

## JOB DESCRIPTION – SUMMER ELT INSTRUCTOR FOR OLDER TEENAGERS (AGED 15-17)

*Candidates are expected to look at the College website [www.stclares.ac.uk](http://www.stclares.ac.uk) as it provides information about St Clare's and the courses we offer.*

JOB DESCRIPTION					
<b>Title of Post</b>	Summer ELT Instructor for Older Teenagers (aged 15-17)				
<b>Purpose of Role</b>	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.				
<b>Reporting Structure</b>	The Summer ELT Instructor for older teenagers reports directly to the Academic Manager.				
<b>Key Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To prepare a weekly programme of instruction, according to the academic guidelines for the course: <table border="1" style="margin-left: 20px; width: 80%;"> <tr> <td style="padding: 2px;">Interactive English and Closed Groups</td> <td style="padding: 2px;">21 lessons* per week</td> </tr> <tr> <td style="padding: 2px;">Intensive English and Business in Oxford</td> <td style="padding: 2px;">25 lessons* per week</td> </tr> </table> <p style="margin-left: 20px; font-size: small;">*1 lesson equals 55 minutes</p> </li> <li>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.</li> <li>3. To deliver each class with energy and enthusiasm, aiming high, and providing a learning experience that is both challenging and engaging.</li> <li>4. To bring creativity and variety to the weekly programme in-line with weekly themes and in consultation with the Academic Manager and other 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.</li> <li>5. To contribute specialist skills to the project classes (Active Language Projects of the Interactive English course, study/cultural visits of the Interactive English Closed Groups and Projects/Skills classes of the Intensive English 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.</li> <li>6. To assist with placement testing and student orientation on the first Monday of each course as required.</li> <li>7. To monitor progress through questionnaires in the first and last week of each course.</li> <li>8. To attend staff meetings each morning as directed by the Academic Manager, and to participate in instructor development workshops on some Friday afternoons as appropriate.</li> <li>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.</li> <li>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.</li> <li>11. To actively promote St Clare's and the Summer Courses inside and outside of the classroom. This includes seeking opportunities to take photographs of students in academic settings, share them with marketing, and recommend other courses.</li> <li>12. To perform other duties as reasonably required to ensure an educational and enjoyable experience for the students (including participation in activities sessions, for which supplementary payments are payable, observations, and inspections).</li> </ol>	Interactive English and Closed Groups	21 lessons* per week	Intensive English and Business in Oxford	25 lessons* per week
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TERMS AND CONDITIONS						
<b>Terms of Employment</b>	<ul style="list-style-type: none"> <li>Teaching runs from Monday 22 June to Friday 21 August 2020, and contracts ranging from 3-9 weeks will be offered during that period.</li> <li>You will be required to attend orientation and induction (paid at the appropriate daily rate) on a Sunday prior to your employment start date, as well as staff meetings on most days during the course.</li> <li>Contracted hours vary according to the course type (as above, plus preparation, marking and attendance at meetings).</li> </ul>					
<b>Place of Work</b>	139 Banbury Road, Oxford, OX2 7AL					
<b>Hours of Work</b>	See Key Responsibilities					
<b>Notice Period</b>	1 week					
<b>Salary / Pay</b>	<b>Grade</b>	<b>Criteria</b>	<b>Course type</b>	<b>Weekly rate of pay</b>	<b>Benefits</b>	*Provided by the college on weekdays. **1 lesson equals 55 minutes.
	<b>1</b>	TEFLI - Initiated ELT instructors RSA/UCLES CELTA or equivalent	Interactive English/Closed Group (21 lessons/ week)**  Intensive English/ Business in Oxford/ Fantasy in Oxford (25 lessons/ week)**	£396.18 (plus approx. £47.81 holiday pay)  £471.65 (plus approx. £56.92 holiday pay)	Lunch* & subsidised accommodation may be available.	
<b>2</b>	TEFLQ - Qualified ELT instructors DELTA MA ELT/ TESOL Dip ELT/ TESOL PGCE EFL/ TESOL (as defined by AccreditationUK)	Interactive English/Closed Group (21 lessons/ week)**  Intensive English/ Business in Oxford/ Fantasy in Oxford (25 lessons /week)**	£466.41 (plus approx. £56.29 holiday pay)  £555.25 (plus approx. £67.01 holiday pay)			
<b>Supplements:</b> Additional activity sessions at £33.33 (plus approx. £4.02 holiday pay) per half day/evening.						
<b>Pension</b>	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary (i.e. the employer pays up to 10%, and the employee pays up to 5%). Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.					
<b>Meal</b>	A free lunch is provided in the College catering outlets on working days and when students are in residence.					
<b>Childcare Voucher Scheme</b>	The College operates a childcare voucher scheme					
<b>Accommodation</b>	Subsidised accommodation may be available to rent within the college for the right candidate. If you require accommodation, please notify us in your application. <i>However, such availability cannot be guaranteed. Please note that accommodation changes would be required once or even twice during the contract for college operational reasons.</i>					
PERSON SPECIFICATION						
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>						
<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>Minimum Qualification – CELTA or equivalent, plus relevant experience <b>(E)</b></li> <li>Desirable Qualification – DELTA or equivalent, or Qualified Teacher Status <b>(D)</b></li> </ul>					
<b>Personal skills and attributes</b>	The ideal candidate will be enthusiastic, reliable, and flexible, keeping the students' best interests in mind at all times					



## 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.*

<b>References</b>	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.
<b>Identity, right to work and qualifications</b>	Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.
<b>Police checks / DBS</b>	Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. <b>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.</b>
<b>Health questionnaire</b>	Satisfactory completion of a health questionnaire.
<b>Prohibition order checks</b>	Prohibition order checks will be carried out for all teaching and activity roles and for senior management positions as appropriate
<b>HOW TO APPLY</b>	
<b>Applications</b>	Applications must be made using the College's standard application form which can be found on the College website at <a href="http://www.stclares.ac.uk/contact-us/summer-vacancies">www.stclares.ac.uk/contact-us/summer-vacancies</a> . <b>CVs will only be accepted if accompanied by a St Clare's application form.</b>
<b>Email</b>	Applications should be submitted by email to <a href="mailto:summer.recruitment@stclares.ac.uk">summer.recruitment@stclares.ac.uk</a>
<b>Post</b>	Alternatively, send applications to Summer and Short Courses Recruitment, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
<b>Contact us</b>	Email: <a href="mailto:summer.recruitment@stclares.ac.uk">summer.recruitment@stclares.ac.uk</a> Tel: 01865 517148
<b>Deadline for applications</b>	Open until positions are filled
<b>Interviews</b>	For candidates living locally, face-to-face interviews will be held. For candidates currently living overseas, Skype interviews can be arranged. The interview process will include some testing of key attributes.