

Information for Director of Studies Junior Courses at Rye St Antony School

1. JOB DESCRIPTION

The Director of Studies has responsibility for the on-site planning and implementation of the academic programme at our residential course centre for junior students, who are of mixed nationality with an age range of 10-16 years. He/she is part of the junior course management and administration team at Rye St Antony School, and as such will have other non-academic duties to fulfil. The Director of Studies must supervise and guide the teachers in their teaching duties, whilst also helping to ensure that the overall programme as published is fully implemented. He/she contributes to student welfare, reporting to the on-site Course Director in the first instance or Activity Director if the latter is unavailable. The St Clare's Director of Short Courses and Director of Studies are also available for consultation and advice on the academic programme.

2. DIRECTOR OF STUDIES PROFILE

The Director of Studies 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, specific areas of interest such as sports, arts and culture will be taken into account.

3. DUTIES

- i Working either: a) a 5-day week (non-residential) OR b) a 6-day week living in residence with full board accommodation provided, for which residential duties will apply. In both instances work days must include the first Sunday of each 3-week course and may include additional weekend days; time off will be time-tabled by Course Director/Activity director, as course work-load best allows.
- ii Assisting the Rye Course Director and St Clare's Director of Short Courses & Director of Studies, as requested, in the preparation, planning and delivery of the junior and young junior courses.
- iii Starting work 3 days prior to start of courses to make on-site preparations under the direction of the Course Director: setting-up the course office and teacher work room; organising academic materials and 'signing-out' system for books; carrying out teacher induction and briefing sessions; helping with course arrival and departure day(s); preparing for student orientation and placement test.
- iv Taking responsibility for the smooth running of the academic programme, ensuring that it is delivered effectively, as published.
- v Administering placement test and allocating students to levels/classes.
- vi Allocating teachers to core class and change over groups, ensuring that they have the relevant experience for the level allocated to them.
- vii Contributing to daily staff meetings with teachers, activity staff and group leaders.

- viii Carrying out brief teacher observations over the first 3 days of the course in order to co-ordinate with the external observations that will take place at the end of week 1.
- ix Setting up the project work classes.
- x Being available to teachers on a regular basis for advice on lessons and materials; guiding teachers and assisting with lesson planning as required.
- xi Establishing good use of course materials: syllabus; teacher resource pack; excursion work sheets, etc.
- xii Cover teaching in case of teacher absence or where specific students are experiencing difficulties.
- xiii Team teaching or relief teaching for teacher development, as appropriate.
- xiv Ensuring that class registers and records of work are kept up-to-date.
- xv Dealing with any queries on the academic programme that may arise from parents, agents or group leaders.
- xvi Working on the office/activity/excursion programme in the afternoons or evenings as directed by the Activity Director or Course Director.
- xvii Reporting regularly to the Course Director/Director of Short Courses on the success of the academic programme, or on any specific problems that arise.
- xviii At the end of the course, together with the Course Director, ensuring that materials are re-packed and the centre is left in good order at the end of the courses.
- xix Contributing to oral or written assessments and reports on individual students, groups of students and members of staff.
- xx Composing a written report on the academic programme, to be handed to the Director of Short Courses at the end of the summer period, including recommendations for future courses.

4. SALARY

SALARY PER WEEK	
Director of Studies	£356.75
Setting/clearing up & Induction (4 days) £71.35 per day	

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 10-16 years on our young junior/junior courses at Rye St. Antony school, to young adults (16+) on our Banbury Road campus 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 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. 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 depend 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