



FCLC Edinburgh

Learn English | Live the Culture

Post description for: Teacher of EFL for juniors

Responsible to: Academic Manager

Background

FCLC's mission is to enrich our students' lives by enhancing their lifelong learning through a high quality, thought-provoking EFL programme that not only makes them more confident users of the language but also broadens their horizons, promotes kindness and instils respect and acceptance of others.

Part of Fettes College, Fettes Centre for Language and Culture (FCLC Edinburgh) offers international students the opportunity to combine a programme of English language tuition and cultural activities with the experience of living and studying at one of the country's finest independent schools. Fettes College is set within extensive grounds featuring a historic main building, original boarding houses and modern educational facilities and enjoys a wonderful location close to the centre of Edinburgh.

FCLC provides residential programmes for overseas students aged 10-17 during a six-week period in summer. In 2026, the school will operate from 5th July to 15th August. All students live onsite in boarding houses. On weekday mornings, the students attend English classes, and in the afternoons and evenings they take part in an extensive cultural programme which includes visits to tourist attractions, sports, activities and events, while at weekends they go on full-day excursions to destinations outwith Edinburgh.

Academic and Cultural Programme

English classes begin at 8:45am daily, Monday to Friday, with three sessions each morning. Session 1 is from 8:45am to 10:05, session 2 is from 10:20 to 11:40 and session 3 is from 11:55 to 12:45 or 1pm. The academic programme is generally divided into Young Learners (10-13-year-olds) and Young Students (14-17-year-olds) and is made up of 17.5 hours per week of teaching in the mornings in classes of up to 14 students at levels A1 to C1 plus 6 hours per week of afternoon excursions for a total of 23.5 hours of student contact time per week. As we have very few students at A1 and A2 levels, these classes may have a mixture of Young Learners and Young Students.

Teachers deliver stimulating and engaging lessons supporting the weekly themes of Ring of Bright Water, Harry Potter and the Philosopher's Stone, The Book of Days, The Lost World, Rob Roy and The Strange Case of Dr Jekyll and Mr Hyde. Each day's lessons should cover all four language skills and three language systems using PowerPoint presentations provided by the school as well as material sourced and prepared by the teachers. Teachers are provided with full support including training, handbooks with lesson guidelines and a variety of lesson ideas and materials in print and digital format.

Monday, Wednesday and Friday afternoons, teachers do admin, plan and prepare lessons and material and/or participate in short training sessions led by the Academic Manager, the Academic Supervisor or another member of staff. On Tuesday and Thursday afternoons, teachers accompany their class on educational visits to sites within Edinburgh.

Main purpose of job

- To deliver high-quality lessons that are appropriate to students' level and age and support the FCLC weekly themes
- To undertake related administrative tasks
- To take classes on two off-campus excursions per week

Main Duties and Responsibilities

- Teach English as a Foreign Language to a high standard
- Do any preparation necessary for teaching
- Lead students on two afternoon Edinburgh-based excursions per week
- Attend thrice-weekly meetings with the Academic Manager
- Complete and keep up to date all required documentation (including class lists, weekly plans, student reports, attendance registers and lesson plans)
- Set and check homework daily

- Be observed by a TEFLQ member of staff, usually the Academic Manager, on at least one occasion and receive written and oral feedback after the observation
- Attend CPD sessions when organised
- Provide verbal and written feedback on the programme to the Academic Manager and/or the General Manager
- Prepare students prior to their participation in educational visits and cultural excursions and afterwards utilise the knowledge and experience that they have gained in class
- Motivate the students and encourage full involvement in activities, leading by example with energy and enthusiasm
- Assist with centre administration and other general tasks as directed
- Provide a safe, nurturing, inclusive environment for all students in their care as expressed in the GIRFEC Wellbeing Wheel

Essential criteria

- Degree or equivalent
- RSA/Cambridge CELTA, Trinity TESOL Certificate or equivalent (TEFLI) and/or Qualified Teacher Status (QTS) in an appropriate subject*
- Flexibility, able to adapt quickly to change
- Enjoy taking part in excursions and helping students get to know a new culture
- Minimum two years' experience teaching EFL to young people

*Other TEFL qualifications may be acceptable provided they have been validated by a recognised external body, usually a university, and include at least 6 hours of supervised teaching practice and 100 hours of input. QTS must be in Primary Education or in English/ESL/EFL or a related subject in Secondary Education.

Desirable criteria

- RSA/Cambridge DELTA or Trinity Diploma in TESOL (TEFLQ) or PGCE TEFL/TESOL with experience
- Previous summer school experience

Remuneration

Teachers work 35 hours per week from Monday to Friday. Payment is £586.24 per week. Annual leave is accrued from the first day of employment at the rate of 12.07% per hour, which is settled in each pay period. Salary plus holiday pay equals £657 per week.

Accommodation

Residential accommodation in single, ensuite rooms, is available for teachers onsite at Fettes College from the Sunday prior to the start of their contract to the Saturday after the end of their contract. A deduction of £45 weekly is made for this benefit. Residential accommodation includes three meals per day, Monday to Friday, and two meals per day (breakfast and dinner) Saturdays and Sundays. Teachers may use the common areas of their accommodation block when no Fettes the Venue groups are in residence. However, when Fettes the Venue is in operation, teachers do not have access to the common rooms, but other on-campus spaces are made available.

Benefits

Lunch is provided to all teachers Monday to Friday and staff have access to Westwoods Health Club, Fettes College's private members' health club within the grounds of Fettes College, throughout the duration of their contract.

Dates

Contracts are available for 3, 4, 5 or 6 weeks within the period from 6th July to 14th August.

Compulsory induction training

Teachers must attend two full-day induction sessions on Friday & Saturday, 3rd & 4th July. A pro rata payment is made for these days. FCLC can only provide accommodation from Saturday, 4th July.

British Council inspection

When FCLC undergoes a scheduled or an unannounced inspection, we must share information about all staff with the inspectors as part of the inspection regime.

Disclosure Scotland - PVG

This post is considered regulated work with children under the Protection of Vulnerable Groups (Scotland) Act 2007. As a condition of employment, successful candidates are required to be a member of the PVG Scheme or make a new application to join the PVG Scheme. Any offer of employment is subject to a satisfactory PVG report.

An applicant's PVG disclosure contains conviction and other relevant non-conviction information. A conviction does not automatically prevent an applicant from being appointed. All applications are considered on their merits, based on the nature of the position, the type of offence, and the relevance of the information to the role.

If a PVG check reveals information, we conduct a fair and thorough risk assessment. All information is treated in the strictest confidence.

Application procedure

Please complete the application form and submit it to Greg Burrell, the FCLC General Manager, on g.burrell@fettes.com.

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