

Information for Assistant Director of Studies Banbury Road Campus 16+ Courses

1. JOB DESCRIPTION

The Assistant Director of Studies (ADOS) contributes to the implementation of the academic programme at our international college site for young adult students 16+, who are of mixed nationality. The ADOS helps to supervise and guide the team of teachers in their teaching duties, whilst also helping to ensure that there is a high level of student satisfaction and that the overall programme as published is fully implemented. He/she reports to the Director of Studies on academic matters in the first instance and to the Director of Short Courses if the DOS is unavailable, as well as for all other non-academic matters.

2. ASSISTANT DIRECTOR OF STUDIES PROFILE

The ADOS must be teacher qualified according to the British Council accreditation scheme, have excellent organisational and communication skills with considerable experience of working in TEFL, preferably in a DOS/ADOS role. Teacher training would be an advantage as would experience of working with young people of mixed nationality. Other skills such as office administration, local area knowledge, areas of specialisation (e.g. business English, drama, literature, etc.) will also be taken into account.

3. DUTIES

- i Working a basic 5-day week. Occasional weekend work may be required, for which there will be time off in lieu or an additional payment made.
- ii Assisting the Director of Studies and Director of Short Courses as requested, in the preparation, planning and delivery of the summer courses.
- iii Starting work 2 days prior to start of courses to make on-site preparations under the direction of the DOS: setting-up the staff room and teacher work room; organising academic materials and 'signing-out' system for any non-library materials; carrying out teacher induction and briefing sessions; preparing for student orientation and placement test.
- iv Being available the Friday before each course to familiarise new staff with the college lay-out and our administration processes (e.g. class registers; planning grids; complementary studies; end of course certificates and reports; staff meetings; absence slips; exams; first day class activities, study visits & materials).
- v Checking that all teachers have received a copy of the 2002 handbook and that they know where to find materials relevant to the level of their classes.

- vi On the first Monday of each course, assisting the DOS in the administration of the placement test and allocation of students to levels/classes.
- vii Contributing to weekly staff meetings and/or teacher development sessions.
- viii Being available to teachers on a regular basis for advice on lessons and materials, including computer programmes and language laboratory; guiding less-experienced teachers and assisting with lesson planning as required.
- ix Cover teaching in case of teacher absence or where specific students are experiencing difficulties.
- x Team teaching or relief teaching for teacher development, as appropriate.
- xi Carrying out class observations if required by the DOS.
- xii Checking that class registers and records of work are kept up-to-date.
- xiii Where time allows, working on materials development.
- xiv Reporting regularly to the DOS/Director of Short Courses on the success of the academic programme, or on any specific problems that arise.

4. SALARY

SALARY PER WEEK	
Assistant Director of Studies	*£356.75
Additional days £7.40 per day	

*Teachers already employed by St Clare's who undertake the ADOS role during this period will be paid a supplement to their normal salary of £77 per week.

5. 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 mission 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 0- 6 years on our young junior/junior courses at Rye St. Antony school, to young adults (6+) on our Banbury Road campus and more mature adult students (8+), including non-native teachers of English, at our Bardwell Road Centre. 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/downloaded application form in as much detail as possible. It is helpful if a current photograph is attached.