



Residential EFL Instructor: for juniors (aged 10-15)

Main purpose of the role

To plan and deliver English Language lessons that are appropriate to the age range and language learning expectations of the St. Clare's English for Juniors residential summer course 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. To prepare a weekly programme according to the academic guidelines for the course.
2. To devise lessons that are appropriate to the level, interests and needs of the learners in each class, maintaining a suitable balance of staff input and student involvement.
3. To deliver each class with energy and enthusiasm, aiming high, and providing a learning process that is both challenging and engaging.
4. To bring creativity and variety to the weekly programme, in consultation with the Director of Studies and other staff, using a combination of course book and photocopied materials, appropriate use of audio-visual aids, and incorporating study visits into the afternoon programme where suitable to promote a learning outcome.
5. To create links between the classroom and the outside world 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 trips.
6. To fully participate in the activity programme, according to the agreed rota, including organising activities on site, and taking responsibility for a group of up to 15 students on excursions as required.
7. To assist with placement testing and student orientation on the first Monday of each course.
8. To monitor progress through questionnaires in the first and last week of each course.
9. To attend staff meetings and 'briefings' each morning as directed by the DOS/Course Director.
10. To complete the end of course report and certificate for each student in the main class, and present them to the students in the leaving ceremony on the final Friday of each course.
11. To be actively involved in the 'safeguarding' and 'duty of care' aspects of the residential programme, including: supporting the students whilst maintaining a professional distance, completing risk assessments, monitoring student behaviour, encouraging integration, supervising meals, and accompanying students to the doctor/hospital.
12. To take an active role in the supervision, welfare and discipline of students at all times, including: ensuring cleanliness of bedrooms, supervising 'getting-up' and 'lights out' routines, overseeing the laundry rota, promoting students' personal hygiene, reporting lost or damaged property and responding to illness, homesickness and emergencies as necessary.
13. To assist with student arrivals and departures, according to the rota devised by the Course Director, including accompanying students to and from the airport.
14. To perform other duties as reasonably required to ensure a safe and enjoyable experience for the students.

Person Profile

- The ideal candidate will be enthusiastic, reliable and flexible, keeping the students' best interests in mind at all times.
- Minimum qualification: CELTA or equivalent, plus relevant experience.
- Desirable: DELTA or equivalent.
Current first aid certificate; life guard qualification; playing a musical instrument.

Terms and conditions

- You will report to the Director of English Language Courses for contractual matters, and the Course Director/DOS /Activity Director on site for day-to-day duties.
- The course dates are 6 – 26 July and 27 July – 16 August. Contracts will be offered for the duration of either or both of the courses (3 or 6 weeks).
- You will be required to attend orientation and inductions prior to the course start date, as well as staff meetings on most days during the course.
- The working week runs from Sunday to Saturday, during which you will be required to work 18 hours per week in the classroom, as well as 5 activities sessions as part of a flexible rota, to include afternoons, evenings and weekends. You will have one day off per week, which is likely to be a weekday.

Pay Rate

You will be offered a rate of pay depending on your qualifications and experience:

Grade	Criteria	Weekly rate of pay	Benefits
Grade 1	TEFLI Initiated EFL RSA/UCLES / CELTA or equivalent	£418.10 (including £45.03 holiday pay)	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)	£487.10 (including £52.46 holiday pay)	

Supplements: Additional sessions agreed in advance by the Activity/Course Director @ £28.43 (incl. £3.06 HP) /session.

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:

- Full written references, and phone references from 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. One referee must be your current or most recent employer. References from friends or relatives will not be acceptable.
- Police checks / Disclosure and Barring Service (DBS) checks must also be undertaken, for which employees / prospective employees are required to provide information and consent. A Certificate of Good Conduct is acceptable if you are returning from abroad.
- 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 is a condition of employment.

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.

Applications

Please apply by completing the application form at <http://www.stclares.ac.uk/summerjobs>. You may also include a short covering letter and current CV along with your application form.

Please provide details of two 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.

Applications must be submitted **by email** to leen.vanbroeck@stclares.ac.uk or **by post** to:

Leen Van Broeck (Ms)
Short Courses Administrator,
St Clare's, Oxford,
139 Banbury Road, Oxford, OX2 7AL

Appointments will be subject to DBS (formerly known as CRB) check and satisfactory references.