

INFORMATION FOR JOB APPLICANTS

ENGLISH TODAY SCHOOL OF ENGLISH, CULFORD, IP28 6TX

CONTEXT

English Today is an independent language school which offers a bespoke and carefully selected programme of English studies, sports, activities and cultural excursions to school groups of children aged 8 - 14 *during* the academic year. Most groups attend for 2 weeks and consist of 30-40 students, who visit with 2 or 3 teachers from their school. The students and accompanying teachers stay in boarding school accommodation within the campus of Culford School, a well-respected English independent school, educating children from 3 to 18 years of age.

Whilst English Today was established at Culford in 2015, the staff and nearly all its faithful client book moved from a south coast location where it had been operating, under a different name, since 1995. Whilst there have been staff changes, the client list remains faithful and strong. Now working within the gorgeous 480 acre parkland grounds of Culford School, English Today is able to offer a holistically controlled and safe environment where children are free to relax and enjoy learning about England and the English in an active and interactive manner. During the day, students are cared for by English Today staff; after extended school and activity hours, and throughout the night, the visiting teachers ensure their wellbeing.

ENGLISH TODAY TEAM

The team is led by the Managing Director, Mr John Endean who is responsible for every aspect of the programme and has hands-on experience of leading successful educational teams for 19 years. The school is assisted by a non-teaching director, Richard Bolt, who is responsible for support services. The teaching staff are a small friendly co-operative group who thoroughly enjoy their work. The right applicant must be able to fit well into the team and be committed to delivering a high-quality stimulating experience to our students and working affably with visiting foreign teachers.

ACCOMMODATION

Students and visiting teachers are accommodated at the school. There is not normally accommodation for English Today staff, but we do have a bedroom that can often be made available, which is not usually required for visiting customers.

HOURS AND HOLIDAYS

Students need to be managed on every day of the week and for a few hours in the evenings, as well as the normal day. Our teachers take turns to cover weekend days and evening activities, but there are often short breaks between courses. Consequently, there is a degree of flexibility in hours worked, which may extend up to 48 hours in some weeks spread over 5 or 6 days. Day trips to London, Cambridge, Norwich, etc. are normally the cause of the longer days. Moreover, holidays need to be taken over, say, the Easter break and at other times when courses are not in session. If, owing to the demands of work, it has not been possible to take holidays during the contract period, appropriate compensation will be added at the end of contract.

SAFEGUARDING

English Today and Culford School are committed to safeguarding and promoting the welfare of children in accordance with the Government's "Keep Children Safe in Education" policies. Consequently, applicants will be required to satisfy child protection screening appropriate to the post, including checks with past employers or educational establishments, and with the Disclosure and Barring Service.

All staff working on Culford School campus must have a valid DBS clearance. It is really useful if job applicants already have an enhanced, transferable DBS clearance, as this speeds the DBS application process along. There may be delays in allowing new staff members to start teaching if there are any delays in the DBS application process.

APPLYING TO JOIN ENGLISH TODAY

All applicants for a post at English Today are asked to:

- Complete an application form, which can be downloaded from the website. This can be completed either on computer or printed out and completed by hand.
- Send a CV with the form.
- Send a covering letter.
- Send all three, by email or post, to the English Today Address:
 - recruiting@english-today.org.uk
 - Or English Today, Culford School, Bury St Edmunds, Suffolk, IP28 6TX