

JOB DESCRIPTION – ELT INSTRUCTOR FOR SPRING, SUMMER & ONLINE COURSES

Candidates are expected to look at the College website www.stclares.ac.uk as it provides information about St Clare's and the courses we offer.

JOB DESCRIPTION																									
Title of Post	ELT Instructor for Online, Spring and/or Summer Courses																								
Purpose of Role	To plan and deliver English language lessons, which are both challenging and stimulating, to a range of international students attending: <ul style="list-style-type: none"> - St Clare's Online Courses remotely (aged 10+); and/or - St Clare's Spring Courses onsite at St Clare's campuses (aged 14+); and/or - St Clare's Summer Courses onsite at St Clare's Banbury Road campus (aged 15-17) 																								
Reporting Structure	The ELT Instructor for Online, Spring and/or Summer Courses reports directly to the Academic Director																								
Key Responsibilities	<p>1. To prepare or follow a weekly programme of instruction, according to the academic guidelines for one or more of the following courses:</p> <p>Online Courses:</p> <table border="1" style="width: 100%;"> <tbody> <tr> <td>Young Leaders in Oxford Online</td> <td>10 lessons* per week</td> </tr> <tr> <td>Magic in Oxford Online</td> <td>10 lessons* per week</td> </tr> <tr> <td>Business & Leadership in Oxford Online</td> <td>10 lessons* per week</td> </tr> <tr> <td>English & Culture Online</td> <td>10 lessons* per week</td> </tr> </tbody> </table> <p style="text-align: center;"><small>*1 lesson equals 55 minutes</small></p> <p>Spring Courses onsite:</p> <table border="1" style="width: 100%;"> <tbody> <tr> <td>English & Culture</td> <td>21 lessons* per week</td> </tr> <tr> <td>Business & Leadership in Oxford</td> <td>25 lessons* per week</td> </tr> <tr> <td>Art & Digital Design in Oxford</td> <td>25 lessons* per week</td> </tr> <tr> <td>Science in Oxford</td> <td>25 lessons* per week</td> </tr> </tbody> </table> <p style="text-align: center;"><small>*1 lesson equals 55 minutes</small></p> <p>Summer Courses onsite:</p> <table border="1" style="width: 100%;"> <tbody> <tr> <td>Interactive English and Closed Groups</td> <td>21 lessons* per week</td> </tr> <tr> <td>Intensive English</td> <td>25 lessons* per week</td> </tr> <tr> <td>Business in Oxford</td> <td>25 lessons* per week</td> </tr> <tr> <td>Fantasy in Oxford</td> <td>25 lessons* per week</td> </tr> </tbody> </table> <p style="text-align: center;"><small>*1 lesson equals 55 minutes</small></p> <p>2. To devise and deliver 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.</p> <p>3. To deliver each class with energy and enthusiasm, aiming high, and providing a learning experience that is both challenging and engaging.</p> <p>4. To bring creativity and variety to the weekly programme in-line with weekly themes or the course map 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.</p> <p>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 for example), 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.</p>	Young Leaders in Oxford Online	10 lessons* per week	Magic in Oxford Online	10 lessons* per week	Business & Leadership in Oxford Online	10 lessons* per week	English & Culture Online	10 lessons* per week	English & Culture	21 lessons* per week	Business & Leadership in Oxford	25 lessons* per week	Art & Digital Design in Oxford	25 lessons* per week	Science in Oxford	25 lessons* per week	Interactive English and Closed Groups	21 lessons* per week	Intensive English	25 lessons* per week	Business in Oxford	25 lessons* per week	Fantasy in Oxford	25 lessons* per week
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	<ol style="list-style-type: none"> 6. To assist with placement testing and student orientation on the first Monday of each onsite course as required. 7. To monitor progress through questionnaires in the first and last week of each course. 8. To attend staff meetings for onsite courses each morning as directed by the Academic Manager, and to participate in instructor development workshops on some Friday afternoons as appropriate for onsite courses. 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 for onsite courses. 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 actively promote St Clare's Courses inside and outside of the classroom. This includes seeking opportunities to take photographs of students in academic settings, where appropriate and share them with marketing, and recommend other courses. 12. In the event that any onsite courses are cancelled, deliver the course online where necessary. 13. 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).
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TERMS AND CONDITIONS						
Terms of Employment	<ul style="list-style-type: none"> • Teaching runs from: <ul style="list-style-type: none"> - Various dates throughout the year for Online Courses, with contracts ranging from 1-4 weeks depending on the course - Monday 29 March to Friday 16 April for Spring Courses, with contracts ranging from 1-3 weeks offered during that period - Monday 21 June to Friday 20 August 2020 for Summer Courses, with contracts ranging from 3-9 weeks offered during that period • You will be required to attend orientation and induction prior to the course start date (paid at the appropriate daily rate). During the Summer Courses onsite this will be on a Sunday prior to your employment start date, as well as staff meetings on most days during the course. This may take place on other days for Spring and Online courses. • Contracted hours vary according to the course type (as above, plus preparation, marking and attendance at meetings). 					
Place of Work	St Clare's campuses including 139 Banbury Road, Oxford, OX2 7AL					
Hours of Work	See Key Responsibilities – teaching normally takes place between 8:00 and 18:00 from Monday to Friday. Teaching days will vary in line with course requirements and timetabling needs.					
Notice Period	1 week					
Salary / Pay	Grade	Criteria	Course type	Weekly rate of pay	Benefits	
	1	TEFLI - Initiated ELT instructors RSA/UCLES CELTA or equivalent (as defined by AccreditationUK)	Courses consisting of 21 lessons per week**	£396.18 (plus an additional £47.81 of incremental compensatory holiday pay)	Lunch* & subsidised accommodation may be available for onsite courses.	
			Courses consisting of 25 lessons per week**	£471.65 (plus an additional £56.92 of incremental compensatory holiday pay)		



			Courses consisting of 10 lessons per week**	£188.70 (plus an additional £22.77 of incremental compensatory holiday pay)	
2	TEFLQ - Qualified ELT instructors DELTA MA ELT/TESOL Dip ELT/TESOL PGCE EFL/TESOL (as defined by AccreditationUK)		Courses consisting of 21 lessons per week**	£466.41 (plus an additional £56.29 of incremental compensatory holiday pay)	*Provided by the college on weekdays. **1 lesson equals 55 minutes.
			Courses consisting of 25 lessons per week**	£555.25 (plus an additional £67.01 of incremental compensatory holiday pay)	
			Courses consisting of 10 lessons per week**	£222.10 (plus an additional £26.80 of incremental compensatory holiday pay)	
<p>Supplements: Additional activity sessions at £34.88 (plus an additional £4.21 of incremental compensatory holiday pay) per half day/evening. Induction is paid at induction day rate of £62.78 per day (plus an additional £7.58 of incremental compensatory holiday pay). The college will of course honour any adjustments to salaries as required by the National Living Wage/National Minimum wage.</p>					
Pension	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.				
Meal	For onsite courses one free lunch per day for local staff is provided, whilst all meals are provided for those living in subsidised accommodation.				
Accommodation	Subsidised accommodation may be available to rent within the college for the right candidate during the Summer Courses onsite. 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

The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:

Education and qualifications	<ul style="list-style-type: none"> • Minimum Qualification – CELTA or equivalent, plus relevant experience (E) • Desirable Qualification – DELTA or equivalent, or Qualified Teacher Status (D)
Personal skills and attributes	<ul style="list-style-type: none"> • Enthusiastic, reliable, and flexible, keeping the students' best interests in mind at all times (E) • Prepared and able to teach online as well as face-to-face (E)

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

<i>Children Safe in Education and undertake additional checks on employees.</i>	
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.
Prohibition order checks	Prohibition order checks will be carried out for all teaching and activity roles and for senior management positions as appropriate

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/contact-us/summer-vacancies . CVs will only be accepted if accompanied by a St Clare's application form.
Email	Applications should be submitted by email to summer.recruitment@stclares.ac.uk
Post	Alternatively, send applications to the Short Course Administrator, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Email: summer.recruitment@stclares.ac.uk Tel: 01865 517148
Deadline for applications	Open until positions are filled
Interviews	Interviews are held by Skype or WhatsApp. The interview process includes some testing of key attributes so access to email and a computer is necessary.