

ACTIVITIES TEACHER

(for August 2007)

Background to St. Clare's

Please see the enclosed information for Job Applicants

Background to the post

St. Clare's is committed to promoting personal development, education and recreation through student participation in a wide range of activities which complement the academic curriculum. For students on the International Baccalaureate Diploma programme, participation in activities is a formal curriculum requirement (CAS - Creativity, Action and Service), necessary for the award of the IB Diploma.

The Activities Department co-ordinates and runs an extensive programme of activities for St. Clare's IB, Pre-IB and summer course students. The student body is unusually diverse for a College of our size, and changes during the course of the year. IB and Pre-IB students are aged 15–19 and are preparing for university entrance on IB Diploma and Pre-IB courses. Short course students are aged 10-18/19 and attend summer courses on the Banbury Road campus (16+), or at Rye St. Antony School (Junior Course) (10 - 16).

Activities include sporting, outdoor education, cultural, social and service activities. In any one term there would be a range of sporting fixtures, outdoor events (perhaps hillwalking in Wales), theatre and museum visits, one or more overseas trips (perhaps skiing or diving), conservation work and a range of community service. Also featuring might be pottery workshops, an in-house fashion show and an end of term disco. St Clare's has a strong commitment to community service and global citizenship which is reflected in the composition of the activities programme.

The post arises through the resignation of one of our Activities Teachers. The Activities Teacher had particular talents in the area of female sports, though she also contributed to the programme of social events and organised a number of overseas trips. However, it is to be expected that the range of skills and abilities offered by candidates for these positions may differ in many respects from those of the outgoing member of staff.

We wish to continue with the development of the Activities Dept. and expect the successful candidates to play a full role.

The aims are:

- to expand the range and improve the quality of activities offered
- to attune the activities more precisely to the very different interests and needs of the diverse student body
- to attune the activities to the ideals of the College in terms of the promotion of global citizenship, community service and health and fitness
- to encourage greater participation in activities by all students
- to develop further the participation of teaching and other staff in activities with students
- to provide a range of attractive options for students so they will make full and good use of their free time
- to build sporting and cultural links with other schools and colleges through activities
- to promote participation of students in activities, events etc in Oxford.

The dedicated activities team consists currently of three full-time teachers. There is also a large team of visiting activities teachers, including sports coaches, yoga, capoeira and photography. Music teaching is provided by visiting teachers, arranged by the Music Co-ordinator. All permanent teachers are also expected to contribute to activities with students.

Activities are currently arranged on- and off-site. Facilities include art, music and drama rooms,

photography dark room, and a general purpose hall. As our on-site facilities for sports etc are somewhat limited (a consequence of being located in the leafy suburb of North Oxford), we make extensive use of hired and public fields and facilities. Horse riding takes place at stables outside Oxford. Two minibuses and a 9 seater mini-van are available for general College use.

During the summer courses and other vacation courses, activities play a particularly prominent role with an expanded team of temporary activities organisers usually recruited and managed by the Activities Department. .

ACTIVITIES TEACHER

Reporting relationships:

To the Head of Activities

Duties include:

- to lead a variety of sports and/or outdoor education activities – as many as possible!
- to lead cultural, social and other trips, including overnight trips at weekends and more extended trips during holidays
- involvement in offering a range of activities to students e.g. community service, outdoor education, creative activities etc. in addition to the sporting role
- to assist in the administration of the Activities Department office, including being available for advice for students at specified times.
- to direct activities on vacation courses for a minimum of 4 weeks each year
- acting as the CAS Co-ordinator for the college – see separate job description

Person specification

Essential

The Activities teacher will:

- be organised and efficient with demonstrable organisational and administrative competence and experience
- have substantial experience of working with people in the 15-19 age group in a relevant context
- have qualifications relevant to directing and leading sports and/or outdoor education and/or other activities
- have expertise and/or experience in a number of relevant activities e.g. sports, Duke of Edinburgh Award, community service
- have experience in the planning and leadership of overseas trips
- have a current, clean driving licence and be able to drive College vehicles (be over 21, and have held a clean driving license for at least three years)
- be an energetic individual with leadership and teambuilding skills who can communicate his/her enthusiasm to staff and students alike

Desirable

- be a qualified teacher
- international experience
- experience of working in a residential/boarding environment
- experience in context(s) similar to those at St. Clare's, e.g. involvement in IB CAS programme, in a language school or in summer courses.

Terms and Conditions

Appointment will be dependent upon satisfactory clearance of the necessary Criminal Records Bureau enhanced checks for working with young people.

Working hours for the post will be flexible, and will involve some work at evenings and at weekends. The nature of the post makes it difficult to specify hours, and it is expected that the person appointed will recognise this. A working week of approximately to 40 hours is envisaged. At times e.g. when leading trips, these hours may be exceeded.

The annual leave entitlement will include Christmas, Easter and October half term unless trips are scheduled for those times (time off in lieu will be granted). A commitment to working for 4 weeks on summer courses is required.

The salary for teachers will be according to the St. Clare's salary scale. An extra responsibility allowance may be available for an applicant who also takes on the role of CAS Co-ordinator.

National Teachers' pensions scheme or College's group personal pension scheme. Life cover available either as part of the TPA or for other staff through a separate scheme.

Free meals are available in the College dining room, during working periods, and when a full meal service to staff and students is being offered.

The appointment will be from August 2007.

APPLICATIONS

Please apply by detailed letter enclosing

- a full CV to include a full employment history with names, addresses, email addresses and telephone numbers of all previous employers where you have worked with students aged under 18
- details of three referees to include addresses, email addresses and telephone numbers

to Tom Walsh, Vice Principal
St. Clare's, Oxford
139 Banbury Road
Oxford OX2 7AL

Fax: (01865) 310002

Email: recruitment@stclares.ac.uk

Closing date: Monday June 18th 2007

We are expecting to schedule interviews for the post of Activities Teacher for Thursday or Friday June 21st or 22nd 2007

ST. CLARE'S, OXFORD

ACTIVITIES TEACHER

Reporting overall to the Head of Activities.

Duties and responsibilities

Working with colleagues in the Activities Department, the Activities teacher is responsible for the formulation and delivery of activities programmes for pre-university students on IB courses (IB, Preparatory IB Course etc.) on the College's Banbury Road Campus.

S/he is also responsible for the formulation and delivery of activities programmes during summer courses.

The activities programme must take into account the interests and needs of students and be appropriate to their age and to the demands of their course of study. The range of activities includes cultural, social, sporting, aesthetic and service activities. A programme of day, weekend and more extended trips, excursions and visits is also arranged within the UK and abroad during term time, summer courses and vacations.

Specifically duties and responsibilities include:

- organising and leading and/or co-leading a variety of student activities on and off College premises
- accompanying/leading trips in the UK and abroad at various times including at weekends, during academic year vacations etc.
- coaching sports as appropriate
- organising and facilitating student-led and college-wide events
- working within an assigned budget
- complying at all times with health and safety directives and procedures, and exercising high levels of care and attention for personal welfare and safety and that of colleagues, students and other people.
- upholding all College rules, regulations and procedures in relation to staff and student conduct during activities.
- contributing to planning and thinking associated with the organisation and delivery of activities programmes
- undertaking administrative duties as assigned by the Head of Activities associated with the running of the Activities Office and the arrangements and delivery of trips, and activities.
- staffing the Activities Office, providing assistance and information to students as arranged
- directing activities programmes for up to 4 weeks on summer courses
- taking on particular specified areas of responsibility / activities as assigned by the Head of Activities.

- other duties and responsibilities as assigned by the Head of Activities, Principal or Vice Principal.

Tom Walsh

18 October 2004
Amended 25 May 2007