

**JOB DESCRIPTION – Director of Studies (ELT)**

*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 | Director of Studies (ELT) |
| Purpose of Role | To ensure that students on all ELT-related courses at St Clare’s both on-site and online  receive English language and study skills instruction that satisfies their requirements, is  faithful to the St Clare’s academic mission and delivered within budget. |
| Reporting Structure | This role reports to:  Academic Year: Vice Principal Academic  Summer Short Courses: College Principal  Line Management responsibility for:  Deputy Academic Director ELT, Short Courses Administrator, Summer Residential Course Director for juniors and all Easter and Summer School teaching staff and English language teaching staff for year-round courses at the International College. |
| Key Responsibilities | **Programme Management**  Academic Year September to mid-June  • Welcomes, tests and places students on all ELT-based courses roughly every 7 weeks.  • Ensures that the English language components of EAS and UFP courses dovetail with academic modules and support the development of students’ academic literacies.  • Updates the ELT Teachers’ Handbook: inducts new staff accordingly and ensures  that procedures are fully understood and adopted – Weekly Plans, Progress Tests, Attendance Records, Study Visits, Report-writing, Satisfaction Questionnaires, CLA- compliance etc.  • Maintains quality-control in the ELT classroom, observing classes, providing  feedback on lessons and conducting annual appraisals for year-round teachers and end-of-contract appraisals for short-term teachers.  • Sets the agenda for and chairs ELT staff meetings  • Plans and co-ordinates CPD and information-sharing sessions, primarily for ELT  teachers, but on occasion also involving academic subject teachers.  • Manages the purchase and maintenance of ELT resources and facilities; ensures  that published and on-line resources are available to support classroom activities; and supports teachers and facilities staff to create an environment which is conducive to learning.   * Understands the responsibilities associated with ‘duty of care’: ensures teachers   complete risk assessments for Study Visits, monitors student attendance and   performance, encourages social integration both inside and outside the classroom  as appropriate.  **Summer School**   * Manages the delivery of all ELT programmes (inside the classroom): lessons   learning, orientation, discipline and welfare, and cost the quality control measures   * Creates the syllabus framework each year, term or course period in advance,   incorporating Weekly Themes and events; plans and devises templates and  content for new courses as required.  • Selects resources (piloting, adapting and recommending purchases etc.); reviews  the current placement tests, academic packs and the teachers’ handbooks;  monitors capacities across the sites and courses, and plans rooms in advance.  • Encourages teachers to use a wider range of skills (e.g. learner training, digital learning and vocabulary acquisition) in the classroom on summer courses.  • Co-ordinates the day-to-day running of courses overseeing the placement tests for students on first morning of each course; arranges the timetable (creating groups, allocating rooms etc.); monitors Study Visits and Active Language Projects, and recruits Guest Speakers in line with the Theme of the season (e.g. Oxford, Global City).  • Handles academic queries and complaints from students, parents and agents co-ordinating and collating Certificates and Reports to a high professional standard throughout.  • Leads regular meetings of the Banbury Road teaching team in the mornings before  classes and arranges in-house training sessions during the summer season, as appropriate.  • Directs courses for ELT and other closed group courses (e.g. Kanagawa, Daegu,  Dushu Lake, Lanzhou) throughout the year, as overall college numbers permit.  • Reviews the ELT suite of programmes for teenagers and juniors (Summer English, Intensive English, English Plus and Language & Activity) clarifying the syllabus framework and language objectives.  • Liaises with the IB Institute and academic subject providers in the preparation and  management of courses such as IB Introduction, Science in Oxford, Business in Oxford and Art in Oxford.  **Staff recruitment and Management**   * Assesses need for and recruits temporary teaching staff for both the year-round   and short-course ELT operations. This includes liaising with HR to place job  adverts, evaluating CVs and application forms, arranging interviews (face-to-face  or online), carrying out interviews, selecting suitable staff and sending letters of  appointment   * Coordinates the advertisements, interviews, appointment, DBS checks and induction of staff: teachers, activity staff, temporary administrators etc * Oversees and supports the Short Courses Administrator and recruits the   temporary Senior Teacher/ADOS on Banbury Road campus, and the temporary  management team for the Junior Course and other short courses, as appropriate.  Visits each site regularly in season.   * Inducts teachers prior to each course start-date throughout the summer season   (usually on Sundays), clarifying systems, resources and facilities, expectations  etc.  • Tests and, if necessary, interviews potential students before their acceptance on all courses with a prescribed CEF/IELTS minimum entry level requirement by phone, Skype, Zoom or other platform, assessing language level and course choice.  • Assistant Designated Safeguarding Lead. Takes responsibility for safeguarding training for academic staff on all summer courses and joint sessions with non-academic staff as appropriate.  • Supports teachers (observing lessons every three weeks during summer) and  monitors & maintains quality in classrooms: providing feedback for teachers & completing references.   * Liaises with IT, porters, maintenance and IB teachers over the availability and   set up of rooms and resources for teaching.   * Ensures the IC, with Operations Director and DOS Academic, is fully compliant   with all inspection regulations: safeguarding, Student Sponsor Licence retention,   inspection by all external bodies (e.g. ISI PFE, British Council). Maintains detailed   records for external inspection bodies e.g. Teacher appraisal documents, student   progression, CPD record etc.  **EFL Teaching**   * Teaches up to 15 hours per week at the International College from   September to December (inclusive) plus approximately 20 hours  administration. From January – August the focus is predominantly  administrative though some teaching may be required according to business  needs.  • To plan and deliver English Language lessons, which are both challenging and  stimulating, to a range of international students attending ELT or ELT hybrid courses at St Clare’s International College.  • To prepare and display a Weekly Plan of instruction, according to the academic guidelines for the course or needs and wants of one-to-one students.  • To devise lessons that are appropriate to the syllabus, level, interests and needs of the learners in each class, maintaining a suitable balance of teacher input, and  student involvement.  • To deliver each class with energy and enthusiasm, aiming high, and providing a  learning process that is both challenging and engaging.  • To bring creativity and variety to the weekly programme, in consultation with  other class teachers, using a combination of course book and photocopied  materials, appropriate use of digital technology, and incorporating Study Visits into  the teaching programme where suitable to promote a clear learning outcome.  • To contribute specialist skills to the English classes, according to the students’  interests and requirements, including exam skills for IELTS or Cambridge exams, learner training activities, Speaking & Pronunciation workshops, reading strategies, global issues debates, etc.  • To monitor students’ progress through questionnaires at the start, during and at the end of each course.  • To act as Academic Tutor carrying out regular meetings with your main group of students (up to 15).  • To complete end of course reports and certificates for each student in the main class or 1-to-1 students and present them to students at the end of each course.  • To contribute to the life of the college ‘beyond the classroom’, as part of the activity programme or cross-college events.  • To be actively involved in the provision of ‘duty of care’, including completing risk assessments for Study Visits, monitoring student behaviour around the college, encouraging integration in and out of the classroom as appropriate etc.  • To perform other duties as reasonably required to ensure an educational and enjoyable experience for the students.  • Involvement in course development work, as required |
| **TERMS AND CONDITIONS** | |
| Terms of Employment | Permanent, Full time |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL or 3 Bardwell Road Oxford |
| Hours of Work | September to December – up to 15 scheduled teaching hours per week (in the on-site/online classroom), plus approximately 20 hours administration.  January – August predominantly administration, though some teaching may be required according to business needs (35 hours)  The Employee will be required to work hours outside normal hours of employment to meet the needs of the business. This will include some weekends and evenings, and overseas travel |
| Probationary Period | 6 months |
| Notice Period | 3 Months |
| Salary/Pay | £41,647 (point 41) on the APTC scale at St Clare’s, rising to point 42 (£42,708) on 1 September 2022 subject to good performance. The salary will be subject to annual review and the governors usually award a cost-of-living increase from 1 September each year. |
| Holidays | 25 days’ annual holiday entitlement, (plus reasonable TOIL by agreement), plus bank and public holidays and the period over Christmas when the College is closed. Some Bank holiday working – Time off in lieu |
| 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 2021- is 7.4 – 11.7% of pensionable salary. |
| Life Assurance | If the teacher is a member of the Teacher’s 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 lunch is provided in the dining hall on 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 | * Educated to at least first degree level (E) * TEFL-Q status (PGCE + CELTA, or DELTA, or a PGCE ELT qualification or equivalent) (E) * Qualified Teacher Status (D) |
| Knowledge, skills and experience | • Experience of building and leading a team of temporary teachers (E)  • 5 years + ELT/EAP teaching experience (E) |
| Personal skills and attributes | * Vision to take the college into the next phase of development: CLIL, EMI, closed groups etc (E) * Excellent organisational skills and willingness to lead by example (E) * Willingness to engage fully with the demands of the seasonal operation (E) * Proven ability to prioritise and cope with pressure (E) * Commitment to achieving academic quality within budgetary constraints on all sites (E) * Interest in developing strong relationships across the College (E) * Desire to maintain and develop expertise in ELT/EAP through hands-on classroom teaching on Senior Courses (See part-time teacher role) (E) * Contributes to Summer School and International College strategic planning and development (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.*  *Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.*  *If you don’t already have the legal right to work in the UK, we strongly recommend that you use the*[***Home Office website***](http://www.gov.uk/browse/visas-immigration)*to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.* |
| *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** |