

SUL TEACHER INFORMATION 2012

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SUL will formally reward all returners on every course with a bonus structure of 2% a year for up to 4 years. We will also reward qualification.

As in 2011, all staff on residential courses will assist on the activity programme for 6 sessions in a two week period (Saturdays count as two sessions). One of these sessions is the afternoon following the placement testing where you will be planning your teaching for the course. A session tends to be about 3 hours in duration. All courses will have an induction on the afternoon before the first day of teaching which all staff will be expected to attend. For this you will be paid as part of your contract.

All the changes to how the courses are run are contained in the induction documents which can be downloaded from www.sul-schools.com/teachers (after login). Please do read the induction document and let us have any feedback (positive suggestions for beneficial change!) to ffinlo@sul-schools.com.

1 CHANGES FOR 2012

SENIOR TUTORS: In 2012 the Senior Tutor role is renamed as Director of Studies. This helps to emphasise the academic support role that we expect of DOS', especially with regard to the teaching of teenagers.

NON RESIDENTIAL TEACHERS: Non-residential teachers on residential courses will receive a bonus of up to £90 per week

ADOS POSITION: There will be an ADOS position on our largest courses (Shebbear and Lord Wandsworth) for teachers who want to train to be a DOS in the following year.

HOST FAMILY COURSES: Almost all host family courses in 2012 will be 4 lessons per morning not 3. This will mean a much better pay rate for non-residential teachers. The exception is Falmouth.

2 SUL BONUS STRUCTURE

Returning staff

Returning staff who have worked for SUL before will get an increment of 2% per year previously worked (since Jan 1 2008) to a maximum of 8% over base pay.

Qualification Bonus

All teachers who hold a RSA CELTA or TESOL Certificate will receive a bonus of £10 per week. This does not apply to Senior roles where they are expected to hold these qualifications. Unqualified returners may apply for the CELTA/TESOL bursary (see below) to help reduce the costs of training.

Directors of Studies who are DELTA/TESOL Diploma qualified will receive £20 per week.

Non-residential on a residential course

If you are a non-residential teacher on a residential course, you will receive a bonus of £90 per week and will be able to stay for lunches.

SUL cannot pay teachers' travel costs from their home to the centre.

Finder's Fee

Recruit your teacher friends who are not already on the SUL database and [upon them successfully completing their contract] **receive £30 for a qualified or £20 for an unqualified teacher** you have recruited.

3 QUALIFICATIONS

Under the terms of our accreditation, SUL needs all teachers to be qualified in teaching EFL. This means a minimum of the RSA CELTA or TESOL Certificate or equivalent 120 hour EFL qualification which is externally moderated and has a minimum of 6 observed hours of teaching. We also require staff to have a tertiary qualification (usually a degree).

If you do not have one of the above qualifications, we may still be able to employ you if you have experience and good references. We particularly welcome applications from PGCE qualified teachers. Please contact recruitment on jemma@sul-schools.com or telephone Jemma on 01726 814 227.

4 SUL SCHOOLS UNQUALIFIED TEACHER TRADE UP TO CELTA/TESOL CERT.

SUL has set up a fund offering to pay 25% (up to £325) of the cost of an RSA CELTA or TESOL Certificate for any unqualified returning SUL teacher. If you worked for SUL in 2011 but did not have a CELTA/TESOL Certificate and would like to get one then we may be able to help.

The fund will operate on a first come, first served basis. Once the funds have been allocated, no further grants will be available in that academic year.

To apply for the grant you must be accepted onto an accredited CELTA/TESOL Certificate course and send the Academic Manager (ffinlo@sul-schools.com) notification of your acceptance onto the course. If the course is acceptable to SUL we will then write to you to agree in principle to fund 25% of the course fees (up to £325 maximum grant) assuming you meet the following requirements.

To receive payment of the grant:

- You must pass the course (scoring a C grade or higher) with a satisfactory final report
- You must work 3x SUL courses (including July A) in the same academic year that you took your CELTA (ie Oct 2011 - August 2012).
- You must complete all three courses with a satisfactory Senior Tutor's Report and satisfactory Observation Reports.
- Finally you must send the originals of your invoice for course fees from the College and your final CELTA/TESOL certificate and report to SUL between 1 Sept and 30 Sept following the last course you worked on.

You will then receive payment of the grant monies.

5 COURSE DATES 2012

The list of courses dates and details for 2012 will be clearly published on the website as soon as they are available. If you are interested in any of the teaching posts, please indicate during which sessions you are available and complete an application at <https://portal.sul-schools.com/> as soon as possible – we need a fresh application each year but through our online portal you will not have to fill in all the forms again (they will be prefilled). You will then be contacted by Jemma with a more definite idea of suitable vacancies.

6 CRB CHECKS- ALL STAFF

Under UK government rules, all staff working for SUL must have a valid CRB (Criminal Records Bureau) check in place. What this means in practice is that we will accept a CRB check with a date within 2 years of the start of your first SUL course of the 2012 season.

If you don't have a CRB check, or if your CRB is more than 2 years old, then you will need to get a new CRB check. Doing this through SUL will cost £44 and will be deducted from your first pay packet. You must complete the CRB process to be re-employed by SUL. Failure to complete the process will automatically disbar you from any further work. We do however support portability so your CRB is usable elsewhere.

7 PAY SCALES 2012

Please find the list of pay scales and details for 2012 on the website.