

JOB DESCRIPTION - Academic Teacher

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the programmes we offer.

JOB SPECIFICATION	
Title of Post	Academic teacher
Purpose of Role	To plan and deliver academic subject teaching according to the curriculum and the teaching methods approved by St Clare's International College. To deliver differentiated instruction to meet the needs of native and non-native English speakers among a diverse group of international students attending Undergraduate or English plus Academic Subjects programmes.
Department	St Clare's International College, a Private Further Education college site, based at 3 Bardwell Road, offers a range of academic and academic + English programmes from September through to June. From September to mid-June, these include: the University Foundation Programme and English plus Academic Subjects, both of which combine academic subjects and the study of EFL/EAP, and lead to university entrance. The Undergraduate Programme, offered over 14 weeks in the autumn and spring, is a study abroad programme for U.S. university students and gap year students from the U.S. and other countries.
Reporting Structure	The Academic teacher reports directly to the Director of Studies, Academic Programmes.
Key Responsibilities	<ul style="list-style-type: none"> • To prepare and/or update syllabus materials according to the academic guidelines and knowledge of current disciplinary literature. • To devise well planned lessons with clear objectives and success criteria; new learning to be synthesized across previous learning experiences. • To deliver lessons with energy and enthusiasm ensuring a stimulating, organised and purposeful learning environment and making best use of resources to promote learning. • To set challenging tasks and activities relative to the capabilities and needs of the students; for mixed ability groups, differentiation is challenging and stretching • Extensive use of open-ended questioning to challenge and stimulate the students' capacity for critical and analytical thinking; students provided with opportunities to develop self-reflection and independent learning.

	<ul style="list-style-type: none"> • To create a learning environment where students are comfortable asking questions and participate eagerly in class discussions and activities. • To organise and lead appropriate study visits with permission of the Director of Studies, completing risk assessments for each study visit. • To devise appropriate methods of assessment and provide timely and effective feedback, using the feedback template, to ensure students make good progress. • To retain and submit samples of course work to the Director of Studies at the end of the course. • To attend staff meetings and CPD sessions; to participate in teaching observations and preparation for inspection/accreditation visits • To reschedule any missed classes at a time convenient for the students and when classroom space is available. • To complete administrative tasks (on-line class register; submission of grades and reports) accurately and to deadline. • To contribute to the life of the college 'beyond the classroom' by participating in cross-college events. • To be actively involved in safe-guarding and the provision of 'duty of care', including monitoring and (when appropriate) reporting student behaviour in lessons or any welfare concerns; to encourage international and cultural integration in and out of the classroom. • To perform other duties as reasonably required to ensure an educational and enjoyable experience for the students.
TERMS AND CONDITIONS	
Terms of Employment	This position is hourly paid for a fixed term, usually a semester with 14 weeks of teaching.
Place of Work	3 Bardwell Road, Oxford or other classrooms or teaching spaces at the St Clare's, Banbury Road site.
Hours of Work	<ul style="list-style-type: none"> • Hours per week/working days/times are timetabled prior to the start of the programme. • Classes with 3 + students = 3 hours/week; • tutorial classes of 1-3 students = 2 hours/week; • All EAS academic subject classes, except language tutorials = 3 hours/week; • Tutorials and language tutorials = 2 hours/week. • Classes may be timetabled during Monday through Friday, 8:45am-6:30pm.
Notice Period	3 months.

Salary / Pay	Hourly rates: £38.50 Staff are also paid at this rate to attend staff meetings and CPD workshops.
Holidays	Teaching occurs during bank and public holidays, with the exception of Christmas (2 to 3 weeks) and Easter (2 weeks) and half-term (one week in October and one week in February). Hourly rates include holiday payment.
Pension	All staff are enrolled on the TPS unless they prefer to opt out.
Life Assurance	If the teacher is a member of the Teachers' Pension Scheme, cover is 3 x average salary, less any lump sum benefits already paid. The College also provides additional cover of 1 x average salary.
Meal	Lunch is provided in the College dining room on teaching days and when students are on site.
Childcare Voucher Scheme	The College operates a childcare voucher scheme.
Professional development	Continuing Professional Development Workshops are held immediately before the autumn and spring semesters; additional workshops held as and when required.
PERSON SPECIFICATION	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	<ul style="list-style-type: none"> • Master's degree in appropriate discipline or equivalent experience (E) • PhD candidate, PhD in appropriate discipline (D) • We will consider individuals with first degrees and relevant experience for certain posts.
Knowledge, skills and experience	<ul style="list-style-type: none"> • Outstanding knowledge of your subject (E) • Experience teaching at the A level, FE or undergraduate level (D) • Experience teaching international students and/or non-Native English speakers (D) • Understanding of how to develop students' analytical and critical thinking skills (E) • Ability to make excellent use of resources/technology in the classroom to promote learning (E) • Ability to create and maintain a rigorous academic syllabus for each academic course. (E)

	<ul style="list-style-type: none"> • Ability to develop and lead study visits to complement class-based learning. (D)
Personal skills and attributes	<ul style="list-style-type: none"> • Team-player with the ability to complete administrative tasks accurately and to deadline (E) • Enthusiastic, friendly, adaptable, reliable, and student-focused (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 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	Three 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, if relevant. 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 positions and for senior management positions as appropriate.

HOW TO APPLY	
Applications	<p>Applications must be made using the College's standard application form which can be found on the College website at: https://www.stclares.ac.uk/contact-us/recruitment-and-careers/</p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p>
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Post	<p>Alternatively, send to:</p> <p>Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL</p>
Contact us	<p>Paul Sinclair, Director of Studies, Academic Programmes</p> <p>Email: paul.sinclair@stclares.ac.uk</p> <p>Tel: (+44) 01865 517713</p>
Deadline for applications	This role will close once a suitable applicant is appointed.
Interviews	To be confirmed.