



Summer EFL Teacher: for older teenagers (15-17)

Main purpose of the role

To plan and deliver English Language lessons which are both challenging and stimulating to the range of international learners attending the summer courses on the Banbury Road campus.

Duties and responsibilities

1. Prepares a weekly teaching programme according to the academic guidelines for the course:
 - a. Summer English - 21 hours per week
 - b. Intensive English - 25 hours per week
 - c. English for Examinations - 21 hours per week
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 DOS 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, and by incorporating Study Visits into the afternoon programme as appropriate.
5. Contributes specialist skills to the afternoon classes (Active Language Projects and Examination Course) according to the interests of the students: 'top tips' for IELTS or Cambridge exams, Oxford in Literature, pronunciation workshops, learner training activities, reading strategies, global issues debates etc.
6. Assists with placement testing and student orientation on the first Monday of each course as required; monitors progress through questionnaires in the first and last week of each course.
7. Attends staff meetings each morning as directed by the DOS and participates in teacher development workshops on Friday afternoons as appropriate.
8. 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 Fridays.
9. 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.
10. Performs other duties* as required to ensure a positive experience for the student.

* See over for additional activity programme payment.

Summer EFL Teacher: profile

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

- Minimum requirement: CELTA or equivalent plus experience.
- Desirable: DELTA or equivalent or Qualified Teacher Status.

Summer EFL Teacher: Rates of pay

Grade	Criteria	Course type	Pay incl. Holiday Pay p/w	Benefits*
Grade 1	TEFLI Initiated EFL teachers RSA/UCLES CELTA or equivalent	General English/English for Examinations 21 hours/week	£379.94 (incl. £40.92 HP)	Lunch
		Intensive English 25 hours/week	£452.31 (incl. £48.71)	Lunch
Grade 2	TEFLQ Qualified EFL teachers DELTA MA ELT/TESOL Dip ELT/TESOL PGCE EFL/TESOL as defined by the AccreditationUK	General English/English for Examinations 21 hours/week	£447.20 (incl. £48.16 HP)	Lunch
		Intensive English 25 hours/week	£532.39 (incl. £57.33)	Lunch

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

Summer EFL Teacher: Terms & Conditions

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

- Contracts of varying lengths available (from 3-9 weeks), starting 19 June, 26 June, 3 July, 10 July and ending 30 July, 6 August, 13 August, 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 the contract and course type (21 hours for General English and Examination English, and 25 hours for Intensive English) plus preparation, marking and attendance at meetings.

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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