

**JOB DESCRIPTION**

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

*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 Lithuanian 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 Lithuanian to teach the Group 1 subject (Literature). There is currently 1 student who is halfway through her course and will prepare for the Standard Level examination in May 2021. 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 (Lithuanian), 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 2020 – May 2021) |
| 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 £30.31 an hour (£3.66 holiday pay) total £33.97 an hour  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 £35.66 an hour (£4.30 holiday pay) total £39.96 an hour    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 £35.66 an hour (£4.30 holiday pay) total £39.96 an hour |
| Pension | The teacher will be enrolled into the Teachers' Pension Scheme. The teacher's contribution is a tiered contribution, based on pensionable earnings which, from April 2018 is 7.4 – 11.7% of pensionable salary. |
| Life Assurance | If the teacher is a member of the Teachers’ Pension Scheme, cover is three times average salary, less any lump sum benefits already paid. The College also provides additional cover of one times average 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 role will close once a suitable applicant has been appointed** |