Senior EFL Teacher (Residential)

July 2027



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Candidate Information

Welcome

At Haileybury International Summer School, we welcome students from over 25 different nationalities, creating a rich and diverse community from around the globe. We believe the best learning happens when young people are fully immersed in English, not only in exciting subjects, but all in the language they use to explore them. This is why we provide a vibrant, language-rich environment where every activity, both inside and outside the classroom, inspires communication, builds confidence, and fuels curiosity and discovery.

It is a pleasure to welcome you to Haileybury International Summer School. Our beautiful campus is a perfect learning environment, and a dedicated team of staff look forward to supporting and encouraging you.

I am sure that your lessons will be enjoyable and rewarding, and I hope that you have fun while taking part in the many activities and excursions on offer. These are excellent learning opportunities and will provide you with the chance to make new friends while taking in some world-famous sights.

We want Haileybury to feel like a home from home for the duration of your time with us.

With my best wishes for what I hope is an enjoyable and productive Haileybury International Summer School experience.

Eugene du Toit
The Master









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The Summer School

Our Summer School programmes are expertly crafted and delivered by highly qualified, passionate teachers, including members of Haileybury's own outstanding staff.

Pupils aged 11-13, with a minimum A2 level of English, study English Language while learning about history, world events, politics, science, culture, art, and technology, with related afternoon projects. Our pupils enjoy a range of exciting study tours and choose their focus activities. Our pupils aged 14-16 with a minimum B1 level of English can choose either STEM or ABH as their pathway. They will enjoy a range of study tours and choose an afternoon project class according to their interests.

With extensive experience teaching international pupils to the highest standards, our educators bring energy, expertise, and excellence to every lesson. Backed by Haileybury's impressive academic results, this team creates an engaging and supportive learning environment where every pupil is inspired to thrive.

We are proud to offer a Summer School experience led by educators who truly make a difference.

Pupils who join us for Summer School stay in our welcoming, single-sex boarding houses, where comfort and safety are top priorities.

With a fantastic staff-to-pupil ratio within each house, led by a caring and experienced House Parent, every pupil is well-supported and looked after round the clock. Pupil wellbeing comes first. Our caring staff are always on hand to offer support, encouragement, and a listening ear.

Meals at Haileybury are a real highlight! Pupils dine in the breathtaking Dining Hall, enjoying three delicious meals a day prepared by our professional catering team.

On excursions, study tours and workshops our pupils will explore iconic landmarks, dive into British culture, and take part in interactive, hands-on workshops that make learning unforgettable.

Evenings are packed with an incredible variety of activities to suit every mood, whether pupils are looking to relax, get active, or spark their creativity. Every evening is a chance to make new memories and practice English in a fun, social setting with friends from around the world.







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The role

Haileybury International Summer School is an established, successful English language school which will offer Summer courses in 2027. The programme has an academic focus and it is aimed at international students aged 11-17 with varying levels of English. The different courses include an impressive range of activities and exciting excursions and study tours. The new, non-language focused course is aimed at pupils aged 14 - 17 who wish to experience a short, academic programme at a top British boarding school.

As a member of the senior management team, you will be required to lead a team of teachers, and deliver an innovative and high-quality academic programme. You will support EFL teachers and subject teachers with the design and delivery of engaging, learner centred lessons using CLIL and project-based methodology. Learners will choose a pathway: STEM or Arts, Business and Humanities, and one of a number of project classes, and will learn English through their chosen subjects.

You will contribute to a professional development programme and ensure all academic administration is completed to a high standard.

This is an extremely rewarding position enabling staff to develop their knowledge and skills in a vibrant and energetic workplace. Please be aware that the 24-hour day, 7 days per week Summer School requires staff to work flexibly with a requirement to stay on-site in accommodation provided by Haileybury. You are required to work a 6-day week, and therefore shall be asked to sign a 48-hour waiver. The work is intense, days are long, and whether you are on or off duty, staff are expected to put the needs of the students and the reputation of the school first.

You will have one day off per week and this will always be a Sunday.





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Responsibilities

- Support the Director of Studies in the overall management of the academic department and cover classes if necessary.
- Support EFL teachers in planning engaging, interactive lessons which follow a CLIL or Project-based learning methodology.
- Support subject teachers in adapting lessons for non-native speakers of English. Ensure that lessons are planned in line with the Summer School programme.
- Liaise with colleagues to make sure that excursions are prepared for/exploited in class.
- Work with the Director of Studies to oversee the academic administration and ensure that it is completed efficiently and in a timely manner.
- Offer guidance to teachers in advance of observations, as well as carrying out observations and giving timely feedback.
- Encourage teachers to find innovative ways to showcase learning outcomes.
- Assist with planning and delivering the induction for the academic team.
- Contribute to the INSETT programme.
- Collect and act upon feedback as per the course schedule.
- Undertake pastoral duties as required.
- Assist with activities and excursions as required.
- Teach regular classes on a reduced hour schedule and cover when necessary.
- Take part in and contribute to the delivery of the pupils' leaving ceremony.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role.



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Other requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

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Person specification

Qualifications

Essential

- Educated to degree level, or equivalent qualification
- A Cambridge CELTA or Trinity Cert TESOL

Desirable

- A Cambridge DELTA, Trinity LTCL Diploma TESOL
- A Young Learner qualification e.g. TYLEC, CELTA extension
- Trinity GESE or IELTS Examiner status
- A First Aid qualification
- A full, clean, UK driving licence

Knowledge, Skills and Experience

Essential

- Experience in teaching teenagers
- Experience of materials design
- Experience of working in a residential summer school
- High level of computer literacy within Microsoft 365 and/or Google Workspace

Desirable

- At least 3 years EFL teaching experience with monolingual and multilingual classes
- Experience of preparing students for IELTS and/or Trinity exams
- Experience of teaching EAP
- Experience of using CLIL and TBL methodology

Personal Attributes

- Ability to create a culture of innovation and personal responsibility
- Highly articulate, confident and dynamic
- Excellent communication skills with all relevant client groups
- Self-motivated and proactive
- Ability to operate and understand within a school environment
- Ability to work in a way that promotes the safety and wellbeing of children and young people
- Ability to maintain confidentiality with, tact, diplomacy and discretion
- Ability to work in a team and individually, using own initiative
- Flexible with the ability to adapt to changes to work schedules
- Honest, polite, reliable, resourceful, flexible, punctual and committed
- Ability to deal with unexpected situations whilst putting student welfare and the reputation of the school as priorities
- Highly organised with the ability to prioritise work to deadlines and under pressure
- Accurate with an eye for detail



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Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times.

Onsite accommodation is provided for all residential roles.

Staff are also provided with meals within our magnificent dining hall.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. Staff will have access to a comprehensive Employee Assistance Program.





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Application process

To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to hr@haileybury.com **by midday on Monday 2nd November 2026.**

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

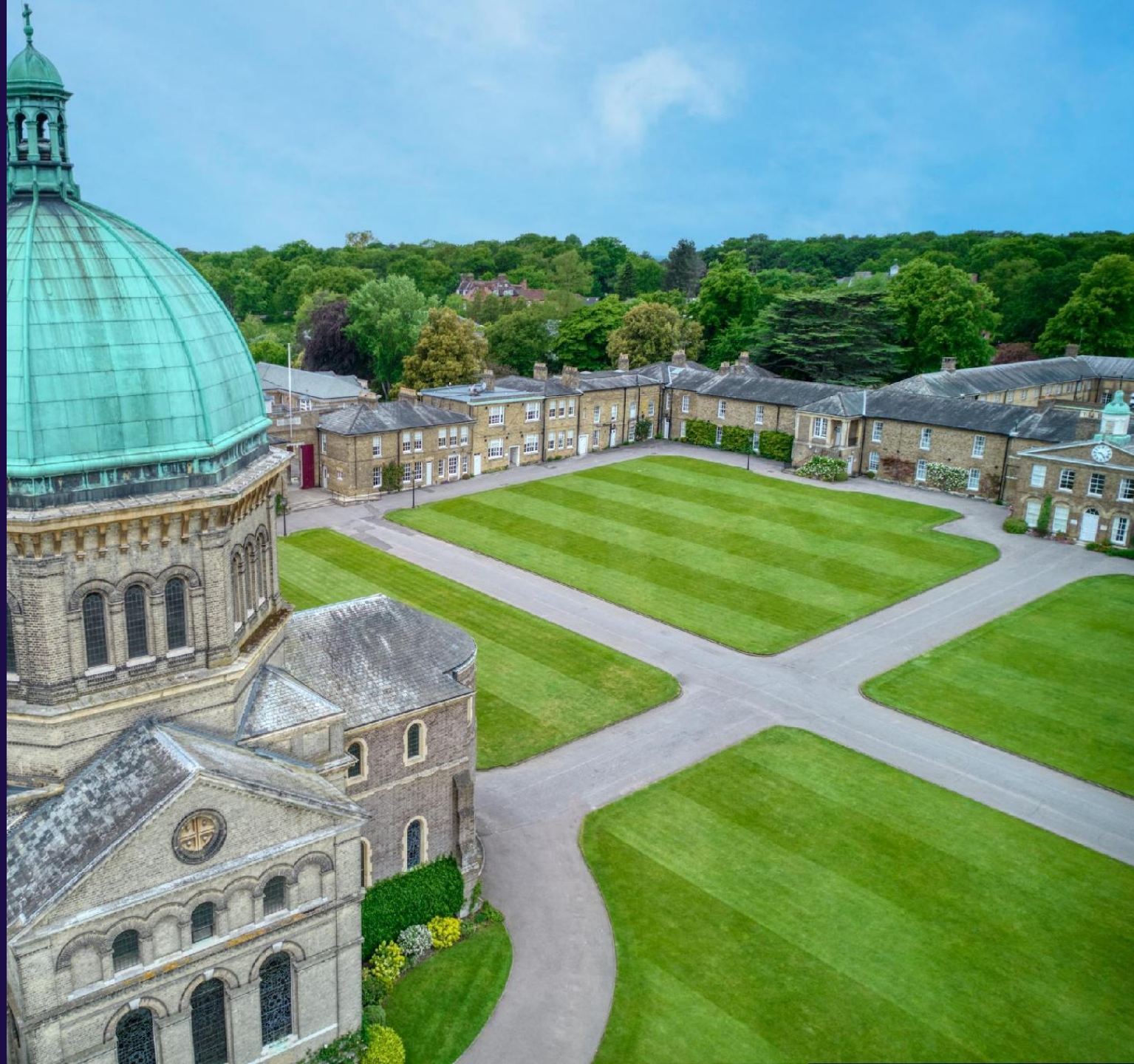
Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.







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