



Summer EFL Instructor: for older teenagers (aged 15-17)

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 on the St. Clare's Banbury Road campus.

Duties and responsibilities

1. To prepare a weekly programme of instruction, according to the academic guidelines for the course:
Summer English - 21 lessons per week
Intensive English - 25 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 instructor 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 instructors, 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 contribute specialist skills to the afternoon classes (Active Language Projects and EAP classes of the intensive course), according to the students' interests and requirements, including: 'top tips' for IELTS or Cambridge exams, Oxford in Literature, pronunciation workshops, learner training activities, 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 each morning as directed by the Director of Studies, and to participate in instructor development workshops on Friday afternoons as appropriate.
9. To complete end of course reports and certificates for each student in the main class, and present them to students in the leaving ceremonies on Fridays.
10. To be actively involved in the provision of 'duty of care', including: completing risk assessments for study visits, monitoring student behaviour around the campus, 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 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, or Qualified Teacher Status.

Terms and conditions

- You will report to the Director of English Language Courses for contractual matters and the Summer Director of Studies for academic matters.
- Courses run from 15th June to 16th August, and contracts ranging from 3-9 weeks will be offered during that period.
- 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.
- 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	Weekly rate of pay	Benefits
Grade 1	TEFLI Initiated EFL instructors RSA/UCLES CELTA or equivalent	General English (21 lessons/week)**	£409.16 (including £44.06 holiday pay)	Lunch* & Subsidised accommodation may be available.
		Intensive English (25 lessons/week)**	£487.09 (including £52.46 holiday pay)	
Grade 2	TEFLQ Qualified EFL instructors DELTA MA ELT/TESOL Dip ELT/TESOL PGCE EFL/TESOL (as defined by the AccreditationUK)	General English (21 lessons/week)**	£481.59 (including £51.86 holiday pay)	
		Intensive English (25 lessons /week)**	£573.32 (including £61.74 holiday pay)	

*Provided by the college on weekdays. **1 lesson equals 55 minutes. **Supplements:** Activity sessions @ £28.43 (incl. £3.06 HP) per half day/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: <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.

Updated 5/3/14 LVB