

Information for Teachers

Courses for Adults and Young Adults (16 +)

1. JOB DESCRIPTION

Teachers are appointed to a range of courses which take place over a 9-week period from the 3rd week in June to the end of August. Courses are of 2, 3 or 4-weeks duration and take place on Banbury Road Campus (16+). Some teaching positions will be available at our Bardwell Road centre (18+), where similar terms and conditions apply. Teachers are expected to teach English and make a full contribution to the overall aim of each course. They report to the Director of Short Courses for contractual matters and the short courses Director of Studies 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

Preferably qualified to Trinity or Cambridge Diploma/ DELTA level or equivalent. Minimum CELTA or equivalent plus 2 years full time experience. Qualified teacher status in non-EFL subjects is also desirable.

3. ACADEMIC PROGRAMME

On general English courses students have 15 hours English language tuition plus 6 hours complementary studies each week, which offer a range of specific language skills or topics reflecting British culture. We are therefore interested in teachers who can offer one or more of the following: Literature; Business English; CALL; Art; British life and culture; Drama; Popular music and video; Grammar clinic; Pronunciation workshop; Vocabulary and idiom; In the news; Conversation and so on. Teachers teach their main class for two hours and an alternative class for the third hour each weekday morning of each course. In the afternoons students are mixed according to the complementary study of their choice.

4. DUTIES

- i Teaching English:
 - General English - 15 or 21 hours per week
 - Intensive English - 25.5 hours per week
 - EAP - 21 hours per week
 - Teacher methodology - 21 hours per week
- ii Course Induction - attending an induction day (10am - 5pm) prior to appointment commencing for briefing and orientation on course outline, timetable, on-site materials and facilities, general administration and student expectations.
- iii Assisting with placement testing and student orientation on the first Monday of each 2, 3 or 4-week course on which you are teaching.
- iv Attending staff meetings each week as directed by the DOS.
- v Attending and/or contributing to teacher development workshops (these take place on

average every 3 weeks during the summer period as part of a weekly staff meeting).

- vi Incorporating one study visit into the teaching hours of each course.
- vii Completing an end of course report and certificate for every student in the core class.
- viii Attending a leaving and prize-giving ceremony for each course taught.
- ix Attending one international night/variety show per course.
- x Attending activities specific to course content e.g. theatre visits for English Plus Literature course.
- xi 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

Teachers are graded according to the following criteria:

- Grade I - Initiated EFL teachers (RSA/UCLES CELTA or equivalent)
- Grade II - Qualified EFL teachers (e.g. MA TEFL; DELTA; Dip/PGCE TEFL/ TESOL) as defined by the British Council accreditation scheme.

SALARY PER WEEK		
Course Type	Grade I	Grade II
General English 21 hours/week	£301.35	£357
15 hours/week	£215.25	£255
Intensive English 25.5 hours/week	£387.60	£446.25
EAP 21 hours/week	£319.20	£367.50
Teacher Training 21 hours/week	N/A	£449.40

Supplements

- ◆ Additional work on the activity programme - £17.15 per afternoon/evening session

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

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 advance 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