



24 English Language (EFL) Teachers + Junior Teachers
4 colour coded teams, identified for shifts
6 Teachers per team (contracts = 4 x 6wk, 2 x 4wk)
Admin / ELT hours (all staff do these hours)

	Friday 9th July	Saturday 10th July	Sunday 11th July	Monday 12th July	Tuesday 13th July	Wednesday 14th July	Thursday 15th July	
week 1	7.45-8.00 wake-up 7.45-8.00 9.15-10.45 Arrivals 9.15-12.45 12.45-1.45 Arrivals 12.45-4.15 2.00-3.45 Arrivals 4.15-7.45 4.15-6.00 Arrivals 7.45-11.15 8.00-10.00 Register 10pm-6am Lights out	7.45-8.00 wake-up 7.45-8.00 9.15-10.45 Oral Placement Test Paper Test Marking 9.15-12.45 12.45-1.45 House Duty 3.45-4.15 4.15-6.00 Orientation 6-6.45 8.00-10.00 House Duty 8-10pm Register 10pm-6am Lights out	7.45-8.00 wake-up 7.45-8.00 9.15-10.45 Lesson 1 9.15-10.45 Lesson 2 11.15-12.45 Meeting 1.45-2 Weekly 2.00- Lesson Plan -3.15 House Duty 3.45-4.15 4.15-6.00 Project 6-7.00 8.00-10.00 House Duty 8-10pm Register 10pm-6am Lights out	7.45-8.00 wake-up 7.45-8.00 9.15-10.45 Lesson 1 9.15-10.45 Lesson 2 11.15-12.45 Meeting 1.45-2 Weekly 2.00- Lesson Plan -3.15 House Duty 3.45-4.15 4.15-6.00 Project 6-7.00 8.00-10.00 House Duty 8-10pm Register 10pm-6am Lights out	7.45-8.00 wake-up 7.45-8.00 9.15-10.45 Lesson 1 9.15-10.45 Lesson 2 11.15-12.45 Meeting 1.45-2 Weekly 2.00- Lesson Plan -3.15 House Duty 3.45-4.15 4.15-6.00 Project 6-7.00 8.00-10.00 House Duty 8-10pm Register 10pm-6am Lights out	7.45-8.00 wake-up 7.45-8.00 9.15-10.45 Lesson 1 9.15-10.45 Lesson 2 11.15-12.45 Meeting 1.45-2 Weekly 2.00- Lesson Plan -3.15 House Duty 3.45-4.15 4.15-6.00 Project 6-7.00 8.00-10.00 House Duty 8-10pm Register 10pm-6am Lights out	7.45-8.00 wake-up 7.45-8.00 9.15-10.45 Lesson 1 9.15-10.45 Lesson 2 11.15-12.45 Meeting 1.45-2 Weekly 2.00- Lesson Plan -3.15 House Duty 3.45-4.15 4.15-6.00 Project 6-7.00 8.00-10.00 House Duty 8-10pm Register 10pm-6am Lights out	7.45-8.00 wake-up 7.45-8.00 9.15-10.45 Lesson 1 9.15-10.45 Lesson 2 11.15-12.45 Meeting 1.45-2 Weekly 2.00- Lesson Plan -3.15 House Duty 3.45-4.15 4.15-6.00 Project 6-7.00 8.00-10.00 House Duty 8-10pm Register 10pm-6am Lights out
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7.30	wake-up 7.30	departures	idy up
-10.30am			
House	Staff Name		
Red X			
Apple			
Star			
Shield			
St John			

EFL Lessons - the alternating schedule of Communication Skills & Language Awareness lessons and teaching partners will be provided at the start of the contract / induction course
 Project - the theme of each project can be found on the published 6 week programme, as determined by the upcoming excursion destination
 Planning - there are weekly sessions to plan the week ahead after meeting your new class each week. Try to assess a needs analysis for the class in lesson 1. Further planning for each individual lesson (& observations) is done in your House Duty shifts
 Admin - there are forms for weekly plans to go on the classroom wall, and files to fill-in after each lesson. A detailed lesson plan form is required for the official observations
 Reports / Presentations - these are written with your teaching partner and handed back to the A/DOS to check, then given out to departing students that evening
 Meetings - these are about upcoming excursions, level changes for students, the upcoming tests, scheduled observations, client feedback and other ELT issues
 Residential House Duty - the houses are always under supervision (except lesson times) by House Managers. When House Managers are fulfilling other duties, or on a day-off, Teachers fill this role and complete the checklists
 Registration (night) - there is 1 Teacher in each house on every evening. You are assisted by 1 Activities Leader and 1 House Manager. You will stay in the house throughout the night. Carry out a meeting with messengers from the office
 Break - in the afternoons all students meet here and are registered before they choose the session's activity that they want to join. Normally House Managers do this duty, except on their day off. Tuesdays. It doesn't happen on arrivals/departure days
 Quad - at 3.15 there is 30min in the Quad or Dining Room for biscuits and juice, then the students meet at 4.15
 Orientation - the students living in your house must be shown fire exits and procedures, and fill-in questionnaires
 Days off - indicated by colour team, shown vertically, numbered 1-7 (your 1st to 7th day off). Each Teacher has 7 days off in a 6wk contract. For the 4wk contracts, the 5th day off is shown with coloured dots
 Staff social events - are on Tuesday evenings. However, there are strict regulations about closing times and locations
 Excursions - some are split and therefore going to 2 locations, which one you will join TBC
 Arrivals - Teachers help students get off coaches and welcome them, then later assist them queue up and check-in at the office, then finally bring them to their respective houses with their bags