

Junior Summer Centre Teacher of English basic terms and conditions


POST TITLE	Teacher for IH Galway (POSSIBLY RESIDENTIAL)
SALARY	€350-500 gross per week, depending on contact hours and experience (subject to tax and social welfare payments and including holiday pay)
CONTRACT	June 27-August 20 2015
REPORTING TO	Centre Manager and Director
PURPOSE OF JOB	To ensure the effective teaching of English on the summer programme for teens at IH Galway summer centre, National University of Ireland, Galway

Job description

Main duties:

The following duties provide a general outline only and may need to be revised in order to meet the changing needs of the service.

- Planning of lessons suitable for teens
- Design of motivating and engaging materials, including online
- Effective teaching of teens
- Following the project based course programme
- Linking the course programme to the activities and excursion programme
- Completing the attendance and work done sheets
- Preparing weekly progress evaluations
- Writing weekly and final reports
- Attendance at weekly admin meetings
- Attendance at CPD sessions

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- Preparing lesson plans for internal and external observations
 - Liaising with group leaders to ensure effective communication and high levels of client satisfaction
 - Helping ensure that the student experience from arrival through to departure is a positive one
 - Supervision, support and discipline of students
 - Acting upon feedback and complaints as appropriate
 - Acting according to IH policies and procedures
 - Providing IH Galway with written feedback on this at the end of the summer
 - Dealing with student issues and emergencies as and when they arise
 - Safeguarding the welfare of children and young persons you are responsible for /come into contact with

Person specification

EDUCATION

Essential

- Degree
- CELTA or equivalent

EXPERIENCE

Essential

- Teaching teens

Desirable

- Worked at a YL Centre
- Worked at a residential centre

PERSONAL QUALITIES/SKILLS

Essential

- Strong organisational skills
- Communication skills
- Interpersonal skills
- Ability to multi task
- Ability to work under pressure
- IT Literate
- Flexibility

Please note that if you are successful at the interview stage all offers are subject to two references and Police Check