

Information for Teachers

IB Institute - Easter and Summer Courses

1. JOB DESCRIPTION

Teachers are appointed to a range of courses which take place over a 2 week period at Easter, a week either side of the Easter weekend and over a 3 week period in the Summer, from the last week of July to the middle of August. Courses are between 3 days and 3 weeks in duration and take place on the Banbury Road Campus (16+). Teaching positions are also available for English language teachers, both on the Banbury Road Campus and at our Bardwell Road Centre (18+), where similar terms and conditions apply.

Teachers are expected to teach IB and related subjects as agreed, and make a full contribution to the overall aim of each course. They report to the IB Course Director for contractual and for academic matters. Teachers are also encouraged to get involved in the full social life of the College. They report to the Activity Director when engaged on the Activity Programme.

2. TEACHER PROFILE

Experienced IB subject teachers, with appropriate professional qualifications. Where possible experience as an examiner is viewed as desirable.

3. ACADEMIC PROGRAMME

The main summer courses operate for 18 hours in a week, three hours each morning, and three hours on Thursday afternoon. Summer course optional enrichment courses operate for two hours on each of Monday, Tuesday and Wednesday afternoon. Summer students either attend a three week course for students about to start their IB Diplomas (IB Introduction) or a series (minimum of one) of week long single subject courses for students between the first and second years of their IB programmes (IB Review). At Easter, courses are shorter and more intensive. Easter courses are aimed only at second year Diploma students preparing for their final examinations.

4. DUTIES

- i Teaching Subjects as agreed:
 - Main course - 18 hours per week
 - Afternoon enrichment – 6 hours per week
 - Easter courses 17.5 or 27.5 hours per course
- ii Course Induction - attending an induction meeting with the Course Director prior to appointment commencing, for briefing and orientation on course outline, timetable, on-site materials and facilities, general administration and student expectations.
- iii Attending staff meetings each week as directed by the Course Director.
- iv Incorporating one study visit into the teaching hours of each main course.
- v Completing an end of course report and certificate for every student in the core class.
- vi Attending a leaving and prize-giving ceremony for each course taught.
- vii Attending activities specific to course content e.g. theatre visits for English courses.
- viii If required:

Under the direction of the Activity Director, helping to organise, plus attendance at: full or half-day excursions and other activities, for which an additional payment will be made.

5. SALARY

SALARY PER WEEK	
Course Type	Weekly Salary
Easter 17.5 hour course	£467.25 + holiday pay as below
Easter 27.5 hour course	£734.25 + holiday pay as below
Summer Main Course 18 hours/wk	£480.60 + holiday pay as below
Summer Enrichment Course 6 hours/week	£160.20 + holiday pay as below

Supplements

- ◆ All the above weekly rates will also attract a holiday entitlement allowance. This will vary according to a combination of hours worked per week and weeks worked, but is of the order of 0.5 days per week worked.
- ◆ Additional work on the activity programme - £17.15 per afternoon/evening session
- ◆ Reports - £5 per report
- ◆ A supplementary payment is also made to a lead science teacher on site each week. The lead science teacher will take responsibility for approving each science teacher's programme, ensuring that all teachers understand and observe current safety policy, allocating technician time and effort appropriately, to ensure reasonable management of resources. This must involve forward planning from all concerned.

Where there is no teaching on the last Friday of a course, weekly salaries are adjusted accordingly.

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 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 with further IB short courses at Easter. 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 knowledge and 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 Banbury Road Campus (which is where the IB short courses are based) and more mature adult students (18+), 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 IB, 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**