

TUTOR APPLICATION PACK 2024

WINTER/ SPRING/ SUMMER



ANGLOPHILES ACADEMIC

Anglophiles Academic is a British organization based in London., but also with offices in the heart of Paris. We organize language stays and cultural discoveries established for 50 years in England. The objective of these stays is to learn the English language with either English workshops or English courses which are compulsory for young people.

We offer programmes in France, Great Britain, Ireland, Scotland, Cyprus, Canada and many more to come.

Our stays are approved by the Department of Youth & Sports and Social Cohesion. We are an active member of BETA (British Education Travel Education) and an approved member of UNOSEL (National Union of Organizers of Educational, Linguistic and Language Schools).

HEAD OFFICE TEAM



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CORE VALUES

QUALITY OF OUR COURSES – CUSTOMER FOCUS

Our main goal is our clients' satisfaction. All our programmes have been created with the utmost care and professionalism. We work to achieve the best balance between interesting and challenging EFL classes. The safety and comfort of our students is our top priority. Thus, the standard of our facilities, quality of tutors, leaders, managers and the variety of activities and excursions we offer, are second to none.

We listen, take all feedback from students and the team very seriously to improve our programmes and their content year on year.

TEAMWORK

All members of the Anglophiles team work together, communicate openly and are approachable, at all times.

Teamwork is at the heart of our work ethic.

To encourage teamwork, each member:

- Carries out his/her task with enthusiasm and energy.
- Contributes to the achievement of team goals.
- Accepts and respects differences, in a kind and patient way.
- Encourages the participation of all team members.
- Supports the team's decisions.
- Has to be able to make the appropriate decisions and be responsible whether he/she is alone or with his/her colleagues.

INTEGRITY

Integrity is deeply rooted within Anglophiles' history. It has been the company's signature for more than 45 years. Being genuine, honest, and respectful are our core essential values in building a trustworthy relationship with our staff, clients, and partners.

PROFESSIONALISM

Our dedication, enthusiasm, and our constant wish to innovate, whilst maintaining our high quality, allows us to be leaders in our field. Our team deals with each issue with pragmatism, as well as an open mind.

RESPONSIBILITY

We, the staff, endeavour to not only practise but also enhance our skill set, to deliver the best possible experience for our students.

TUTOR REQUIREMENTS

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- English native level of competence.
- Must have a minimum of a CELTA or Trinity Cert TESOL/PGCE TEFL.
- Two years of teaching experience, preferred.
- Excellent communication and organisational skills.
- Proven leadership skills.
- Ability to work effectively under pressure.
- Previous residential summer school experience, an advantage.

PAYMENT:

- Payment is dependent on the size of the centre and the experience held by the applicant.
- Successful applicants will be required to attend a one-day management training prior to the start of the course, in addition to the tutor-briefing day.

DRESS CODE:

- **SMART:** no casual jeans, T-shirts (apart from Anglophiles uniforms) or shorts.
- Staff must present themselves well; being of smart appearance, appropriate to the role and using appropriate language.

You are working with children. Consuming alcohol, substance abuse and smoking are not permitted at any time during the course. Staff must be fit to always supervise students. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

It is your responsibility to maintain proper levels of discipline, safety, and well-being of students in your care.

TUTOR BRIEFING DATES

**SATURDAY 20TH
JANUARY 2024**

**SATURDAY 16TH
MARCH 2024**

**SATURDAY 15TH
JUNE 2024**

DISCOVER/ MAGICAL LONDON

Tutors in this programme play a dual role, teaching and collaborating with Group Leaders to lead and supervise students. The programme emphasizes a creative approach to motivate participants in exploring a foreign culture. The teaching course aims to enhance students' aural, oral skills, and understanding of the local culture through English instruction. Tutors must adapt lessons to students' English levels, integrating cultural aspects of the host country.

Tutors receive a programme of activities, requiring them to research relevant topics and create detailed teaching plans. Daily classes follow a museum format, referencing 'The Student Handbook' with basic rules still in effect:

- To teach up to 30 hours per week. These must be attended punctually and taught for the full number of hours required.
- 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 always reachable 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.
- Attending staff meetings, assisting with and actively participating 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.

LIVERPOOL COLLEGE

Tutors in this programme play a dual role, teaching and collaborating with Group Leaders to lead and supervise students. The programme emphasizes a creative approach to motivate participants in exploring a foreign culture. The teaching course aims to enhance students' aural, oral skills, and understanding of the local culture through English instruction. Tutors must adapt lessons to students' English levels, integrating cultural aspects of the host country.

Tutors receive a programme of activities, requiring them to research relevant topics and create detailed teaching plans. Daily classes are set in a classroom, referencing The Student Handbook and EFL Textbooks with basic rules still in effect:

- To teach up to 30 hours per week. These must be attended punctually and taught for the full number of hours required.
- 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.
- 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 always reachable 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.
- Attending staff meetings, assisting with and actively participating 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.

HOST FAMILY STAY

NOTTINGHAM/ PETERBOROUGH/ MILTON KEYNES/ IRELAND MALLOWS

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.*
- To teach, usually up to 20 hours per week. These must be attended punctually and taught for the full number of hours required.
- To submit a Course Plan to the Anglophiles Academic Manager prior to the course, in the Anglophiles' standard format.
- To teach English to a high standard following Anglophiles Academic Language Course Syllabus, after attending a Tutors' Briefing Day, before the course starts.
- Liaise with other Anglophiles' members of staff including the Local Organisers and Group Leaders on site.
- 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.
- 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 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.
- 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.

FRANCE: SAINT CYRAN DU JAMBOT

Tutors in this programme play a dual role, teaching and collaborating with Group Leaders to lead and supervise students. The programme emphasizes a creative approach to motivate participants in exploring a foreign culture. The teaching course aims to enhance students' aural, oral skills, and understanding of the local culture through English instruction. Tutors must adapt lessons to students' English levels, integrating cultural aspects of the host country.

Tutors receive a programme of activities, requiring them to research relevant topics and create detailed teaching plans. Daily classes are set in a classroom, referencing The Student Handbook and EFL Textbooks with basic rules still in effect:

- To teach up to 30 hours per week. These must be attended punctually and taught for the full number of hours required.
- 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.
- 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 always reachable 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.
- Attending staff meetings, assisting with and actively participating 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.

ANGLOPHILES TUTOR FEES 2024

- The table in this pack will tell you which courses we are running in which centers, dates and the tutor fees that apply.
- Anglophiles Tutors have self-employed status and are not therefore subject to employee PAYE and National Insurance deductions. You are responsible to self-declare your own earnings.
- You are required to indicate on the Tutor Course Preference Chart which courses you would like to teach. There are Homestay and Residential Centers. Next to each of your preferred choice of courses, indicate whether you wish to work full-time or part-time (mornings only). Payments vary for each course.
- The tables list our courses by period throughout the year, their specific dates, locations, and tutor fees that apply.
- **FEES DEPENDENT ON EXPERIENCE AND QUALIFICATIONS.** It is recognized that a wide variety of qualifications and experience may be appropriate; however, teaching staff should hold an ELT certificate resulting from a course of at least one hundred contact hours and a minimum of six hours' observed teaching practice. All qualifications must be validated by a university or internationally recognized examination board. All tutors should be able to demonstrate a clear grasp of ESOL methodology and the ability to implement it in the classroom.
Rate 1: Degree and TEFL qualification, plus experience teaching children/ teenagers
Rate 2: Degree and TEFL qualification, but no experience teaching children and teenagers.
- On Homestay courses, you may work either full-time (teaching in the morning and activities in the afternoon) or on a part-time basis (mornings only).
- On Residential courses in France all teachers work on a full-time residential basis (*teaching + activity duties*)
- On Discovery or Magical courses, you work either on a full-time residential basis or a full-time non-residential basis.

TUTOR FEES

TUTOR FEES WINTER 2024

Teaching dates		Centre	FEE with accommodation						FEE without accommodation					
From	To		Rate 1*			Rate 2**			Rate 1*			Rate 2**		
			Teaching days	Full-time	Part-time	Teaching days	Full-time	Part-time	Teaching days	Full-time	Part-time	Teaching days	Full-time	Part-time
17-Feb	24-Feb	Nottingham	5	£375	4	£208.00	£250	£164	5	£420	4	£208	£370	£180
24-Feb	02-Mar	Nottingham	5	£375	4	£208.00	£250	£164	5	£420	4	£208	£370	£180
12-Feb	23-Feb	Nottingham	8	£600	6	£312.00	£400	£246	8	£672	6	£312	£592	£270
17-Feb	28-Feb	Nottingham	7	£525	5	£260.00	£350	£205	7	£588	5	£260	£518	£225
24-Feb	06-Mar	Nottingham	7	£525	5	£260.00	£350	£205	7	£588	5	£260	£518	£225
17-Feb	24-Feb	Discover London	7	£637			£574		6	£450			£390	
17-Feb	24-Feb	Discover London	7	£637			£574		6	£450			£390	
24-Feb	02-Mar	Discover London	7	£637			£574		6	£450			£390	
24-Feb	02-Mar	Discover London	7	£637			£574		6	£450			£390	

*Rate 1 Degree and TEFL qualification, plus experience teaching children/ teenagers

**Rate 2 Degree and TEFL qualification, but no experience teaching children and teenagers.

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

We have two rates for tutors.

Discovery/Magical Courses **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.

TUTOR FEES SPRING 2024

Teaching dates		Centre	FEE with accommodation						FEE without accommodation					
From	To		Rate 1*			Rate 2**			Rate 1*			Rate 2**		
			Teaching days	Full-time	Part-time	Teaching days	Full-time	Part-time	Teaching days	Full-time	Part-time	Teaching days	Full-time	Part-time
13-Apr	20-Apr	British Village	5	£285			£235							
13-Apr	20-Apr	British Village	5	£285			£235							
20-Apr	27-Apr	British Village	5	£285			£235							
20-Apr	27-Apr	British Village	5	£285			£235							
08-Apr	19-Apr	Nottingham	8	£600	7	£364.00	£350	£287	8	£672	7	£364	£592	£315
13-Apr	20-Apr	Nottingham	4	£300	3	£156.00	£150	£123	4	£336	4	£208	£296	£180
13-Apr	24-Apr	Nottingham	6	£450	5	£260.00	£250	£205	6	£504	6	£312	£444	£270
20-Apr	27-Apr	Nottingham	4	£300	3	£156.00	£150	£123	4	£336	4	£208	£296	£180
20-Apr	01-May	Nottingham	6	£450	5	£260.00	£250	£205	6	£504	6	£312	£444	£270
06-Apr	13-Apr	Discover London	7	£637			£574		6	£450			£390	
13-Apr	20-Apr	Discover London	7	£637			£574		6	£450			£390	
20-Apr	27-Apr	Discover London	7	£637			£574		6	£450			£390	
27-Apr	04-May	Discover London	7	£637			£574		6	£450			£390	

*Rate 1 Degree and TEFL qualification, plus experience teaching children/ teenagers

**Rate 2 Degree and TEFL qualification, but no experience teaching children and teenagers.

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

We have two rates for tutors.

Discovery/Magical Courses **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.

British Village 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.

2024 Application Form

Please indicate which position you are applying for: Tutor Director of Studies (DoS)

1. Personal details

Family Name:	
First Name:	
Date of Birth:	
Age:	
Country of birth:	
Town/City of birth:	

Nationality:	
Sex:	
Marital status:	

Passport No:	
Date of issue:	
Place of issue:	
Valid until:	

2. Contact details

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

Contact address (if different):	
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.

Do you require a work permit? YES NO

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 NO

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

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

Qualification Gained	Awarding Body	Obtained At

How long was your TEFL/CELTA etc course:

How many observed hours:

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

7. Most recent relevant teaching experience

Employer:	
Position:	
Dates:	
Responsibilities:	
Employer:	
Position:	
Dates:	
Responsibilities:	
Employer:	
Position:	
Dates:	
Responsibilities:	

8. Qualities and skills

Why do you think you are suited to this role?

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 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 confidential and attach it to your application form.

Do you have any convictions? **If you've answered YES, you must supply details on a separate sheet of paper. Place it in a sealed envelope marked confidential and attach it to your application form.** YES NO

11. Professional references (2 required)

First referee		Second referee	
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	<input type="checkbox"/>	Dave's ESL Cafe	<input type="checkbox"/>	If other, please explain in more detail below:
Tefl.com	<input type="checkbox"/>	Total Jobs	<input type="checkbox"/>	
Studentjob.co.uk	<input type="checkbox"/>	Facebook	<input type="checkbox"/>	
Tefl-jobs.co.uk	<input type="checkbox"/>	Other	<input type="checkbox"/>	
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 Date

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