

PGL Job Description



Job Title: EFL Teacher

Reporting to: EFL Director of Studies

Main purpose of the role

To deliver the academic elements of the language course. You will take teaching responsibility for a group during their stay and deliver lessons and classroom projects as requested by your Director of Studies. You will teach with a focus on practise of communicative language, providing a stimulating, challenging and enjoyable learning experience for students.

As part of PGL you'll be creating unforgettable learning and adventure experiences that make a real difference to the lives of young people. Our incredible team has always been the secret to our success. Our people are our future, and we take great pride in matching your hard work with a promise to look after you and your career.

Responsibilities

Deliver class programmes in line with PGL standards.

- Prepare and deliver classes based on the PGL Scheme of Work, 'Can do' statements and PGL delivery standards.
- Assist with, the placement tests for students on arrival, marking tests and placing students as required by the Director of Studies, ensuring classes meet the groups' ability level and objectives.
- Maximise the use of resources provided to deliver fun, interesting and informative lessons and ensure all resources are returned after each course.
- Manage the classroom effectively in terms of behaviour and discipline. Encourage and motivate the students in class.
- Ensure that all class paperwork is properly completed including daily records of work, student workbooks and student end of course reports.

Contribute to the general positive experience and pastoral care of guests throughout their PGL programme

- Work with individual guest's needs and engage other colleagues where necessary.
- Engage with students and Tour Leaders outside the classroom in an appropriate, professional manner.
- Assist with any emergency situations that might arise within the centre.
- Ensure that the guests realise their potential and gain maximum enjoyment during their stay.
- Assist at other centres across the PGL estate as required.

Useful Information



PGL Job Description



Teamwork



Quality



Safety



Respect



Inclusivity



Fun

Our centre is transforming to better position us to assist the business as we move into the future. As such, our roles are likely to evolve. Therefore, whilst this job description provides an overview of the main duties, it is not intended to be exhaustive, and it is anticipated that the contents will change over time whilst remaining within the broad remit of the role.

Person Specification

Education, Experience & Achievements	Essential	Desirable
Hold a Cambridge CELTA/Trinity Cert TESOL or equivalent qualification	✓	
Hold a university degree or equivalent qualification		✓
Previous experience of delivering in a classroom style setting		✓
Previous experience of working with or teaching children		✓
GCSE Grade A-C English, Maths or Functional Skills L2 (or prepared to work towards)		✓
GCSE Grade D or above English, Maths or Functional Skills L1 (or prepared to work towards)	✓	

Skills & Knowledge	Essential	Desirable
English at C1 level or above	✓	
Good organisational skills	✓	

Personal Attributes	Essential	Desirable
Ability to communicate effectively with others	✓	
Ability to work as part of a team & deliver results	✓	
Delivers an exceptional customer experience.	✓	
Actively seeks customer feedback and uses it to improve the customer experience		✓
Uses appropriate verbal and non-verbal language. Produces written work that is structured, concise and uses correct grammar, spelling and punctuation.	✓	

Additional requirements	Essential	Desirable
Enhanced DBS check	✓	
Full UK Drivers licence		✓

Additional information

Environmental & Social Governance (ESG)

You are required to uphold and champion our Better Beyond Adventure Environmental Social Governance strategy whilst supporting our B Corp certification.



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This requires personal, departmental and company-wide level support through ongoing engagement in discussions and decision-making around ESG, upholding company and department ESG goals and targets in your role as an ally.

Our Better Beyond Adventure strategy means we all have a role to play as part of our day job. This varies from team to team and by role. However, as standard it is now a requirement for each role to understand how they contribute to delivery of BBA across the three pillars:

- Our places, our planet
- Champions of wellbeing
- Playing our part

And by delivering our BBA goals you will also be supporting our B Corp certification and role modelling our PGL Beyond values.

Equal Opportunities/Safeguarding

We pride ourselves on hiring the best people and recognise the importance and benefits of a diverse and inclusive team. However, the protection and safeguarding of our colleagues and the young people visiting our centres is our primary concern. PGL are required to obtain satisfactory enhanced checks from the Disclosure and Barring Service (DBS or PVG in Scotland), which PGL will pay for. You have a duty to report any safeguarding concerns through the appropriate channels throughout your employment with PGL.

Our Values

Our company values of teamwork; quality; safety; respect; inclusivity and fun define our beliefs and underpin everything we do. Though simple on the surface, when combined, these values create the exceptional experience that sets PGL apart for both our guests and colleagues.

Right to amend

The company reserves the right to amend the job description in consultation with the colleague to reflect changes in the role.

Job description updated on 12/06/2024.

