

Tutor Application Pack

This pack contains:

- Job Description for the following positions: Director of Studies (DoS), Residential Centre Tutors, Homestay Centre Tutors and Tutors for Discovery Courses programmes.
- Tutor Course Preference Form and Fee Chart: This form shows you the course centres, teaching dates, fees and a column where you can indicate which course(s) you wish to teach. You may apply for as many periods as you like. Once completed please attach this form to your application.
- Tutor Application Form + Data Protection Information Sheet

Information about our Posts and Courses:

<u>Residential</u>: The British Village (France).

1. Full-time Residential Tutor: You will be accommodated on a full-board basis. Up to 30 hours of contact teaching a week, as well as supervising and ensuring the engagement of students in their evening activities every evening.

<u>Homestay</u>: Nottingham and Peterborough in the UK and Mallow in Ireland. The students stay with local host families.

- 1. Full-time Tutor: 15 hours or 20 hours (dependent on excursions) a week and supervising afternoon activities from Monday to Friday.
- 2. **Part-time Tutor:** You will teach 15 or 20 hours a week from Monday to Friday in the mornings only.

Preference is given to Tutors who live locally. Travel expenses for your daily commute (to and from centre) are not covered.

Discovery Courses: London, Edinburgh, Dublin. We have two rates for tutors. Rate 1 for tutors who are local and have no need for travel and accommodation. Rate 2 is applicable for tutors who require travel expenses to the country/town (from London) and full-board accommodation. Tutors teach and travel with the groups. Lessons are focused on fluency, cultural awareness and heritage. Tutors are expected to engage actively in all activities and supervise students at all times during the course.

Send your completed Application Form, Course Preference Form, CV and any supporting documentation to: recruitment@anglophiles.com



Director of Studies Job Description

The Director of Studies (DoS) oversees the academic programme at our Homestay and Discovery centres and therefore will spend a portion of their time travelling between our various centres across England. You will see below that the work is a demanding mix of administrative tasks and people management.

KEY RESPONSIBILITIES:

*M*Anaging the teaching team by giving support and guidance where necessary, helping tutors perform to their maximum potential and to overcome any problems with the preparation and delivery of their teaching programme.

*M*To ensure that English is taught to a high standard following Anglophiles Academic Language Course Syllabus, after attending a Tutors' Briefing Day, before the course starts.

*M*Observing, appraising, and submitting reports on all the tutors to Anglophiles Head Office as well as timetabling classes. Keeping us informed at all times of progress and problems.

*M*Ensuring all material has arrived in the Centre, including all certificates, letters to parents and student reports. You will be required to liaise with the Academic Manager if anything is missing at the beginning of the course.

*M*Organising and managing students' placement tests at the start of each course to ensure students are placed by language level in the appropriate class.

*M*Teaching when necessary to meet operational demands and checking Class Registers daily. Supporting the tutors in sourcing materials for preparing lessons and helping them plan when necessary.

*M*Ensuring Anglophiles Academic Health and Safety Policies are always implemented and adhered to.

*M*Organising and leading weekly workshops for tutors

*M*Ensuring that all tutors' and students' textbooks, and any other tuition materials sent to the center, are always accounted for.

*M*Ensuring that all the tutor's paperwork (including Daily Reports, Course Summary Reports, Course Plans etc.) are up-to-date, correctly filled in and received at the London Office at the end of each course.

M Visiting the different centers.



Residential Centre Tutor: Job Description (1-2)

• **Post 1:** Full-time Residential Tutor: You will be accommodated on a full-board basis. 30 hours of contact teaching a week, as well as supervising and ensuring engagement of students in their evening activities every evening.

KEY RESPONSIBILITIES FOR ALL TUTORS:

*M*To submit a course plan to the Anglophiles Academic Manager prior to the course in the Anglophiles' standard format.

*M*To teach English to a high standard following Anglophiles Academic Language Course Syllabus, after attending a Tutors' Briefing Day, before the course starts.

*M*To assist the Director of Studies (DoS) with language testing and placement of students in classes of appropriate levels of English on the first day of each course.

*M*Understand that, if needed, you will be required to help set up the center and your classroom. This might involve a certain amount of furniture moving and box carrying.

*M*To conduct an orientation session with students on the first day of each course.

*M*To teach up to 30 hours per week as well as interact with students outside the classroom, encouraging spontaneous use of English. This includes sitting, interacting, and supervising students during breaks and mealtimes.

*M*To ensure that, in lessons prior to excursions, students are prepared and informed about any such forthcoming excursions.

*M*To present all your students with a summary of the course with work covered, on the last teaching day, and to ensure that the DoS receives all required reports at the end of every day.

*M*To advise the DoS (or the Centre Manager in Centers where there is no DoS) if there are any students who misbehave in class, are absent, late attending lessons and of any student welfare concerns e.g., bullying.

*M*To complete Daily Report Sheets, End of Course Summary Report, individual Students' Reports, Students' Register of Attendance, and any other reports required by Anglophiles Academic.

*M*To present yourself well; being of smart appearance, appropriate to the role and using appropriate language.

ADDITIONAL RESPONSIBILITIES FOR <mark>FULL-TIME RESIDENTIAL</mark> TUTORS:

*M*To help with and actively participate in out-of-class activities and help with center preparations prior to students' arrival, including centre decoration, setting up classrooms and common areas.

*M*To perform residential duties according to the DoS' instructions.

*M*To be an active member of staff for supervision purposes during excursions and social activities, if required, responding appropriately to general emergencies when necessary.

*M*To be reachable by walkie- talkie or on your mobile phone.

*M*To remain flexible during non-teaching hours and attend some staff meetings. These should be attended punctually, whether for meetings or residential duties.



Homestay Tutors: Job Description

Tutors ideally should be a resident or live within commutable distance to the Homestay town, as accommodation is provided, but there is a cost to you.

- **Post 1:** Full-time Tutor: 15 hours or 20 hours (dependent on excursions) a week and supervising afternoon activities from Monday to Friday.
- **Post 2:** Part-time Tutor: You will teach up to 20 hours a week from Monday to Friday in the mornings only. *Travel expenses for your daily commute (to and from Centre) are not covered.*

KEY RESPONSIBILITIES:

*M*To teach, usually up to 20 hours per week. These must be attended punctually and taught for the full number of hours required.

*M*To submit a Course Plan to the Anglophiles Academic Manager prior to the course, in the Anglophiles' standard format.

*M*To teach English to a high standard following Anglophiles Academic Language Course Syllabus, after attending a Tutors' Briefing Day, before the course starts.

*M*Liaise with other Anglophiles' members of staff including the Local Organisers and Group Leaders on site.

*M*To administer English Language tests, written and oral, on the first day of each course, and adjust students into appropriate classes based on the provisional class lists. This includes an orientation session with students on the first day of each course, supervision of the mid-morning break and, if working full time, the lunch break.

*M*To ensure that, in lessons prior to excursions, students are prepared and informed about any such forthcoming excursions.

*M*They must also be presented with a course summary of work covered on the last teaching day.

*M*To maintain proper levels of discipline, safety, and well-being of students in your care. To advise the Anglophiles Head Office if there are any students who misbehave in class, are absent, late attending lessons and of any student welfare concerns e.g., bullying. General emergencies must be dealt with appropriately.

*M*To complete Daily Report Sheets, End of Course Summary Report, individual Students' Reports, Students' Register of Attendance, and any other Reports required by Anglophiles Academic by the end of the course.

If working on a full-time basis, to accompany and supervise students and participate in all excursions and activities included in the programme and to assist with the supervision of the mid-morning and lunchtime breaks. Also, to ensure all students are returned safely to their host family homes at the end of the activities.



Tutors on these programmes are with the students and the Group Leaders all the time. Therefore, they have a <u>dual</u> role: teaching **and** collaborating with the Group Leaders in leading and supervising the group. These programmes require a creative approach in order to motivate the participants in discovering a foreign culture, as indicated in their titles.

The aim of the teaching course is to improve students' aural and oral skills as well as preparing them to understand and appreciate the local culture through the teaching of English. You will be required not only to adapt lessons to the level of English of the students, but also to include the cultural aspect and customs of the host country.

Tutors are given a copy of the programme of activities. It is their responsibility, before departure, to do some research into relevant topics, which will permit them to prepare a detailed teaching plan encompassing these activities. This plan must be presented to the Anglophiles Academic Manager at least two weeks before departure.

Daily classes are in the form of workshops: using quizzes, games, photo rallies, discussions, preparation of and follow up of excursions etc. Although the approach is not traditional, some basic rules still apply as follows:

- To teach up to 30 hours per week. These must be attended punctually and taught for the full number of hours required. An Orientation Session must be conducted with students on the first day of each course. Your lessons should be stimulating and relevant.
- To teach English to a high standard following Anglophiles Academic Language Course Syllabus, after attending a Tutors' Briefing Day, before the course starts.
- You will need to accompany and supervise students on visits and respond appropriately to general emergencies when necessary, ensuring that you are reachable at all times during the duration of the course.
- To complete Daily Report Sheets, End of Course Summary Report, individual Student Reports, Students Register of Attendance, and any other reports required by Anglophiles Academic. After the course, ensure that the Head Office receives all required reports.
- To ensure that, in lessons prior to excursions, students are prepared and informed about any such forthcoming excursions. They must also be presented with a course summary of work covered on the last teaching day.
- To maintain proper levels of discipline, safety and well-being of students in your care. To advise the Group Manager or Anglophiles Academic Head Office if there are any students who misbehave in class, are absent, late attending lessons and of any student welfare concerns e.g. bullying.
- Attend staff meetings, assist with and actively participate in out-of-class activities with the Group Leaders. This involves providing aid in the residential supervision duties, meal and bedtime supervision, patrol and lights out, plus any other general welfare duties.



2023 Application Form

Please indicate which position you are applying for: Tutor Director of Studies (DoS) Applications MUST include a recent photo, by law.

1. Personal details	
Family Name:	
First Name:	
Date of Birth:	
Age:	
Country of birth:	
Town/City of birth:	

2. Contact details

Permanent add	Permanent address:			
Postcode:				
Telephone:				
Mobile:				
Best time to ca	all:			
E-mail:				
Skype ID:				
Dates when you may be contacted at this address:				
From:			To:	

Marital status:					
Passport No:					
Date of issue:					
Place of issue:					
Valid until:					
Contact address (if d	ifferent):				
Postcode:					
Telephone:					
Mobile:					
Best time to call:					
E-mail:					
Skype ID:					
Dates when you may be contacted at this address:					
From:	To:				

3. For Non-British and Non-EU nationals only.

Date of entry into the UK / Ireland / France:
Unfortunately, Anglophiles is unable to assist if you need
a work permit.
* Should you have a work permit, please attach a copy.

To be completed by applicants for the USA & Canada only					
Do you possess an international driving licence? YES	N				
Licence No:					
Please include a photocopy with your application. Do you hold an ESTA (USA) or an ETA (Canada) YES	NO 🗌				

4. Availability and centres in which you would like to teach

Please indicate your preference for centres and course dates on the attached course preference form and fee chart.

5. Academic education (please supply a copy of your degree certificate or any other qualifications, if applicable)				
Dates	Institution	Qualifications		

Nationality: Sex:

6. Teaching English as a Second or Foreign Language (please supply copies of your certificate(s))

Oualification Gained	Awarding Body	Obtained At			
How long was your TEFL/CELTA etc course:					
How many observed hours:	How many observed hours:				

How many years' experience in teaching: Juniors (5 to 17) Adults (18+)

7. Most recent relevant teach	hing experience
Employer:	
Position:	
Dates:	
Responsibilities:	
Employer:	
Position:	
Dates:	
Responsibilities:	
Employer:	
Position:	
Dates:	
Responsibilities:	

What are your main strengths as a teacher?
What are your main strengths as a Director of Studies?

9. DBS information				
Do you possess an enhanced DBS or PVG, for a similar role that is less than 3 months old?		YES	NO	
If yes, are you part of the update service? Please provide your number.				
Are you willing to obtain an enhanced DBS disclosure for this role at your own cost?	YES	YES 🗌	NO	

If you already have the enhanced DBS check that is less than 3 years old months old, in a similar role working with under 18's for Anglophiles, please include a copy with your Application Form.

If you live abroad you must have a police certificate from the last country you worked in, as well as an enhanced DBS, if you have been a UK resident.

PLEASE NOTE: ANGLOPHILES REQUIRES ALL TEACHERS TO HAVE AN ENHANCED DBS DISCLOSURE

10. Safety and welfare of children

Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated? YES NO							
If you have answered 'YES' to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked							
	YES NO						
Do you have any convictions? If you've answered YES, you must supply details on a separate she Place it in a sealed envelope marked confidential and attach it to your application form.	iheet of I YES NO						
11. Professional references (2 required)							
First referee Second refer Name: Name:							
Position: Position:							
Address: Address:							
Telephone: Telephone:							
E-mail: E-mail:							
Where at all possible please provide an email address of your referees.							
All references will be followed up.							
12. Where did you hear about Anglophiles Academic?							
Anglophiles.com Dave's ESL Tefl.com Total Jobs Studentjob.co.uk Facebook Tefl-jobs.co.uk Other	Café If other, please explain in more detail below:						
For others, please state where:							
13. Please add below any further information you think relevant to your application							

14. Please read and sign

The information given by me in this form is to the best of my knowledge both true and accurate. I also agree to the Data Protection information attached to this document

Signature

15. What happens now?

Before returning this Form please read through it again and ensure that you have answered EVERY question fully. A recent passport type photograph must be attached. It is important to return this form to us quickly to avoid disappointment. Interviews will be arranged with successful applicants.

Due to the very large number of applications, we are only able to contact successful applicants. If you have not heard from us within 3 weeks, please assume that your application has not been successful.

Thank you for your interest in working for Anglophiles Academic and for taking the time to fill in this Form.

Please return your completed application form, CV and course preference form:

By email to: By post to: richa@anglophiles.com (Write TUTOR APPLICATION at the top of the email and in the subject box) Anglophiles Academic, 140-144 Freston Road, London, W10 6TR

Date