



## Background information: Academic staff 2025

ECS - English Country Schools - is a British Council Accredited residential summer school for 8 – 17 year olds. English Language teaching is combined with sports, social activities and excursions in a beautiful countryside setting.

### We aim to offer:

- High levels of supervision
- A friendly, family atmosphere
- International mix to help students speak English and broaden their horizons
- Effective, enjoyable English lessons and educational workshops from qualified, experienced teachers
- A fully inclusive residential mix of teaching, sports, social activities and excursions
- High standards through regular inspection by The British Council, membership of the Young Learners English UK and Green Standard Schools

### We want students who attend ECS to:

- Learn a lot of English
- Make new international friendships
- Have fun and develop confidence, independence and life skills
- Return home healthy, refreshed and motivated
- Connect with nature and learn about environmental issues

### We want staff to:

- Do their best in a supportive, professional environment

- Enjoy working with the young people on the courses
- Grow personally and professionally, formally and informally, during the course.
- Leave with a sense of achievement and desire to return

### Please note:

- All staff will be interviewed online
- Qualifications will be verified, references taken up and background checks carried out.
- Smoking is not allowed
- You must have permission to work in the UK

### Why choose ECS?

- We limit same-language students, so you'll work in an international group with English as the common language.
- We group children by age, so you won't work with a wide age range at any one time.
- You'll receive good pay plus board and lodge in the school. There's one full day off per week plus normally one afternoon or evening daily for planning and relaxation.
- You are welcome to use the school's good sports facilities including heated pool, gym, squash and tennis courts.
- We care about the environment and upholds the 12 commitments of [Green Standard Schools](https://www.countryschools.co.uk/more-info/employment/).
- To see what other staff say see <https://www.countryschools.co.uk/more-info/employment/>

Courses take place at **Port Regis School near Shaftesbury in Dorset**. The beautiful rural campus contains extensive playing fields, woodland, ponds, a golf course and a small river.

Each age group has its own lessons, activity programme and accommodation. The daily timetable is as follows (follow the links for further information):

8.30 Breakfast  
9.15 General assembly  
9.30 [English lessons and workshops](#)  
13.15 Lunch  
14.30 [Sports and activities](#)  
16.45 Refreshments  
17.00 Supervised leisure time  
18.30 Evening meal  
19.30 [Social programme](#)  
20.45 Drink and fruit / biscuits  
22.00 Bedtime 8-12 year olds  
22.30 Bedtime 13 -17 year olds

You can find further information at our web site [www.countryschools.co.uk](http://www.countryschools.co.uk) and in our brochure at <https://www.countryschools.co.uk/files/ECS-Brochure-2025.pdf>

### **Induction / training**

Before arriving we'll send detailed information about your role. There will be online training sessions including child safeguarding, lesson planning, understanding the daily routine, etc. There will be two days of in-person induction in Dorset before the students arrive.

### **Resident DOS / Academic Manager post**

DOS posts are for people with EFL qualifications above degree + certificate level. eg. RSA or Trinity Diploma in TEFL or equivalent; PGCE with ELT/ TESOL; MA in ELT / TESOL; or PGCE in English or Foreign Languages + Trinity or RSA Certificate. Academic Manager posts are for people with relevant experience but who lack high-level EFL qualifications. Responsibilities include:

- Before the course, read all the information we send you and take part in online meetings
- Contribute to online staff training and (at the school) prepare rooms and materials
- Lead the classroom placement process and ensure students are properly placed during their stay.
- Support, supervise and motivate the teaching team
- Stand in for teachers as necessary
- Organise and tidy staff workrooms, teaching materials and stationery

- Oversee report writing by teachers and workshop leaders
- Assist with lesson and workshop planning
- Conduct academic meetings
- Offer teachers opportunities to develop professionally through meetings, demo lessons and peer observation.
- Observe classes and provide feedback to teachers (DOS only)
- Conduct teacher appraisals
- Help complete employment reference forms
- Write an academic report after the course finishes

The DOS should be a responsible, confident, and organised person, knowledgeable about current teaching methods for children and teens. They must balance assertiveness with diplomacy, lead and motivate the teaching team, maintain high standards, and handle issues with sensitivity. The DOS will also represent the organisation's goals, liaise between teachers and management, and assist with decision-making.

### **Resident Teacher post**

Teachers should have a university degree or PGCE, plus a recognised TEFL qualification. Online TEFL qualifications will be considered with relevant experience. We especially welcome teachers who can lead workshops in subjects like photography, drama, cookery, nature studies, or poetry. We also encourage applications from primary teachers with PGCEs, even if not EFL qualified, who are experienced in using creative methods like art, stories, and games. We value enthusiasm, motivation, and teamwork in all staff.

Along with teaching, you'll help with excursions, the sports and activity program, and supervise children in their boarding houses on a rota basis. This offers more relaxed interaction with pupils, which is a key reason teachers work with us. However, it's important to maintain a professional relationship with students. Please refer to our Child Safeguarding

policy at <https://www.countryschools.co.uk/files/Safeguarding-Policy-2023.pdf>

The DOS/Academic Manager provides daily academic support and supervision. There's a daily meeting before lessons. The environment is supportive, with opportunities to learn from colleagues and grow professionally. Most classrooms have smart boards and all have internet.

Students are placed in classes based on an assessment you'll help with. Age and ability usually align. You'll probably teach different levels during your stay.

Teaching materials come from various sources suited to the age group. You can view samples at <https://www.countryschools.co.uk/english-programme/lessons>. The first lesson follows the course book, and the second lesson is up to you but must include **core activities**: an out-of-class project, a music lesson, a debate or discussion leading to writing (for older students), a literature lesson, and an IT lesson. A resource database is available to help you plan.

### **As a classroom teacher you'll be expected:**

- To plan lessons and workshops appropriate to the age, interests and academic needs of the pupils.
- To ensure that the teaching of core activities are carried out each week.
- To ensure that due attention is paid to grammar, pronunciation and learner training.
- To provide time at the end of lessons for pupils to reflect on what they have learnt.
- To ensure that wall displays are attractive and up to date and that the classroom is left tidy.
- To ensure pupils keep a comprehensive, tidy file of work to take home at the end of their stay.
- To ensure that you attend staff meetings punctually and that your classes start and finish promptly.

- To complete weekly reports for each student in your class and workshop (maximum 15).

Your non-teaching duties include helping with sports and social activities, excursions, airport duties, and general student supervision at the school.

### **Course dates and payment**

Our 2025 course runs for four weeks, 4 July - 4 August (including induction). Salary for teachers including 12.07% statutory annual leave is around £700 per week according to salary and qualifications. Salary for DOS is around £775 per week. Accommodation and full board in the school is provided free of charge.

### **Online teaching**

Teachers with relevant experience may have the opportunity to earn extra pay by teaching students online before and after our courses.

### **The application process:**

- Send your CV with a cover note. Or complete our application form at <https://www.countryschools.co.uk/files/ECS-employment-form.doc>
- If we are interested we will invite you for an online interview lasting up to 45 minutes.
- If we appoint you we'll send a Letter of Appointment setting out precise terms and conditions. You must sign and return within 7 days for this to take effect.
- If you accept our offer we will send you further detailed employment information and request your CV (if you have not already sent it), copies of qualifications, identity document and referee details.

If we appoint you, we'll try to make sure your role is rewarding, enjoyable, and valuable. Feel free to contact us if you have any questions.

### **Equal Opportunities Statement**

When recruiting, training, appraising, or promoting staff, the only consideration will be whether the individual meets the requirements of the role. No employee will be discriminated against based on sex, race, ethnicity, nationality, age, disability, sexual orientation, marital status, caregiving responsibilities, or beliefs such as religion or politics.

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### **Contact**

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