

## JOB DESCRIPTION – SUMMER RESIDENTIAL ELT INSTRUCTOR FOR JUNIORS (AGED 10-15)

*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>	Residential ELT Instructor for Juniors (aged 10-15)
<b>Purpose of Role</b>	To plan and deliver English language lessons that are appropriate to the age range and language learning expectations of the St Clare's Summer Courses at Rye St Antony, and to engage actively in the residential, pastoral, cultural, and recreational aspects of the programme according to the needs of the students and the requirements of the rota.
<b>Reporting Structure</b>	You will report to the Summer Academic Director for contractual matters, and the Residential Course Director, Residential Senior Teacher, and Residential Activities Director on site for day-to-day duties.
<b>Key Responsibilities</b>	<ol style="list-style-type: none"> <li>1. To prepare a weekly programme according to the academic guidelines for the course.</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 staff input and student involvement.</li> <li>3. To deliver each class with energy and enthusiasm, aiming high, and providing a learning process that is both challenging and engaging.</li> <li>4. To bring creativity and variety to the weekly programme in consultation with the Residential Senior Teacher and other staff, using a combination of course book and photocopied materials, appropriate use of audio-visual aids, and incorporating excursions into the classroom programme where suitable to promote a learning outcome.</li> <li>5. To create links between the classroom and the outside world by encouraging students to make the most of the excursions, using stimulus material from websites, leaflets, 'eye-opener trails', questionnaires, etc. before, during, and after trips.</li> <li>6. To fully participate in the activity programme, according to the agreed rota, including organising activities on site, and taking responsibility for a group of up to 15 students on excursions as required.</li> <li>7. To assist with placement testing and student orientation on the first Monday of each course.</li> <li>8. To monitor progress through questionnaires in the first and last week of each course.</li> <li>9. To attend staff meetings and 'briefings' most morning as directed by the Senior Teacher.</li> <li>10. To complete the end of course report and certificate for each student in the main class and present them to the students in the leaving ceremony on the final Friday of each course.</li> <li>11. To be actively involved in the 'safeguarding' and 'duty of care' aspects of the residential programme, including supporting the students whilst maintaining a professional distance, completing risk assessments, monitoring student behaviour, encouraging integration, supervising meals, and accompanying students to the doctor/hospital as required.</li> <li>12. To take an active role in the supervision, welfare, and discipline of students at all times, including ensuring cleanliness of bedrooms, supervising 'getting-up' and 'lights out' routines, overseeing the laundry rota, promoting students' personal hygiene, reporting lost or damaged property, and responding to illness, homesickness, and emergencies as necessary.</li> <li>13. To assist with student arrivals and departures according to the rota devised by the Summer Operations Director, including accompanying students to and from the airport.</li> <li>14. 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> </ol>



	15. To perform other duties as reasonably required to ensure a safe and enjoyable experience for the students including observations and inspections.
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## TERMS AND CONDITIONS

<b>Terms of Employment</b>	<ul style="list-style-type: none"> <li>• Courses run from Sunday 11 July to Saturday 21 August 2021, and contracts ranging from 2-6 weeks will be offered during this period</li> <li>• The role requires attendance of orientation and induction (paid at the appropriate daily rate) on the Friday prior to the course start date, as well as a setting up day on the Saturday prior to the course start date.</li> <li>• Staff meetings on most days are mandatory during the course.</li> <li>• The role normally requires all Residential ELT Instructors to live in the college.</li> </ul>																		
<b>Place of Work</b>	Junior Site, Rye St Antony, Franklin Road, OX3 7SA																		
<b>Hours of Work</b>	<ul style="list-style-type: none"> <li>• <b>Active English:</b> required to work 18 hours per week in the classroom as well as 5 activities sessions.</li> <li>• <b>Young Leaders in Oxford / Magic in Oxford:</b> required to work 21 hours per week in the classroom as well as 2 weekend activities sessions.</li> <li>• The working week runs from Sunday to Saturday.</li> <li>• The role works to a flexible rota that includes afternoons, evenings, and weekends, and will have one day off per week, likely to be a weekday.</li> </ul>																		
<b>Notice Period</b>	1 week																		
<b>Salary / Pay</b>	<p>You will be offered a rate of pay depending on your qualifications and experience:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Grade</th> <th style="width: 30%;">Criteria</th> <th style="width: 20%;">Weekly rate of pay (residential)</th> <th style="width: 20%;">Weekly rate of pay (non-residential)</th> <th style="width: 20%;">Benefits</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td><b>Active English</b> TEFLI - Initiated ELT RSA/UCLES /CELTA or equivalent</td> <td style="text-align: center;">£404.86 <small>(plus an additional £48.86 of incremental compensatory holiday pay)</small></td> <td style="text-align: center;">£361.24 <small>(plus an additional £43.60 of incremental compensatory holiday pay)</small></td> <td rowspan="3" style="text-align: center; vertical-align: middle;">Full board accommodation available on site</td> </tr> <tr> <td style="text-align: center;">2</td> <td><b>Active English</b> TELFQ - Qualified ELT teachers (with DELTA MA ELT/ TESOL Dip ELT/ TESOL or PGCE EFL/ TESOL (as per Accreditation UK guidelines)</td> <td style="text-align: center;">£471.67 <small>(plus an additional £56.93 of incremental compensatory holiday pay)</small></td> <td style="text-align: center;">£423.51 <small>(plus an additional £51.11 of incremental compensatory holiday pay)</small></td> </tr> <tr> <td style="text-align: center;">3</td> <td><b>Young Leaders in Oxford/ Magic in Oxford</b> Min TEFLI - Initiated ELT RSA/UCLES /CELTA or equivalent</td> <td style="text-align: center;">£471.67 <small>(plus an additional £56.93 of incremental compensatory holiday pay)</small></td> <td style="text-align: center;">£423.51 <small>(plus an additional £51.11 of incremental compensatory holiday pay)</small></td> </tr> </tbody> </table> <p><b>Supplements:</b> Additional sessions at £34.88 (plus an additional £4.21 of incremental compensatory holiday pay). 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>	Grade	Criteria	Weekly rate of pay (residential)	Weekly rate of pay (non-residential)	Benefits	1	<b>Active English</b> TEFLI - Initiated ELT RSA/UCLES /CELTA or equivalent	£404.86 <small>(plus an additional £48.86 of incremental compensatory holiday pay)</small>	£361.24 <small>(plus an additional £43.60 of incremental compensatory holiday pay)</small>	Full board accommodation available on site	2	<b>Active English</b> TELFQ - Qualified ELT teachers (with DELTA MA ELT/ TESOL Dip ELT/ TESOL or PGCE EFL/ TESOL (as per Accreditation UK guidelines)	£471.67 <small>(plus an additional £56.93 of incremental compensatory holiday pay)</small>	£423.51 <small>(plus an additional £51.11 of incremental compensatory holiday pay)</small>	3	<b>Young Leaders in Oxford/ Magic in Oxford</b> Min TEFLI - Initiated ELT RSA/UCLES /CELTA or equivalent	£471.67 <small>(plus an additional £56.93 of incremental compensatory holiday pay)</small>	£423.51 <small>(plus an additional £51.11 of incremental compensatory holiday pay)</small>
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<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>	All meals are provided in the College catering outlets on working days and when students are in residence.																		

<b>Accommodation</b>	Accommodation including breakfast, lunch, and dinner is available every day during the contract period.
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<b>PERSON SPECIFICATION</b>	
<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>	<ul style="list-style-type: none"> <li>• Enthusiastic, reliable, and flexible, keeping the students' best interests in mind at all times <b>(E)</b></li> <li>• Current first aid certificate, lifeguard qualification <b>(D)</b></li> <li>• Play a musical instrument <b>(D)</b></li> </ul>

<b>REFERENCES AND PRE-EMPLOYMENT CHECKS</b>	
<i>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.</i>	
<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</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 the Short Course Administrator, 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 552031
<b>Deadline for applications</b>	Open until positions are filled
<b>Interviews</b>	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.