting colleagues within the teaching team
- Supporting the social and activity programme and being fully involved in this
- Assisting the Academic Manager with the overall management of the course

Residential positions include full board accommodation

### COMMITMENT

6 days per week [average of 1 out of 2 sessions per day]

- 15 (21) x 55 minute lessons per week, arranged over 4 mornings and 2 afternoons per week
- Full and active participation in the activity and excursion programme
- Supervisory duties on a rota basis

### RESPONSIBILITIES

#### Pre-course

- Being available for a staff meeting before the start of the course
- Carefully reading the teachers' handbook
- Completing and returning all contract paperwork to head office
- Getting to know the course premises and the programme

#### General

- Assisting with the welcome and registration of students on arrival
- Liaise with the academic manager with regards student level and class comfort
- Ensuring that students treat the course premises with respect
- Checking student feedback with the Academic Manager and acting on any relevant points related to the feedback
- Assisting with the supervision of students, on a rota basis, during break and meal times and, during leisure time, in the various parts of the campus
- Assisting on occasions with the general running of the Course Office
- Engaging with students and group leaders outside of the classroom in an appropriate, professional manner
- Assisting with any emergency situations which might arise within the centre

### **Academic**

- Assisting with the testing of new students, ensuring that they are placed in classes appropriate to their level and recommending changes where necessary
- Providing tuition appropriate to a summer school environment which follows Country Cousins guidelines
- Planning carefully for all classes and providing lesson plans
- Liaising closely with any other teachers sharing the same class
- Managing the classroom effectively in terms of behaviour and discipline
- Encouraging and motivating a lively participation in class by each student, not simply the more confident ones
- Ensuring that lessons begin and end on time and that no lessons are shortened
- Ensuring that all class paperwork is properly completed including daily records of work
- Making sure all students complete End-of-Course Feedback Forms
- Completing student feedback forms and certificates
- Ensuring that extremely thorough excursion briefing and follow-up takes place in class
- Keeping to the system set up for the loan of teaching resources
- Taking responsibility for all academic resources needed for classes, returning them to the course office at the end of the session or course

### **Activity/Excursion Programme**

- Assisting with the setting up and preparation of activities and excursions as required
- Supervising activities and excursions according to Country Cousins procedures from start to finish on each occasion
- Following Country Cousins guidelines to ensure the smooth running of all activities and excursions
- Being interested and involved in each activity or excursion and communicating actively with students on all occasions
- Ensuring that any materials provided by Country Cousins to inform students about destinations are used that accurate records of student entrances are kept
- Providing feedback on excursions
- Ensuring that the correct payments are made for entrances for the number of young people and adults involved and that the correct methods (for example cash, voucher) are used for each payment
- Encouraging and motivating lively student participation in the leisure programme and being actively involved in supplementing the arranged programme with extra activities where appropriate

### **General notes:**

The duties outlined above are given as a guideline only. Whilst the staffing plan will be devised in order to provide as fair and practical division of duties as possible, the successful running of the programme depends on the staff working together as a cooperative and cohesive team.

Therefore, the Academic Manager may find it necessary to modify initial plans in the light of practical implications and all staff are requested to be as flexible and supportive as possible in this respect.

Many programme items will have been arranged in advance. However, the success of activities on a course is often significantly increased by the additional items arranged spontaneously by staff both around their own interests and in response to the interests of the students. Those



who possess a clean current driving licence and satisfy the requirements of the hire company may be asked, if applicable, to take a share in driving a minibus to off site activities and excursions.

Although a position on a Country Cousins course requires a high level of energy, commitment and involvement it is usually a most rewarding and enjoyable experience! Country Cousins appreciates that staff give voluntary additional time on these courses that is not formally required by the terms of their appointment.

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