



Information for candidates summer 2019




Are you passionate about teaching in a modern global community? Are you able to think outside the box? Can you inspire your students? Are you happy to work in a team? If

welcome you to our great team. SKOLA has been at the forefront of education in English for over 40 years and our goal is to provide the highest possible quality tuition to our international body of students. We provide courses for junior and adults in 2 locations. All our centres are accredited by the British Council.

yes, we will be delighted to

We offer teaching positions in the following centres:

	SKOLA Camden	SKOLA Camden Annex	REFERENCES AND CHECKS
GENERAL INFORMATION	<p>Age range: 6-16 years-old Dates: 3rd June – 31st August 2019 Working hours: 08:45-17:00 Monday to Friday. Saturday excursion 08:45-17:30 (alternate weeks, additional pay)</p>	<p>Age range: 16 + Dates: 24th June – 9th August 2019 Working hours: 08.45 – 11:50 (15 lesson, 50 min each) 9:00 - 12.40 (20 Lessons)/ 09:00-16:10 (30 Lesson). Monday to Friday. Saturday excursions and evening socials (optional).</p>	<p>SKOLA English in London is committed to safeguarding and promoting welfare of children. During the interview candidates will be asked to talk through their CVs including periods when they were not working. You will be asked to sign a Declaration of Suitability to Work with Children. Successful candidates will undergo a DBS check before starting work. Proof of ID and qualifications must be shown at the interview; please bring the relevant documents.</p>
SUMMER PROGRAMMES	<p>Young English Studies (10-16 year-olds) - Teaching and activities programme: 15 hours English lessons per week in graded, international classes of maximum 15 students. Full afternoon activities programme including two half day “Discover London” visits per week, two half-day sports or arts and crafts sessions, a Friday fun activity and a full day excursion on a Saturday. English Study Club (6-9 year-olds) - 16 hours lessons Monday to Friday, one half day trip, one sport session All teachers get one afternoon off on-site lesson planning on a rota basis</p>	<p>General English Classes for Adult Learners - Teaching: 12.5 hours English lessons per week minimum in graded, international classes of maximum 15 students. There are also 25 hours per week available. In the mornings: general English, in the afternoons: communication classes, exam classes and 1-1 classes.</p>	<p>You will also be required to provide at least two referees and references will be followed up. The reference form specifically asks if there is any reason the candidate should not be employed with persons under 18. Your commencement of employment will depend on receiving 2 satisfactory references, one of which should be from the most recent employer.</p> <p>SKOLA welcomes diversity and has a pro- active and positive attitude towards all areas of equality of access to opportunity.</p>

LOCATIONS	<p>MAIN SUMMER LOCATION: 27 Delancey Street London NW1 7RX</p>	<p>Annex: Ort House 126 Albert Street London NW1 7NE</p> <p>Skola Primrose Hill 2 REGENT'S Park Road NW1 7AY</p>	<p>SUMMER LOCATION: SKOLA Annex 27 Delancey Street NW1 7RX</p> <p>SKOLA Annex summer school is located in an elegant residential area on the edge of Regent's Park (outer circle). The nearest underground station is Camden Town.</p>	
	<p>SKOLA Camden is located in an elegant residential area on the edge of Regent's Park, close to London Zoo. The nearest underground stations are Camden Town and Mornington Crescent (Northern Line).</p>			
QUALIFICATIONS		Minimum first degree + CELTA or equivalent		
CONTRACTS	Contracts vary in length from 2 to 12 weeks	Contracts vary in length from 2 to 9 weeks (15h minimum)		<p>Contact details: School manager: Ben Toettcher Ben@skola.co.uk TEL: +44 (0)20 7387 7575</p> <p>SKOLA English in London Director of Studies: Veronica Floreno veronica@skola.co.uk TEL: +44 (0)20 7387 7575 www.skola.co.uk</p>
DUTIES	<p>Hours 09:00 to 17.00 Monday to Friday to include: 3 hours classroom teaching per day following the SKOLA syllabus Supervision of activities and afternoon trips Break and lunch supervision if necessary Maintaining up-to-date paper work which includes registers, lesson plans and class work records Writing end of course reports Assisting with placement testing Attending administrative staff meetings and development meetings Full day Saturday excursions on alternate weekends (additional pay) 09.00-17.30</p>	<p>Hours 9.00 – 12.40 (minimum) Monday to Friday to include: 3 hours classroom teaching per day following the SKOLA syllabus Maintaining up-to-date paper work which includes registers, lesson plans, weekly planners and class work records Writing end of course reports Assisting with placement testing Attend administrative staff meetings and development meetings Full day Saturday activities and bi-weekly evening outings (additional pay).</p>		
SALARY	<p>CELTA £480.00 gross per week including 12.07% statutory holiday pay CELTA + 1 years teaching experience: £500 gross per week including 12.07% statutory holiday pay Diploma: £520.00 gross per week including 12.07% statutory holiday pay Saturday excursion: £80.00</p>	<p>CELTA from £223.75 per 12.5h week/ £447.5 per 25h week including 12.07% statutory holiday pay Diploma from £276.75 per 12.5h week/£553.5 per 25h week including 12.07% statutory holiday pay Additional pay for Saturday excursions (£85 plus expenses covered)/evenings (£30 plus expenses covered)</p>		