



Residential EFL Teacher: for juniors (10-15 year olds)

Main purpose of the role

To plan and deliver English Language lessons which are appropriate to the age-range and the 'language-learning' expectations of the St. Clare's summer school at Rye St. Antony; and to engage actively in the residential, pastoral, cultural and recreational aspects of the programme according to the needs of the students and the requirements of the rota.

Duties and responsibilities

1. Prepares a weekly teaching programme according to the academic guidelines for the course.
2. Devises lessons which are appropriate to the level, interests and needs of the learners in each class, maintaining the appropriate balance of teacher input and learner involvement.
3. Delivers each class with energy and enthusiasm: aiming high, making demands and engaging students in the learning process.
4. Brings variety to the programme each week by consulting with the Senior Teacher and other teachers of the class, by using a combination of course book and photocopied materials, by appropriate use of audio-visual aids in the classroom.
5. Creates links between the classroom and the world outside by encouraging students to make the most of the excursions: using stimulus material from websites, leaflets, 'eye-opener' trails, questionnaires etc. before, during and after the visits.
6. Participates fully in the activity programme, according to the agreed rota: organising activities on site and taking responsibility for a group of up to 15 students on excursions as required.
7. Assists with placement testing and student orientation on the first Monday of each course; and monitors progress through questionnaires in the first and last week of each course.
8. Attends staff meetings each morning as directed by the Senior Teacher/Course Director and attends 'briefing' meetings each morning.
9. Completes the End-of-course Report and Certificate for each student in the 'core' class and presents them to the students in the Leaving Ceremony on the final Friday of each course.
10. Understands fully the responsibilities associated with 'safeguarding' and 'duty of care' on a residential programme: supporting the students whilst maintaining a professional distance, completing 'risk assessments', monitoring student behaviour, encouraging integration, supervising meal times, accompanying students to hospital or doctor's surgery etc.
11. Takes an active role in the supervision, welfare and discipline of students at all times: ensuring that bedrooms are kept clean and tidy, monitoring 'getting up' and 'lights out' routines, overseeing the laundry rota, making sure students shower and wash their clothes regularly, reporting damage or loss of property, responding to illness, homesickness and other emergencies as necessary.
12. Assists with student arrivals and departures at the beginning and end of each course according to the rota devised by the Course Director: accompanying students from and to the airport, welcoming to the Rye site, escorting to allocated rooms etc.
13. Performs other duties as required to ensure a safe and enjoyable experience for the young students in their care.

Residential EFL Teacher: profile

You must be enthusiastic, reliable and flexible, with the students' best interests in mind at all times.

- Minimum requirements: an interest in working with children and younger teenagers.
CELTA or equivalent plus experience.
- Desirable: DELTA or equivalent or Qualified Teacher Status.
Current first aid certificate, lifeguard qualification, playing a musical instrument.

Residential EFL Teacher: rates of pay

(per 6 day week comprising 18 teacher-contact hours plus 5 sessions of residential, cultural or recreational support per week)

Grade	Criteria	Pay incl Holiday Pay p/w	Benefits
Grade 1	TEFLI Initiated EFL teachers RSA/UCLES CELTA or equivalent	£388.24 (incl. £41.81 HP)	Full- board accommodation on site
Grade 2	TEFLQ Qualified EFL teachers DELTA MA ELT/TESOL Dip ELT/TESOL PGCE EFL/TESOL as defined by the AccreditationUK	£452.32 (incl. £48.71 HP)	

Supplements: Additional sessions agreed in advance by the Activity/Course Director @ £26.40 (incl. £2.84 HP) p/session.

Residential EFL Teacher: Terms & Conditions

You report to the Director of English Language Courses for contractual matters and the Senior Teacher/Activity Director/Course Director on site for specific day-to-day duties.

- 3 and 6 week contracts available, from 10 – 30 July and 31 July – 20 August.
- Orientation and induction takes place on 9 July and attendance is required. Staff meetings are held most days and attendance is crucial.
- You will be required to teach for 18 hours per week in the classroom and, in addition, to contribute to the activity programme (5 sessions per week in flexible shifts according to the rota). You will have one day off per week which is likely to be a weekday.

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 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

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