



Summer Assistant Director of Studies: for older teenagers (15-17)

Main purpose of the role

To support the Summer Director of Studies on the Banbury Road site at St. Clare's in co-ordinating the EFL teaching team, monitoring the quality of lessons and teaching as required throughout the summer season.

Duties and responsibilities

1. Advises and supports teachers according to the academic guidelines for each course-type: Summer English, Examination English and Intensive English.
2. Oversees the EFL resources (course books, photocopied packs, audio-visual software and hardware), encouraging their varied use and monitoring their return.
3. Checks the schemes of work for each class, assists with lesson planning and facilitates co-operation between teachers working with the same group.
4. Observes classes (usually in lessons 1 + 2), providing support and 'quality control' in keeping with the academic guidelines and the needs of the students; and provides feedback to teachers and the DOS.
5. Supports the DOS and administrator with all academic paperwork:
 - a) for students - questionnaires (after three days and at the end of course), Certificates and Reports; and
 - b) for teachers - class lists, registers, schemes of work, lesson plans, absence slips, placement tests, marking schemes, risk assessments etc.
6. Assists with placement testing and student orientation on the first Monday of each course, assisting in the formation of groups as required.
7. Attends staff meetings each morning as directed by the DOS and participates in teacher development workshops on Friday afternoons as appropriate.
8. Understands the responsibilities associated with 'duty of care': completing 'risk assessments' for Study Visits, monitoring student behaviour around the site, encouraging integration in and out of the classroom as appropriate etc.
9. Teaches on the afternoon programme (6 hours per week) and according to student numbers, teacher absences and any emergencies as required.
10. Performs other duties as required to ensure a positive working experience for the teachers and learning experience for the students.

Summer ADOS: profile

You must be flexible, well organised and able to work under pressure. You should also have an interest in working with teenagers, proven experience as an EFL teacher and a strong desire to move into a management role.

- Minimum requirement: TEFLQ (DELTA or equivalent or Qualified Teacher Status)
- Desirable: Some experience of managing a team of teachers

Summer ADOS: Rate of pay

Rate of pay (incl. Holiday Pay per week)	Benefits*
£511.09 (incl. £55.04 HP)	Lunch

* Lunch is provided by the college on weekdays. **Supplements:** Activity sessions £26.40 (incl. £2.84 HP) half day or evening.

Summer ADOS: Terms & Conditions

You report to the Director of English Language Courses for contractual matters and the Summer Director of Studies for academic matters.

- This is a 9-week contract, starting 19 June and ending 20 August.
- Orientation and induction takes place prior to the course start-date and attendance is required. Staff meetings are held most mornings and attendance is crucial.
- Hours vary according to needs but will take place over 5 days per week. Any additional weekend work will either be compensated with 'time off in lieu' or paid at the hourly rate agreed in advance with the DOS.

References and 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.

Criminal Records Bureau checks must also be undertaken, for which employees / prospective employees are required to provide information and consent. A Certificate of Good Conduct from the country you have been working in is essential if you have been working overseas.

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.

Satisfactory completion of a health questionnaire.

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 who are under the age of 18.

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.

Please apply using the application form, with short covering letter and current C.V., including two referees, one of which should be your current or most recent employer either by mail or email to:

Summer Courses Administrator
St. Clare's, Oxford
139 Banbury Road - Oxford OX2 7AL
Email: robin.lomax@stclares.ac.uk

Updated 01 February 2011RL