



EFL Teacher - Summer Group &/or 1-to-1 for students aged 18+

Main purpose of the role

To plan and deliver English Language lessons, which are both challenging and stimulating, to a range of international students attending the summer courses at the St. Clare's International College.

Duties and responsibilities

1. To prepare and display a Weekly Plan of instruction, according to the academic guidelines for the course or needs and wants of one-to-one students:
Everyday English or English for Exams – 21 lessons per week
One-to-one English – 5+ lessons per week
2. To devise lessons that are appropriate to the level, interests and needs of the learners in each class, maintaining a suitable balance of teacher 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 class teachers, using a combination of course book and photocopied materials, appropriate use of digital technology, and incorporating study visits into the teaching programme where suitable to promote a clear learning outcome.
5. To contribute specialist skills to the afternoon English in Context group classes, according to the students' interests and requirements, including: 'top tips' for IELTS or Cambridge exams, learner training activities, Speaking & Pronunciation workshops, reading strategies, global issues debates, etc.
6. To assist with placement testing and student orientation on the first Monday of each course as required.
7. To monitor progress through questionnaires in the first and last week of each course.
8. To attend staff meetings as directed by the Director of Studies, and to participate in teacher development workshops as appropriate.
9. To complete end of course reports and certificates for each student in the main class, and present them to students at the end of each course.
10. To be actively involved in the provision of 'duty of care', including: completing risk assessments for study visits, monitoring student behaviour around the college, encouraging integration in and out of the classroom as appropriate, etc.
11. To perform other duties as reasonably required to ensure an educational and enjoyable experience for the students (e.g. participation in activities sessions, for which supplementary wages are payable).

Person profile

The ideal candidate will be experienced, enthusiastic, friendly, reliable and flexible, keeping the students' best interests in mind at all times. Other qualities include being cooperative, resilient and a good team member.

- Minimum qualification: CELTA or equivalent, plus 2+ years relevant teaching experience.
- Desirable: DELTA or equivalent, or Qualified Teacher Status.

Terms and conditions

- You report to the Director of Studies for contractual and academic matters.
- Courses run from 16th June to 29th August, and contracts ranging from 2-11 weeks will be offered during this period.
- You will be required to attend an induction meeting prior to the course start date, as well as regular staff meetings during the course.
- Contracted hours vary according to the course type (as above, plus preparation, marking and attendance at meetings).

Pay Rate

- You will be offered a rate of pay depending on your level of qualification:

Grade	Criteria	Course type	Rate of pay	Benefits
Grade 1	TEFLI Initiated EFL teachers RSA/UCLES CELTA or equivalent	Group teaching (21 lessons/week)	£21.45 per lesson** (including £2.31 holiday pay)	Lunch* & Subsidised accommodation may be available.
		1-to-1 teaching (5+ lessons/week)	£19.72 per lesson (including £2.12 holiday pay)	
Grade 2	TEFLQ Qualified EFL teachers DELTA MA ELT/TESOL Dip ELT/TESOL PGCE EFL/TESOL (as defined by the AccreditationUK)	Group teaching (21 lessons/week)	£25.16 per lesson (including £2.71 holiday pay)	
		1-to-1 teaching (5+ lessons/week)	£23.14 per lesson (including £2.49 holiday pay)	

** Lesson = 55 minutes *Provided by the college on weekdays. **Supplements:** Activity sessions @ £28.43 (incl. £3.06 HP) half day or evening.

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 complete the application form on our college website: www.stclares.ac.uk/International-College-Jobs

You may also include your current CV along and a short covering letter 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** (preferably) to leen.vanbroeck@stclares.ac.uk or **by post** to:

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

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