

JOB DESCRIPTION FOR BILINGUAL TEACHER/GUIDES

CONDITIONS: This job description applies to both Residential and Host Family courses

The Teacher Guide will be paid once for the educational course - usually within one week of the end of the course.

GENERAL

The course you are running is known as an Educational Course especially for PRIMARY SCHOOL CHILDREN 8 – 10 years old, and therefore often has more excursions than lessons.

As the Bi-lingual teacher guide it is your role to guide the visiting group through every moment of their UK experience – this includes pre-course planning and recce of excursion sites to be visited, liaising with the residential site for preparation of the visit, welcoming the group & settling them in. You will be planning and delivering classes relevant to the educational trip (the excursions) as well as guiding the group during the coach journey to venues, and once at the venue taking the role of the site guide – presenting fun & relevant information for each venue.

It will also be part of your job to liaise with college authorities, checking meal times, liaising with the domestic staff, organising packed lunches, and double checking coach bookings & site facility bookings.

You do not have pastoral care of the students this is left to the teachers and staff they come with from their own country.

The teacher will need to cope with the inevitable variances that occur in a busy short course routine. SUL schools will work to minimise these wherever possible.

OTHER STAFF ON AN EDUCATIONAL COURSE:

SUL teachers	Mostly teach in the mornings only, no PM activities, no pastoral care.
French Teachers	Teach in the mornings alongside SUL teachers, teach lessons to their children, pastoral care and supervision on excursions.
French Group Leaders	Pastoral care and supervision duties. Organise all activities that are not the excursions.

COURSE SET UP

- You will be paid to conduct a number of recces and appropriate research to enable you to construct a professional and entertaining guiding schedule for the students
- Gather all leaflets, maps and other materials appropriate to your programme from Tourist Information Centres, excursion locations etc.
- Ensure that you understand the programme and have prepared for all excursions and activities.
- Check all bookings and transport in advance of each excursion
- Check all mealtimes, packed lunches and facilities booked at your centre.
- Check your classrooms is suitable and appropriately equipped
- Ensure you have completed the requirements of the management of the group in the host college; site orientation, damage declaration etc, general guidance and taking care of all course requirements, liaising with International staff & site staff (see induction manuals).
- Oversee the arrival and departures liaising between coach companies, SUL Head Office and client groups as necessary including ensuring all students and leaders get a warm welcome.
- Ensure that the bed plans are correct and work with the College Lettings Officer and Group Director to ensure that any problems are quickly resolved.
- Run a pre course induction with any teachers who will be working on the course (see induction manual).

MANAGEMENT RESPONSIBILITIES

Course Directors are responsible for ensuring that the following tasks are carried out:

- You are overall in charge of the SUL team and responsible for ensuring the success of the course.
- On Cap Monde courses the courses are 'owned' by the French Group Director and so you must work to ensure

- Ensure that the contractual obligations of SUL towards the client group [often Cap Monde] are observed
- Ensure that the residential college provides the services which it is contracted to provide and that these services (whether food/accommodation etc) are of a sufficient quality
- Liaise between the client group and the college authorities to ensure that good relations are maintained both between the different parties
- Ensure that the college is happy with the behaviour and management of the group so that the relationship between SUL and the college is enhanced
- Support all SUL staff on the course and ensure that there is a consistent and high standard of delivery in line with what is laid out in the Induction handbook.
- Resolving issues that occur by liaising with the relevant parties and finding solutions acceptable to all parties.
- Ensure all staff have read and signed the child safeguarding policy, the staff handbook and the health and safety policy.

GENERAL

- Deliver a wonderful course – you are the host – think of all the different aspects that will make your guests stay a happy & memorable one!

GUIDING

- Prepare an appropriate programme of guiding based on the excursion schedule that SUL provides you with and suitable for a group of primary children.
- Prepare active tasks such as games, quizzes or photo scavenger hunts for use on excursions (with prizes).
- Deliver an entertaining and informative guiding experience to the students on excursions.
- Deliver a guided talk on all coach trips in the students' language

TEACHING

- Your primary responsibility is to deliver high quality teaching and learning to the student you are responsible for and to deliver a high quality educational and entertaining excursion programme. This is your primary aim.
- Deliver SUL's key aim of **'increasing communicative competence and linguistic self-confidence'**
- Follow all instructions on behaviour and procedures given to you by SUL Head Office.
- To prepare lessons and perform other tasks as requested by the Academic Manager or other SUL Head Office Staff.
- To teach based on the needs of the children and the requests made by the overseas teachers.
- To teach skills and language appropriate to the programme, enabling students to maximise their experiences of the excursion locations.
- Run your first lesson(s) as a needs analysis to find out what the students most need.
- You must perform your duties (both academic and non-academic) in line with SUL procedures laid out in the Induction Manuals you have been provided with.
- You will create a draft course plan to use as a basis for your teaching. PLEASE NOTE: it is normal and indeed a sign of a good teacher if these plans change over time.
- Ensure that you are aware of the timetable and stick to it rigorously. These times may be altered by SUL Head Office ONLY!
- Feed back to SUL Head Office any teaching related issues.
- Maintain excellent timekeeping
- Maintain excellent course records including maintain a Teacher's File containing daily attendance registers and records of work covered (on the reverse of the Course Plan document.
- Prepare a full, professional end of course report which includes topics/skills covered and feedback on all excursions. This should be sent to SUL Head Office.
- Ensure you are punctual, dressed appropriately (smart casual) and presenting an enthusiastic and motivating persona to the students.
- Ensure that a high standard of good behaviour is shown by the students at all times).
- Be prepared to be observed by a representative of SUL
- Ensure all materials are returned to SUL Head Office at the end of the course.
- To give the students a Student Feedback form to fill in after 2 days of the course and review the course

end of the course and send back to SUL HO. To ensure that the students are happy with their progress on the course.

BUDGETS & STATIONERY

- All excursions and other expenses will be pre-paid by SUL Head Office except where we specifically tell you otherwise. You may not spend any money whatsoever on behalf of SUL without having specific permission in writing and in advance from Head Office. We will tell you what budget you have.
- Minimise photocopying- death by photocopy is to be depreciated.
- Where it is agreed with SUL Head Office that you have legitimate expenses (agreed in advance) such as photocopying you must send receipts for repayment. No expenses will be reimbursed without receipts.
- All paperwork (student feedback forms, student reports, attendance records, records of work etc) must be sent back to SUL in the boxes provided.
- Failure to return teaching materials, syllabuses, books, tapes and CDs etc will result in the teacher being invoiced for the replacement/printing costs and may delay payment of salary.

LIAISON WITH COLLEGE LETTINGS OFFICER

- Meet the College Lettings Officer prior to the start of the course and go through the damage report, fire drill arrangements, programme, access including key allocation and key codes, timings of arrivals/departures, meal times etc (see induction manual)
- Get a guided tour of all facilities used by SUL including bedrooms & leaders' rooms, showers and toilets, laundry facilities, Group Director's office, sick bay/first aid room, common rooms, staff room, student telephones for outgoing calls, areas where we need to keep noise down (on-site staff living quarters) etc (please see induction manual).
- Meet the college lettings officer on a daily basis (or in agreement with him/her) to review progress.
- Work to ensure SUL good relations with the college are maintained.
- Check the cleaning schedule & laundry schedule

LIAISON WITH THE HEAD OF CATERING

- Meet the person responsible for the catering and forge a good relationship with them
- Check all timings, menus, packed meals, special diets etc (please see induction manual).

LIAISON WITH GROUP DIRECTOR/LEADERS

- To ensure every group gets a really warm welcome on arrival.
- Be contactable by the group during their entire stay.
- Attend a daily meeting with the International leaders to assist them in the planning and co-ordination of cultural visits.
- Build up a good rapport with the Group Director and Leaders to gain a better understanding of the how the course is progressing.
- Work with Group Director to solve problems and to maintain good discipline in your centre.
- Speak to any Group Director on a daily basis to find out how the course is going from their perspective and make any necessary changes.
- Fill in the Group Director feedback form with the Group Director on the 3rd or 4th day and report back to SUL on issues arising and their remedies.
- Assist the Group Director in their excursion planning and town visits as they may not be fluent in English or have any previous experience of the area.
- Ensure the Group Director and Leaders fill in the telephone logs correctly.
- Ensure that the Group Director is aware that any costs other than the agreed programme must be paid for out of their budget and payment returned to SUL (in the boxes)

LIAISON WITH ACCOMPANYING TEACHERS

- Build up a good rapport with the overseas teachers and ensure that you are meeting their expectations.

LIAISON WITH SUL HEAD OFFICE

- Report to SUL Head Office regularly, on any issues to do with the coordination of the course.
- Return all documentation to Head Office in a timely manner as laid out in your induction manual.

- Feed back all Group Director, staff or college concerns to SUL head office in a timely manner with an explanation of what you are doing to resolve any issues that arise.
- Report at least weekly on the progress of your course.
- Contact SUL Head Office if you have any problems regarding relationships with Group Leaders or College representatives

LIAISON WITH COACH COMPANIES

- Liaison with Arrival/Departure coaches is done through SUL Head Office who will inform you of any changes.
- Ensure the excursion coach company is contacted within 2 days of the group's arrival to confirm their destination and the timings.

STUDENT WELFARE (nb: defer to client group leaders)

- To accompany any student/group leader to doctor/hospital if necessary
- To ensure all staff have read and signed the Child Safeguarding policy and have understood its implications to their working practices.
- To ensure that risk assessments are carried out for both the teaching environment and for every activity or excursion and that the findings of these are communicated to all parties especially students and any group leaders.
- To ensure students understand the programme, have the ability to suggest modifications (in their groups) and how to make a complaint.
- To ensure students understand the implications of UK law in respect of their age and particularly where it differs from in their home country
- To ensure all students receive all promised paperwork (inc ID cards etc) and that they have ID cards with them at all times
- To act as SUL welfare officer for any students who want to speak to an adult about any safeguarding issue that they may be experiencing

DISCIPLINE & DRESS

- Ensure all teachers are aware that standards of behaviour are stricter in a residential environment.
- All staff's standard of dress must be acceptable to our clients. Dress code is smart casual.

NON TEACHING DUTIES

- The planning and writing of all guiding materials needed to present a professional, informative and entertaining guiding programme based on the programme provided by SUL.
- You will be required to do all planning and preparation commensurate with being employed as a teaching professional; this includes a course plan and lesson plans.
- Check you know the programme (provided by SUL/your Local Organiser) well in advance so as to be able to teach useful language in class in relation to the programme.
- Be responsible for checking that you have been given all tickets, monies, travel vouchers etc prior to the time for departure on each excursion.
- To deliver the programme giving your students the maximum opportunity to use English
- To safeguard your students from harm whilst on activities/excursions with you. Please look at the provided risk assessment forms and complete with any identified risks for each day's activity/excursion

OTHER DUTIES

- Organise the activities programme as a rota which is fair to all staff.
- Help Group Directors with organising their programme where required.
- Be the lead SUL staff member on every full day excursion.
- Organise a successful fire drill
- Create risk assessments for whole day excursions (and all other activities on a SUL branded course).

IMPORTANT!

- You may not go off site overnight without permission from SUL Head Office.
- This is a job where you will be on call to assist the group almost 24 hours a day!
- It is your job to ensure that the SUL staff have signed the staff handbook (and if necessary the health and safety manual) as well as the Child Safeguarding policy to say that they have read and understood them.

- **NEVER** under any circumstances administer medication to any students or any other members of staff, this covers all oral medication including aspirin, paracetamol, and cough medicines. Please check allergies to plasters before applying. Ice packs and herbal teas may be given to aid the healing process.

ESSENTIAL REQUIREMENTS FOR THIS POSITION:

Excellent communication, organisational skills & the willingness to be flexible.
Enthusiastic student centred approach.
Fluent in the target language (usually French)
Degree plus RSA CELTA or Trinity TESOL.
A current CRB check
Local knowledge an advantage.

PLEASE ENSURE THAT YOU HAVE READ AND FULLY UNDERSTAND YOUR ROLE BEFORE YOU SIGN YOUR CONTRACT.