



TUTOR APPLICATION PACK OCTOBER



Anglophiles Academic 140-144 Freston Road, London
W10 6TR Tel: +44 (0)20 7603 1466
Email Address: nilz@anglophiles.com

ANGLOPHILES ACADEMIC

Anglophiles Academic is a British organisation based in London, but also with offices in the heart of Paris. We have been organising language stays and cultural discoveries stays for over 50 years. The objective of these stays is to learn and enhance students' oral skills and understanding of the local culture through English classes. 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).



Union Nationale des Organisations de Séjours Éducatifs, Linguistiques et de Formation en Langues



UKINBOUND
THE VOICE OF INBOUND TOURISM

CORE VALUES

QUALITY OF OUR COURSES – CUSTOMER FOCUS:

Our main goal is our client' 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 50 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 professional within the field. Our team deals with each issue with pragmatism, as well as an open mind.

RESPONSIBILITY:

We, the staff endeavor to not only practice 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 children experience preferred.
- Proven leadership skills.
- Ability to work effectively under pressure.

PAYMENT:

- Payment is dependent on the length of the course.

DRESS CODE:

- SMART: casual jeans and trousers allowed, T-shirts, Shirts or Sweatshirt is allowed.
- Staff must present themselves well; being of a smart appearance, appropriate to the role and using appropriate language.
- Anglophiles do provide: Sweatshirt or HI-VIZ Jacket.
- No offensive tops or tattoos allowed.

Successful applicants will be required to attend a one-day online tutor briefing training prior to the start of the course.

You are working with children. Consuming alcohol and substance use are not permitted at any time during the course. Smoking is not allowed in front of the students. If you smoke during your free time you can go to a quiet place away from the students. 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 wellbeing of the students in your care.

MAGICAL LONDON

Tutors on 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 based around the programme. Daily English classes are set in the museum and activities around London. The job involves:

- 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.
- Students must also be presented with a course summary of work covered during the course 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, are absent, late 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

Tutors ideally should be a resident or live within commutable distance to Nottingham.

Accommodation can be provided.

15 hours or 20 hours (dependent on excursions) a week and supervising afternoon activities from Monday to Friday.

- **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 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.**
- **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: BRITISH VILLAGE

Tutors on 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, and the job involves:

- 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 meals and taking part in some evening activities.
- 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.



DISCOVER DUBLIN

Tutors on 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 based around the programme. Daily English classes are set in the museum and activities around Dublin Ireland. The job involves:

- 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.
- Students must also be presented with a course summary of work covered during the course 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, are absent, late 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.



TUTOR FEES

TUTOR FEES OCTOBER

FEES & DATES WITH ACCOMMODATION PROVIDED

COURSE DATES		CENTRE	COUNTRY	TEACHING / EXCURSION DAYS	*FULL TIME FEE	TYPE OF STAY
Start Date	End Date					
21 st October	28 th October	British Adventure	France	6	*£450	Residential
18 th October	25 th October	Magical London	United Kingdom	6	*£637	Residential
18 th October	25 th October	Nottingham	United Kingdom	5	*£375	Host Family
18 th October	25 th October	Nottingham	United Kingdom	7	*£525	Host Family

FEES & DATES WITHOUT ACCOMMODATION PROVIDED

COURSE DATES		CENTRE	COUNTRY	TEACHING / EXCURSION DAYS	*FULL TIME FEE	TYPE OF STAY
Start Date	End Date					
19 th October	24 th October	Magical London	United Kingdom	6	*£510	Residential
20 th October	24 th October	Nottingham	United Kingdom	5	*£420	Host Family
20 th October	28 th October	Nottingham	United Kingdom	7	*£588	Host Family

* **Qualifications & Experience** - Degree and TEFL qualification required, plus experience teaching children and teenagers. Teachers with qualifications but no experience teaching children and teenagers will be considered.

** **Accommodation** - Host family centre: Accommodation will be provided with one of our host families on a full board basis and within a 45 minute commuting time frame between the host family and the tuition centre.
Residential Centres: London residential centre: Accommodation in shared dormitory accommodation with other team members of the same sex.
All other residential locations: Accommodated in single or twin rooms in our hall of residence with shared bathroom facilities.

For Nottingham if you wish to teach mornings only, please contact us for further information and tutor fees.

2025 Application Form

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 <input type="checkbox"/> NO <input type="checkbox"/>
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.

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

<u>Employer:</u>	
<u>Position:</u>	
<u>Dates:</u>	
<u>Responsibilities:</u>	
<u>Employer:</u>	
<u>Position:</u>	
<u>Dates:</u>	
<u>Responsibilities:</u>	
<u>Employer:</u>	
<u>Position:</u>	
<u>Dates:</u>	
<u>Responsibilities:</u>	

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
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	<input type="checkbox"/>	NO	<input type="checkbox"/>

If you already have the enhanced DBS check that is less than 3 months old, in a similar role working with under 18's 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	<input type="checkbox"/>	NO	<input type="checkbox"/>
If you have answered 'YES' to the above question, you must supply details on a separate sheet of paper and place it in a sealed envelope marked <u>confidential</u> and attach it to your application form.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Do you have any convictions? <u>If you've answered YES, you must supply details on</u> <u>Place it in a sealed envelope marked confidential and attach it to your application form.</u>	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

11. Professional references (2 required)

<u>First referee</u>	
Name:	
Position:	
Address:	
Telephone:	
E-mail:	

<u>Second referee</u>	
Name:	
Position:	
Address:	
Telephone:	
E-mail:	

12. Where did you hear about Anglophiles Academic?

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

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, as well as a legal form of ID i.e: Passport or ID Card. This is a legal requirement.
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: tutors@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.