



**St. Clare's, Oxford**  
— An International Education —

## **PART-TIME TEACHER OF ENGLISH LANGUAGE**

**from late August 2013 until February 2014 (maternity cover)**

Please read our **Notes for Job Applicants** and **Additional information for teachers on IB courses** located on the College website for a general background about St. Clare's – [www.stclares.ac.uk/jobs](http://www.stclares.ac.uk/jobs).

### **The post**

This role represents an excellent opportunity for a dedicated teacher of English language to teach a timetable comprising primarily their specialist subject at International Baccalaureate level and at PreIB level.

This post is for a part-time teacher of English language on International Baccalaureate and Preparatory IB courses. The number of hours available will depend on enrolment but is expected to be 10 hours per week. The teacher would also contribute to the programme of English language support delivered to individual or small groups of students who require extra help with their English language development. All classes are composed of non-native speakers of English.

The Pre-IB course is a College-devised programme, which offers up to one year of preparation in academic subjects and English language (as necessary) to students not yet ready to begin the IB programme. Most students come for the whole year while others join the programme for one or two terms.

Class size is a maximum of 15, with an average of 9, and the students are invariably well behaved and keen to learn. These are optimal conditions for a teacher to plan and deliver excellent lessons in a supportive and collegial environment. The teaching style of St. Clare's in general aims to combine informality with academic rigour. Small classes are the norm, discussion and a questioning approach are encouraged, and students are expected to acquire self-discipline in the organisation of their work.

Some information on subject content can be found at [www.stclares.ac.uk/Choosing-Subjects](http://www.stclares.ac.uk/Choosing-Subjects)

### **English B department**

Currently there are five full-time members of the English B department, including the head of department. Two of the teachers also teach other subjects in St. Clare's. English B and English Language and Literature are taught in a group of well-appointed classrooms. Each is equipped with a whiteboard, television with video player and DVD player and ceiling mounted digital projector.

The English B department adopts a multi-media, content-based language teaching approach to develop students' ideas, skills and use of English language with some focus on explicit language teaching as well as generally promoting inter-cultural awareness and understanding.

Work set is expected to challenge students at all levels of English language ability, promote critical thinking and encourage further independent learning.

### **The person**

#### Essential requirements

- degree and PGCE (or equivalent)
- ability to teach your subject to IB level or equivalent
- be a native speaker of English or of native speaker quality
- an excellent and innovative classroom practitioner
- willingness to contribute to the life of a busy boarding school
- efficiency, enthusiasm, flexibility and team spirit.

#### Desirable

- ability to offer another language/subject to IB and/or Pre-IB level
- experience of teaching English language to IB level
- experience of working in an international environment
- experience of working with students of different language / educational backgrounds
- a TESOL qualification or equivalent

### **Terms and conditions**

Salaries for full-time teachers are based on the St. Clare's pay scale (in excess of the main professional scale for maintained schools), according to qualifications and experience. For part-time posts, the salary will be hourly paid. This is currently £35.92 per hour including holiday pay for classes with 3 or more students and £30.53 per hour for tutorials, which have 1 or 2 students. Salary is subject to income tax and National Insurance deductions.

The academic year for IB teaching is 35 weeks from the start of September until mid-June (with appropriate breaks that are largely synchronised with local schools). The successful candidate would be expected to teach throughout these weeks. It is highly desirable if s/he could also attend relevant meetings before and after the academic year as well as on occasional Wednesday afternoons.

Classes are timetabled between 09:00 and 16:15, Monday to Friday. A reasonable effort will be made to accommodate the timing of classes to the availability of the teacher.

Teachers are provided with free lunch in the College dining room during working periods and when a full meal service to staff and students is being offered.

Professional development – there is a generous professional development budget to allow teachers to keep up to date with educational developments and improve their classroom practice.

Pension - The teacher may be entitled to join the Teachers' Pension Scheme. The teacher's contribution is 7.6-8.0% of pensionable salary.

Life Assurance - If the teacher is a member of the Teachers' Pension Scheme the cover is three times the average salary less any lump sum benefits already paid. The College also provides additional cover of one times the average salary.

## **Applications**

Please apply by completing the application form for teaching jobs, available on the Jobs section of our website. This must include a detailed supporting statement explaining how you would be particularly suited to this position.

To download the form visit the college website – [www.stclares.ac.uk/jobs](http://www.stclares.ac.uk/jobs)

Also included will be details of three referees to include addresses, email addresses and telephone numbers (please ensure they know they may be contacted and will respond promptly). Note that we reserve the right to contact any of your previous employers.

Please send your application to:

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

Email: [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk)

Closing date: Monday 22<sup>nd</sup> April 2013

Interviews will take place at St. Clare's, Oxford during the week starting 29<sup>th</sup> April 2013. Candidates who are short-listed for interview must be available to spend a day at St. Clare's during that week.

**St. Clare's is committed to safeguarding children and all posts are subject to an enhanced DBS check and satisfactory references.**

**St. Clare's is a registered charity advancing international education and understanding.**