London Office
The Enterprise Hub | 109-117 Middlesex Street
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Tel: +44 (0) 20 3553 5700
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www.experioenglish.com

Summer EFL Teacher – Mornings (Non-Residential)

Bishop's Stortford College International Summer School

Experio English Ltd provides quality English language tuition at all levels to Experio Summer across all its summer centres, in accordance with British Council standards. At Bishop's Stortford College International Summer School, Experio English delivers the academic programme for international students travelling individually (13–17 years) or as part of an accompanied group (8–17 years).

Successful applicants will be employed by Experio English Ltd.

Note: this position is non-residential.

Job Details

Job title	Summer EFL Teacher - Mornings
Location	Bishop's Stortford College Maze Green Road Bishop's Stortford CM23 2PQ
Reporting to	Academic Manager
Responsible for	N/A
Length of appointment	Fixed-term: Monday 6 July – Monday 17 August 2026, 6 weeks + 1 day. Priority is given to applicants with availability for the duration of the fixed-term contract.
Probation period	NIL
Salary	Your salary for a full week worked is equivalent to a total gross pay of **£390**, made up of £348 basic pay plus £42 holiday pay. If you complete the full duration of this contract (6 weeks and 1 day) and work all scheduled weeks and days, your total gross pay will be approximately £2,418, made up of £2,157.60 basic pay and £260.40 statutory holiday pay. All accrued statutory holiday will be paid in a lump sum with your final salary payment. This is calculated at 12.07% of your basic pay (currently £42 for each full week worked), reflecting the statutory minimum holiday entitlement of 5.6 weeks per year.
Hours of work	The normal hours of work for this position are 08:30–13:00. Teaching contact hours: 09:00–12:40. Note: Induction Days – Monday 6 and Tuesday 7 July, 09:30–16:00. However, you may occasionally be required to work such reasonable additional hours as are necessary for the proper performance of your duties and to meet the needs of the Company's business, while remaining within the limits and rest requirements of the Working Time Regulations.

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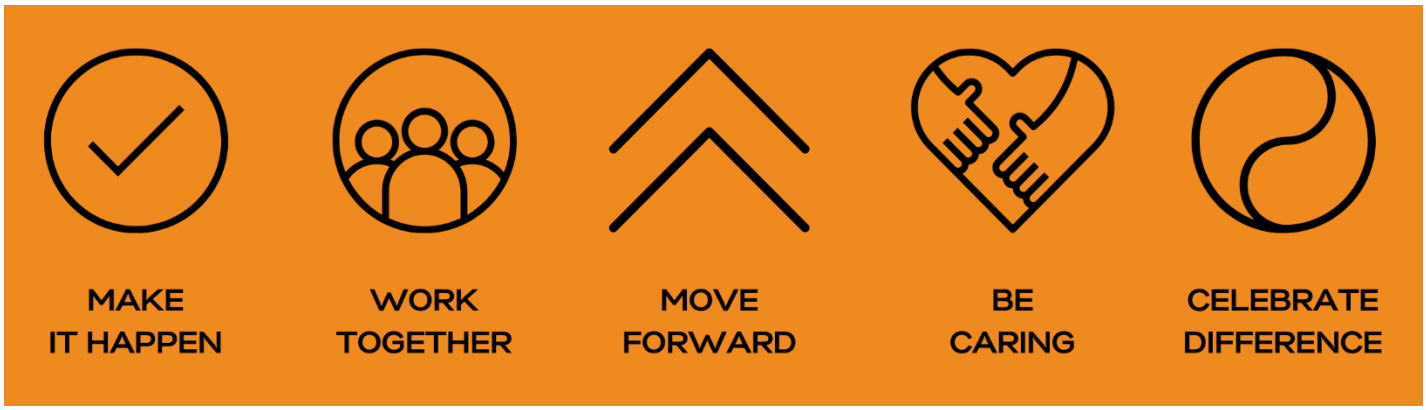
Annual leave	A full-time employee is entitled to 28 days' paid annual leave per year (equivalent to 5.6 weeks) in accordance with the Working Time Regulations 1998. This includes public/bank holidays. For this fixed-term summer contract, your statutory holiday entitlement will be pro-rated according to the length of your contract and the hours you work. Because of the short duration of the summer school and the need for continuity for students, you will normally be unable to take holiday during the contract period. Instead, any accrued but untaken statutory holiday will normally be paid in lieu with your final salary payment, calculated at 12.07% of your total basic pay for work done on this contract.
Pension eligibility	The Company offers membership of a pension scheme to qualifying employees. You will be automatically enrolled into the scheme if you meet the relevant criteria, and you have the right to opt out at any time.

Mission Statement & Values



Experio English's mission is to respect equality, diversity and inclusion in helping people from the global community to learn English.

We aim to provide a supportive and welcoming environment which enables all our students to develop their English language skills to the full and to explore British life and values, as well as encouraging tolerance and cultural awareness amongst all our staff, students and partners.

Ensuring comfort, safety and wellbeing in our school community is at the heart of everything we do.

Overview

Successful applicants will be employed by Experio English Ltd.

Experio English provides the English language element of Bishop's Stortford College International Summer School (BSC ISS), a summer school operated by Experio Summer.

BSC ISS operates a six-week summer school split into three courses:

- Course 1: 8 – 20 July
- Course 2: 22 July – 3 August
- Course 3: 5 – 17 August

Staff induction days: 6 – 7 July.

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We work with young learners aged 8–17. Following level assessments on their first morning, students are grouped into classes (max. 16 students) appropriate to their age and level of English, using the Common European Framework of Reference for Languages (CEFR i.e. levels A1–C2).

BSC ISS offers excellent classroom and teaching facilities with up-to-date IT and AV equipment. It is our expectation that teaching staff will use this equipment as well as educational technology to provide the best possible learning experience and to encourage engagement and interaction from all participants.

With an entirely new intake of students every two weeks, it is generally permissible to reuse course planning and material, vastly reducing the amount of preparation time required.

At the end of each two-week course, teachers will produce a short report for each of their students, which will be presented along with their attendance certificate.

Purpose of Post

Summer EFL Teachers report to the Academic Manager and are responsible for facilitating language development through a variety of approaches, for an array of English language needs. The post-holder will continue to innovate and explore opportunities within their role for an enhanced service, with the aim of providing an excellent experience for students, staff and visitors.

Key Responsibilities

1. **EFL Teaching**

Lesson preparation and planning

Lesson preparation and planning are integral parts of the Teacher's duties. These are to be completed outside of student/teacher contact hours.

- Plan age-appropriate and relevant lessons with creative tasks and activities.
- Demonstrate adaptability with regard to varying levels and student needs, ensuring class objectives are met.
- Lessons must be lively and interactive, engaging all participants.
- Use of the available technology (IT/AV equipment, etc.) is essential.
- Incorporate key British Values into the course and promote cross-cultural exchange.
- Ensure synergy between the academic and extracurricular programme – e.g. topic-based lessons preparing for a weekend excursion to London.
- Play an active role in student placement testing and oral assessment on the first morning of each course.

Record keeping

- Create and submit schemes of work on a course-by-course basis, and lesson plans when required.
- Monitor student attendance and punctuality, including keeping a daily register.
- Monitor student progress and identify any students who might benefit from a change of class level.
- Continually assess student levels in accordance with CEFR guidelines, submitting leaver exit reports to the academic office by the deadline.

Classroom Management and Student Support

- Promote a positive, inclusive and safe classroom environment.
- Encourage interaction and collaboration between all students, particularly those of different cultures, to promote intercultural awareness.
- Implement effective behaviour management in line with Company policies.
- Actively support students' emotional wellbeing and confidence in using English.

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- Liaise with the Academic Manager regarding any concerns about student welfare, conduct or progress.

2. Safeguarding, Welfare and Supervision

Experio English is committed to safeguarding and keeping children and young people safe from harm and promoting their welfare. We expect all staff and volunteers to share this commitment.

- Adhere to the Company's safeguarding, welfare and supervision policies and procedures.
- Ensure students are in the right place at the right time.
- Report all incidents and accidents in accordance with training and Company procedures.
- Attend First Aid, Prevent and Safeguarding training as necessary.

3. Training, Induction and CPD

- Complete required pre-employment training by the deadline provided. Pre-employment online training modules are unpaid.
- Attend/complete staff induction (both in-person and online) as scheduled. Induction activities falling within your contracted hours will be treated as paid working time.
- Take part in any CPD opportunities provided to you by the Company. CPD sessions scheduled between each two-week course and held within your normal working hours will be treated as paid working time.

4. Sample Class Schedule

- Teaching typically takes place on weekdays, 09:00–10:40 and 11:00–12:40.
- The first morning of each course is a Wednesday and includes placement testing, followed by lessons.
- There is normally no scheduled teaching at weekends for this role, although you are expected to support the overall programme and liaise with colleagues to ensure continuity for students.

Week 1	Tues	Weds	Thurs	Fri	Sat	Sun	Mon
09:00-10:40	CPD/ Induction	Testing	Lessons	Lessons			Lessons
BREAK							
11:00-12:40	CPD/ Induction	Testing & Lessons	Lessons	Lessons			Lessons
Week 2	**Tues**	**Weds**	**Thurs**	**Fri**	**Sat**	**Sun**	**Mon**
09:00-10:40	Lessons	Lessons	Lessons	Lessons			Lessons
BREAK							
11:00-12:40	Lessons	Lessons	Lessons	Lessons			Lessons & Certificates

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the Company.

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Person Specification

	Essential	Desirable
Education / Qualifications	• CELTA or equivalent TEFL/TESOL Level 5 qualification or PGCE in modern foreign languages / English / Primary • ELT qualifications must: – be issued by a nationally recognised validation body, – include at least 100 hours of ELT/language teaching input, and – include at least 6 hours of observed teaching practice. • First degree, equivalent Level 6 or 7 qualification, or relevant professional skills, knowledge and experience.	• DELTA, or equivalent Level 7 qualification in TEFL/TESOL. • First degree or Level 6 qualification in a relevant subject (e.g. modern foreign languages, linguistics, speech therapy).
Experience		• Previous experience in a similar role and/or environment. • Experience working with young learners or teenagers and/or teaching English as a foreign language. • Experience of working within safeguarding and health and safety regulations. • Valid First Aid certificate.
Skills / Knowledge	• Excellent spoken and written communication skills in the English language. • Excellent team-working skills. • Strong time-management skills. • Robust classroom management skills. • Confidence in incorporating educational technology into lessons and a willingness to develop new skills.	• Knowledge of the CEFR levels. • Excellent IT skills; proficient in the use of Microsoft programmes. • Experience in multi-skilling.
Personal Attributes	• Ability to motivate others and build rapport within the classroom and with colleagues. • Flexibility to adjust positively to change in a dynamic educational setting. • Attention to detail, highly organised, methodical and thorough.	

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Conditions of Offer & Employment

Any offer of employment will be subject to the following pre-employment checks, in line with our safeguarding obligations:

- Any gaps in employment history being satisfactorily explained.
- On date of commencement, you are contractually free to join Experio English Ltd, and are not subject to any contractual term that would be breached by you commencing work with us.
- Receipt of two references in terms acceptable to the Company.
- A satisfactory enhanced Disclosure and Barring Service (DBS) check.
- On or before the date you join us, your supplying us with the original documents proving your legal right to work in the United Kingdom.
- Your undertaking and completing the Company's Prevent and Safeguarding training.

It is a condition of employment that, on receiving their DBS check, employees of Experio English Ltd register for and maintain a DBS Update Service subscription for the duration of their employment. The Company will reimburse the cost of the subscription in your final salary payment, provided you have registered for the service and supplied evidence of your subscription.

Reviewed 18/12/2025