

EFL Teachers

Millfield School is one of the few independent schools to run its own English Language Summer School. We are a school within a school. The Millfield English Language Holiday Courses are well established and high quality. The Director has had over 25 years experience of summer schools and has written EFL books. We have a permanent team of staff who work all year round to market and prepare the courses, enrol and complete the administration necessary for the students' arrival and to employ temporary staff. Many temporary staff return each year but every year we look for a number of enthusiastic EFL teachers, pastoral and activity staff to join the team.

We are accredited by the British Council, members of English UK and Quality English therefore teaching staff are required to hold a minimum of a CELTA qualification and a degree. Senior teachers will normally hold a DELTA qualification and they may teach a full EFL timetable or a reduced timetable with other responsibilities. The dress code in the classrooms is smart. Teachers are required to be professional at all times to reflect the high quality of the courses we provide.

All students have three hours of English tuition five times per week. Class sizes are small (no more than 12 students) and students are classed according to age and ability. You will have one main class (2hrs teaching time per day) and one secondary class (1hr teaching per day) which introduces the students to different accents and teaching styles. We also run a Preparation for UK Schools course and an IELTS preparation class. These will involve a further two or three lessons per week and duties for these extra lessons are allocated on a rota basis. Classroom observations will be undertaken and teaching is expected to be well prepared and of high quality.

Senior teachers and the management team are available to help with teaching guidance and career progression. As the course is short we prefer teachers to assess students' needs and structure the lessons accordingly rather than follow a prescribed syllabus. Trinity exams are offered on two occasions during the six week course and students will require assessment and guidance to ensure the exams taken are realistic and meaningful.

The staffroom is supplied with a good supply of resources, stationery, photocopier and paper. Newspapers, drinks and biscuits are supplied daily. Access to the Millfield library and computer suite is available at designated times.

Induction training which includes an introduction and welcome by the Director, health & safety, child protection, first aid training, mini-bus driving training and lesson preparation time is provided and paid pro rata.

Accommodation is available on our own campuses; you will usually be given single and often en-suite accommodation. Bed linen is provided weekly; personal laundry is collected and returned twice weekly. Washing and drying machines are also available in the boarding houses. Three meals a day are provided in the Dining Hall, hot and cold breakfasts, two meat and one vegetarian choice for lunch with salad bar, pasta choices, fresh fruit and traditional sweets cooked on site. Further choices are available for dinner. Each boarding house has a kitchen with a supply of biscuits and drinks.

We employ dedicated pastoral and activity staff who take the responsibility for organising the boarding houses and social programmes; our aim is to keep the students active and meaningfully entertained at all times. EFL teachers are required to assist on a rota basis with the social programme, house duties and excursions. EFL staff will have Wednesdays off when the activity staff will run whole day excursions. In return EFL staff will prepare and run the Saturday half day excursions giving non-teaching staff a day off.

In 2008 we won the Language Travel Magazine award for the Best High School and have been nominated in 2007 and 2009. In April 2009 El Gazette conducted a survey on teachers' conditions in summer schools and concluded that Millfield was one of the very best. We have a lot of returning staff and students and try to continually improve the summer school experience for everyone. This requires a lot of dedication and commitment from everyone involved.

We have grown in size year on year and in 2009 accepted over 900 students over the course of six weeks and three campuses. Students come from all over the world usually from between 45-50 different countries.

Students arrive and depart on Sundays. They can stay for 2,3,4 or 6 weeks. On arrival and departure days activity staff (non-teaching) are responsible for airport escort duties; pastoral staff and teaching staff are required to welcome new students or entertain students who are not involved in arrival or departure. This will often be an afternoon activity such as a trip to the cinema, a walk up Glastonbury Tor, a trip to Clarks shopping village in Street etc. In the mornings students are encouraged to complete any outstanding work, make sure their diaries are up to date and relax in their boarding houses.

On the first Monday after arrival all students undergo a small test to assess their level of English and put into the correct class. They are given a tour of the campus whilst tests are marked and then into their first class as soon as possible.

Typical Weekly Timetable

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Arrivals & Departures	Test or English lessons	English lessons	Excursion Run by non-teaching staff	English lessons	English lessons	English lessons
Afternoon	Local trips & activities	Activities & clubs	Activities & clubs	Excursion Run by non-teaching staff	Activities & clubs	Activities & clubs	Excursion run by teaching staff
Evening	Social programme	Social programme	Social programme	Social programme	Social programme	Social programme	Social programme

All staff require enhanced Criminal Record Bureau checks and/or to provide a certificate from their own country or one they have been resident in. We are required to view original teaching and degree certificates and obtain references. We are also required to ascertain the right to work in the UK for all staff by viewing their passport, EU identity card or work visa. We employ native speakers and occasionally near native speakers. We can obtain National Insurance numbers and Workers Registration Certificates if required. We endeavour to fulfil our obligations regarding the CRB checks in advance of the course and your co-operation with this would be appreciated. These are legal obligations with regard to the UK employment laws and as such must be satisfied.

All staff are paid weekly in arrears. Food and accommodation is free for the duration of your stay and we pay 12% holiday pay at the end of your contract. Contracts for new staff are usually for 4 weeks extendable to six weeks by mutual consent. Returning staff can usually expect a six week contract. We expect a lot of effort and high standards from our staff, but we endeavour to continually improve employment conditions and are never complacent. We welcome any suggestions to improve in any area.

The induction for all staff will start at 1100hrs in the Meyer Theatre at the main Millfield Campus on the Friday before the students arrive. (Managers arrive earlier). Staff who will be working at Millfield Prep School or Downside will transfer to their campuses prior to the students arriving. Arrangements for this will be confirmed at the induction.

The address is Millfield, Street, Somerset. BA16 0YD. There is plenty of car parking space available in the main North car park or outside your allocated boarding house if you are staying on the Millfield campus.

TRAVELLING TO MILLFIELD

The nearest train station is Castle Cary and we run a free pick-up service on the Friday morning. Please contact Tony Dubens tonydubens@googlemail.com or tel: +44 (0) 7900 555666) who will co-ordinate the pick-ups. London Paddington to Castle Cary can take as little as 1hr 40 minutes. Bristol Temple Meads is the nearest city train station and you can catch a service bus just outside the station via Wells to Street. There is a service bus stop outside Millfield School. We are located on the edge of the small town called Street, and the high street is approximately half a mile away. If your bus doesn't stop outside the school there is a bus stop outside the library in Street and a taxi rank in the same road.

The nearest airport is Bristol airport which is approximately one hour away. You will have to take a taxi or get a bus into Bristol and then on to Street. FirstGroup is the local bus company; you can check the routes/timetables online. If you are travelling a long distance and are unable to travel on the Friday we can offer you a bed for the Thursday night but you will have to make your own arrangements for food until catering for the course starts at lunchtime on the Friday. If you are arriving on the Thursday we will give you a phone number for the person to contact on arrival who will show you your room etc. Please arrive no later than 2200hrs UK time.

Further information and maps can be found on the school web site link

http://www.millfieldschool.com/about/visiting_info/visitinginformation-intro.htm