

**JOB DESCRIPTION**

**Hourly Paid Teacher of Language (A) Literature – Estonian**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer.*

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| **JOB SPECIFICATION** | |
| Title of Post | Hourly Paid Teacher of Language (A) Literature |
| Purpose of Role | To teach native Estonian speaking students Literature as part of the International Baccalaureate programme. Students take a Group 1 subject, which is literature in their mother tongue, as well as a group 2 course in a second language. For a Standard Level course with 1 - 4 students, they are taught in two one-hour classes per week. If there are 5 or more students then it is 3 hours a week |
| Overview | We are looking for a teacher of Estonian to teach the Group 1 subject (Literature). There is currently 1 student who will prepare for the Standard Level examination in May 2020. The course is common to all languages, with literature in that language and some works in translation from another language. All the teaching and examining will be in the student’s mother tongue (Estonian), not English. |
| Reporting Structure | Hourly paid Teachers of Language A literature report directly to the Head of Modern Languages. |
| Key Responsibilities | See Schedule of Duties: Hourly paid teachers at St Clare’s, Oxford  (pages 4-5 below) |
| **TERMS AND CONDITIONS** | |
| Terms of Employment | Hourly paid, fixed term contract (Sept 2019 – May 2020) |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | Hours to be agreed with the Head of Modern Languages each term.  The academic year is 35 weeks, from late August until mid-June, with breaks at the end of term and mid-term in October and February. Classes are timetabled between 9.00 and 16.15, Monday to Friday. |
| Probationary Period | 6 months |
| Notice Period | 3 months |
| Salary / Pay | A teaching group composed of one or two student is considered a tutorial. Contact hours are two hours per week and the hourly rate of pay is **£33.46** (inclusive of holiday pay).  A teaching group composed of three or four student is considered a Class. Contact hours are two hours per week and the hourly rate of pay is **£39.37** (inclusive of holiday pay).    A teaching group composed of five or more students is considered a Class. Contact hours are three hours per week in Year 1 and 2.5 hours per week in Year 2. The hourly rate of pay is **£39.37** (inclusive of holiday pay). |
| Pension | A contributory pension is offered through the College’s group personal pension scheme or an existing personal pension scheme. In all cases the employer pays double the contribution of the employee, up to a maximum of 10% of gross salary. Employee contributions above 5% may be made but do not attract employer contribution |
| Life Assurance | Death in service benefit is four times annual salary |
| Meal | A free meal is provided in the College catering units working days and when students are in residence. |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | |
| Education and qualifications | * A degree **(E)** * Degree qualification in literature or related subject **(D)** |
| Knowledge, skills and experience | * Teaching experience **(D)** * Ability to teach literature to native speakers at pre-university level **(E)** |
| Personal skills and attributes | * Strong interest in literature **(E)** |

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| **References and Pre-employment Checks**  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | |
| References | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.- |
| Identity, right to work and qualifications | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| Police checks / DBS | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment. |
| Health questionnaire | Satisfactory completion of a health questionnaire. |

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| **HOW TO APPLY** | |
| Applications | Applications must be made using the College’s standard application form which can be found on the College website at [www.stclares.ac.uk/recruitment](http://stclares.ac.uk/recruitment).  CVs will only be accepted if accompanied by a St Clare’s application form. |
| Email | Applications should be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) |
| Post | Alternatively, send to:  Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk)  Tel: 01865 552031 |
| Deadline for applications | ***This position will close once we receive sufficient applications.*** |

**SCHEDULE OF DUTIES: HOURLY PAID TEACHERS AT ST. CLARE'S, OXFORD**

The following duties shall be deemed to be included in the professional duties which a teacher may be required to perform:

**1 *Teaching***

In each case having regard to the curriculum for the College, the Teacher shall:

a) plan & prepare courses & lessons including associated written documentation such as schemes of work, lesson plans, & other documentation as required;

b) teach, according to their educational needs, the students assigned to him or her, including setting & marking work to be carried out by the students in school & elsewhere;

c) assess, record & report on the students' development, progress & attainment;

d) promote the general progress & well-being of individual students & of any class or group of students assigned to him or her.

**2 *Assessments and reports***

The Teacher shall:

a) provide or contribute to oral & written assessments, reports & references relating to individual students & groups of students.

b) make records of & reports on the academic, personal & social needs of students.

c) communicate & consult with parents or guardians of students following agreed procedures.

**3 *Performance Development***

The Teacher shall participate in arrangements for the appraisal of his or her performance if required.

**4 *Professional training and development***

The Teacher shall:

a) review from time to time, within the context of the performance development scheme and at other times, his or her methods of teaching, programmes of work & other aspects of his or her work as a teacher to ensure that he or she remains up-to-date with current best practice.

b) undertake training & professional development, in relation to subject or area of teaching, teaching methods, & other aspects of professional work as a teacher:

- through participation in activities arranged by the Employer taking place in working time & through attendance at relevant courses, meetings, etc.

- through other activities undertaken by the Teacher, such as reading, private study, acquiring additional relevant qualifications etc.

c) maintain a log of activities undertaken as continuing professional development, demonstrating the follow-up to areas identified for development in personal professional reviews under this clause.

**5 *Educational methods***

The Teacher shall advise & co-operate with the Principal, Deputy Principal, Vice Principal, Course Directors & other teachers, either individually or as a group, on the preparation & development of courses of study, teaching materials, teaching programmes, methods of teaching & assessment & pastoral arrangements.

**6 *Discipline***

The Teacher shall maintain good order & discipline among the students.

**7 *Health & safety***

The Teacher shall safeguard students’ health & safety both when they are authorised to be on the Employer’s premises & when they are engaged in the College’s activities elsewhere.

**8 *Staff meetings***

The Teacher shall participate in meetings at the College which include discussion on the progress of students, the management of activities relating to the curriculum, organisation & pastoral functions of the College, & other meetings as required from time to time.

**9 *Public examinations***

The Teacher shall participate in arrangements for assessing students for public examinations & supervision of students during such examinations.

**10 *Management***

The Teacher shall:

a) take such part as may be reasonably required of him or her in the review, development & management of activities relating to the curriculum, organisation & pastoral functions of the College;

b participates in administrative and organisational tasks related to such duties.

**11 *Other activities***

The Teacher shall:

a) communicate & co-operate on College business with persons or bodies from outside the College;

b) arrange and undertake with student’s activities which complement and support academic work.