

## Information for Teachers Junior Courses at Rye St Antony School

### 1. JOB DESCRIPTION

Teachers are expected to teach English and to make a full contribution to the pastoral and social life of the summer school.

They report to the Course Director, Assistant Director in charge of Activities and, for academic matters, the Director of Studies.

### 2. TEACHER PROFILE

Preferably qualified to Trinity or Cambridge Diploma/DELTA level or equivalent. Minimum CELTA or equivalent plus 1 years full time experience. Qualified teacher status in non-EFL subjects especially at primary level is also desirable. An interest/ability in sports, drama, art or British culture required.

### 3. DUTIES

- i Working a 6-day week, specifically:
- ii Teaching English - Junior Course: 18 hours per week; Young Junior Course: 15 hours per week. Maximum class size: 15.
- iii Under the direction of the Activity or Course Director organising and supervising extra-curricular activities and/or office duties on 3 half-days per week plus one full day per week. Attending welcome and farewell parties.
- iv Helping with placement testing of students.
- v Attending daily staff meetings.
- vi Accompanying and supervising students on excursions.
- vii Being responsible for students at all times when on duty.
- viii Doing escort duty, if required, at the beginning and end of each course. This involves accompanying students to and from the airport on arrival and departure.
- ix Arriving two days (residential teachers) one day (non-residential teachers) before the start of the course in order to attend orientation sessions. A separate payment will be made for this period of time. Food and accommodation is included for residential staff.
- x \*Taking a pastoral role involving the supervision, welfare and discipline of students outside of teaching and activities time. This includes ensuring rooms are kept clean and tidy, bed-times are adhered to, administering lights out, etc.  
*\*residential teachers only*

### 4. A TYPICAL WEEK FOR TEACHERS AT RYE

The teaching week is organised over 4-days, not the more traditional 5. Junior course teachers have 4 mornings of 3.5 hours and 2 afternoons of 2 hours each week.

Young junior course teachers have 4 mornings of 3 hours and 2 afternoons of 1.5 hours each week.

	AM	PM	EVE
Sun	Placement Testing		Welcome Party & Games Night
Mon	Classes	Classes to 16.00h	
Tue	Day Off		
Wed	Classes	Classes to 16.00h Sports/Office Duty	
Thu	Classes to 12.45h		Evening trip bowling
Fri	Classes to 12.45h	Tie-dying/ country walk Port Meadow	
Sat	Full day excursion to London		

### 5. SALARY

Teachers are graded according to the following criteria:  
 GRADE I - Initiated EFL teachers (RSA/UCLES CELTA or equivalent) new to Rye  
 GRADE II - Qualified EFL teachers (MA TEFL; DELTA; Dip/PDCE TEFL/ TESOL); subject PGCE plus CTEFLA and/or initiated EFL but returning to teach at Rye

SALARY PER WEEK				
	Junior Courses		Young Junior Courses	
Residential Teachers	I.	£270.90	I.	£228.90
	II.	£317.70	II.	£267.90
Non-residential Teachers	I.	£252	I.	£210
	II.	£298.80	II.	£249
Induction & Setting up Supplement: £30.60 per day (July course only)				

### 6. TERMS & CONDITIONS

- i **References & Checks**  
All offers of employment and contracts are issued subject to satisfactory references and satisfactory outcomes on completion of all necessary checks, including establishing the right to work in the UK. In some cases some or all of these checks will have been undertaken before an offer is made. In most cases, taking up employment will be subject to the satisfactory completion of all necessary procedures.

Under the National Minimum Standards for Boarding Schools, we are required to undertake additional checks on all employees working with our residential students who are under 18:

- Full written references, and phone references on quoted referees, including current employer, may be obtained before or after interview. You should indicate specifically if you wish St. Clare's to refrain from contacting your current employer.
- Police checks / Criminal Records Bureau checks must also be undertaken, for which employees / prospective employees are required to provide information and consent.
- Contact with all previous employers where the employee has worked with children or vulnerable adults is also required. This is to establish the reason for leaving the position. On occasions, further information and a reference may be sought in writing, by phone or by other means. By providing details of previous employment, it is assumed that the employee/prospective employee has given consent for this contact, and no specific consent of the employee / prospective employee will be sought.
- The College reserves the right to contact any previous employer and to make any additional enquiries it considers necessary in order to meet its responsibilities in relation to employment of

people working with students.

ii **Statutory Deductions**

Tax and National Insurance will be deducted from salaries in accordance with UK employment regulations. St. Clare's, Oxford will require **P45s** (if available) and **National Insurance numbers** before commencement of employment. Employees with self-employed status will be required to sign a **P46** tax form and will be individually responsible for claiming back any tax refund. We will provide you with the Inland Revenue details should you require them prior to your course leaving date.

iii **Payment of Salaries**

All salaries are paid automatically to each staff member's bank account at the end of each week, one week in arrears. Statutory holiday entitlement with full pay may be taken at the end of the last course that is worked.

### About St. Clare's, Oxford

St. Clare's, Oxford is an independent, non profit-making educational charity. Our aim is to promote international education and understanding. We offer a range of short course programmes, the majority of which take place during June, July and August. In addition to this we have a number of closed groups during the academic year as well as a range of long and short EFL courses primarily for adults. Our aim is to provide all our students with a high quality course where they not only increase their language ability but also have a memorable experience within an international context.

St. Clare's courses are for mixed nationality students and range from 10-16 years on our young junior/junior courses at Rye St. Antony school, to young adults (16+) on our International College Site and more mature adult students (18+), including non-native teachers of English, at our Academy Site. We provide a full, varied and stimulating tuition and activity programme, which is suitable for each individual age group.

Full details of our courses, including dates, can be found in our Summer Courses and English Language Courses brochures. Alternatively, visit our website at <http://www.stclares.ac.uk>.

### How to Apply

If, after reading the information above, you would like to apply for a position with us, please complete the enclosed application form in as much detail as possible. It is helpful if a current photograph is attached. A short letter outlining your suitability to the job for which you are applying should also be provided.

Please forward your documentation to us as soon as possible. We will then contact you to arrange an interview. Appointments will be confirmed as soon as possible after interview and on receipt of suitable references. The number of staff required depends on our student numbers, which will be confirmed during the period between March and June. Please keep us informed if there are any changes to your availability, contact numbers or address.

Completed application forms and associated documentation should be returned to:

**Short Courses Division, St. Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL, UK**  
**Fax: +44 1865 310002**