



ANGLOPHILES
A C A D E M I C
Language • Education • Travel

TUTOR APPLICATION PACK 2022

- **DIRECTOR OF STUDIES**
- **RESIDENTIAL CENTRE TUTOR**
- **HOMESTAY TUTOR**
- **ITINERARY COURSE TUTOR**



ANGLOPHILES ACADEMIC

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ANGLOPHILES ACADEMIC 5 CORE VALUES

1

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 in order to improve our programmes and their content year on year.

2

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

3

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.

4

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.


5

RESPONSIBILITY

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

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 Itinerary 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:


Residential: Boston College (UK), Funcoast World (UK) and The British Village (France).

1. **Full-time Residential Tutor:** You will be accommodated on a full-board basis. 36 hours of contact teaching a week, as well as supervising and ensuring the engagement of students in their evening activities every evening.
2. **Teaching Only Residential Tutor:** You will be accommodated on a full-board basis. 36 hours of contact teaching a week.
3. **Non-Residential Tutor:** You can choose this option if you are local and live within a commutable distance. 36 hours of contact teaching a week.
Travel expenses for your daily commute (to and from centre) are not covered.

Homestay: Various locations in the UK. The children stay with local host families.

1. **Full-time Tutor:** 15 hours or 30 hours (dependent on excursions) a week and supervising afternoon activities from Monday to Friday.
2. **Part-time Tutor:** You will teach 15 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.

We offer a variety of courses in our Residential and Homestay centres, such as a Classique course (up to 16 students per class) and Club 5 course (up to 5 students per class). When appointed, you will be informed of the type of course you will be required to teach.

 **Itinerary Courses:** UK/Ireland, United States of America and Canada. Travel expenses to the country (from London) are covered by Anglophiles, as well as 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

Anglophile 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

ADDITIONAL REQUIREMENTS FOR **DIRECTOR OF STUDIES POSITION:**

- /// Diploma level qualified (DELTA or Dip TESOL) or similar qualifications preferred.
- /// Ability to lead and manage an academic team
- /// Ability to mentor and guide newly qualified teachers

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 for their centre.

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 supervise students at all times. 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.

Director of Studies Job Description
Residential & Homestay Centres

The Director of Studies (DoS) is in charge of the academic programme at our residential centres at Boston College and Funcoast World, Skegness. We also require a DoS, who will be in charge of our homestay 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:

- ///* Managing 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.
- ///* 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.
- ///* Observing, appraising and submitting reports on all the tutors to Anglophiles Head Office as well as timetabling classes. Keep us informed at all times of progress and problems.
- ///* 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.
- ///* Organising and managing students' placement tests at the start of each course to ensure students are placed by language level in the appropriate class.
- ///* Teaching when necessary to meet operational demands and checking Class Registers on a daily basis. Supporting the tutors in sourcing materials for preparing lessons, and helping them plan when necessary.
- ///* Ensuring Anglophiles Academic Health and Safety Policies are implemented and adhered to at all times.
- ///* Supporting the Centre Manager in the smooth and effective running of the Centre and assisting him/her with arrivals, excursions, departures, setting up, distributing material, decorating the Centre, and closing the Centre and packing accordingly.
- ///* Ensuring that all tutors' and students' textbooks, and any other tuition materials sent to the centre, are accounted for at all times.
- ///* 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.
- ///* Running weekly planning workshops for all tutors.
- ///* Designing a rota with the Centre Manager in order to distribute pastoral and residential duties for tutors and allocate evenings for planning and days off.

Residential Centre Tutor: Job Description (1-2)

- Post 1: Full-time Residential Tutor:** You will be accommodated on a full-board basis. 36 hours of contact teaching a week, as well as supervising and ensuring engagement of students in their evening activities every evening.
- Post 2: Teaching Only Residential Tutor:** You will be accommodated on a full-board basis. 36 hours of contact teaching a week.
- Post 3: Non-Residential Tutor:** You can choose this option if you are local and live within a commutable distance, however travel expenses are not covered. 36 hours of contact teaching a week.

KEY RESPONSIBILITIES FOR ALL TUTORS:

- 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.**
- 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.**
- Understand that, if needed, you will be required to help set up the centre and your classroom. This might involve a certain amount of furniture moving and box carrying.**
- To conduct an orientation session with students on the first day of each course.**
- To teach up to 36 hours per week as well as interact with students outside the classroom, so as to encourage spontaneous use of English. This includes sitting, interacting and supervising students during breaks and mealtimes.**
- To ensure that, in lessons prior to excursions, students are prepared and informed about any such forthcoming excursions.**
- 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.**
- To advise the DoS (or the Centre Manager in Centres 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.**
- 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.**

Residential Centre Tutor: Job Description (2-2)

ADDITIONAL RESPONSIBILITIES FOR FULL-TIME RESIDENTIAL TUTORS:

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

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

/// To perform residential duties according to the DoS' instructions.

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

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


/// 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 must be a resident or live within commutable distance to the Homestay town, as accommodation is not provided.


- **Post 1: Full-time Tutor:** 15 hours or 30 hours (dependent on excursions) a week and supervising afternoon activities from Monday to Friday.
- **Post 2: Part-time Tutor:** You will teach 15 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:


 To teach, usually up to 15 hours per week, except for some courses that may require teaching up to 30 hours. 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.

Itinerary Courses: Tutor Job Description

Tutors on these programmes travel with the students and the Group Leaders from London or Paris. Therefore, they have a dual 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.
- /// Please note: If you do not live locally, accommodation can be provided with our group. You must be prepared to share accommodation with our other teachers or foreign group leaders. You could find yourself accommodated in a room with an adult of the same or opposite sex.