



JOB DESCRIPTION – SUMMER SENIOR TEACHER (AGED 14+)

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	Summer Senior Teacher for Older Teenagers (aged 14+)
Purpose of Role	To support the Summer Academic Director on the Banbury Road site at St Clare's in co-ordinating the ELT team, monitoring the quality of lessons and language instruction as required throughout the Summer Courses.
Reporting Structure	You will report directly to the Summer Academic Director. In their absence, you will report to the Summer Operations Director.
Key Responsibilities	<ol style="list-style-type: none"> 1. Covers absences as required including instructor absences, emergencies and the Summer Academic Director in the final week (week 9) of the Summer Courses. 2. Advises and supports instructors according to the academic guidelines for each course-type: Interactive English, Closed Groups, Intensive English and In Oxford courses. 3. Oversees the ELT resources (course books, photocopiable packs, audio-visual software and hardware), encouraging their varied use and monitoring their return. 4. Checks the Weekly Plans for each class, assists with lesson planning when necessary and facilitates co-operation between instructors working with the same group. 5. Observes classes (usually in lessons 1 & 2), providing support and 'quality control' in keeping with the academic guidelines and the needs of the students; and provides feedback to instructors and the Summer Academic Director 6. Supports the Summer Academic Director and administrator with all academic paperwork for: <ul style="list-style-type: none"> • Students - questionnaires (after three days and at the end of course), certificates and reports • Instructors – class lists, registers, schemes of work, lesson plans, placement tests, marking schemes, risk assessments etc. 7. Assists with placement testing and student orientation on the first Monday of each course, assisting in the formation of groups as required. 8. Attends staff meetings each morning as directed by the Summer Academic Director and participates in development workshops on Friday afternoons as appropriate. 9. Understands the responsibilities associated with 'duty of care': completing 'risk assessments' for Study Visits, monitoring student behaviour around the site, encouraging integration in and out of the classroom as appropriate etc. 10. Actively promotes 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. 11. Performs other duties as required to ensure a positive working experience for the instructors and learning experience for the students including observations and inspections.

TERMS AND CONDITIONS	
Terms of Employment	<ul style="list-style-type: none"> • 7-week contract from Sunday 26 June to Friday 13 August 2022. • You will be required to attend a 1-week induction prior to the course start date. • Staff meetings are held every morning and attendance is crucial.
Place of Work	139 Banbury Road, Oxford, OX2 7AL



Hours of Work	Hours vary according to needs but will take place over 6 days per week (Sunday to Friday). Any additional weekend work will either be compensated with 'time off in lieu' or paid at the hourly rate agreed in advance with the Summer Academic Director.
Notice Period	1 week
Salary / Pay	The weekly rate of pay is £600 (plus an additional £72.41 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.
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	One free lunch per day for local staff, and all meals are provided for those living in subsidised accommodation.
Accommodation	Accommodation with full board is often available at a cost, <i>but such availability cannot be guaranteed. Please note that accommodation changes may be required once or even twice during the contract for college operational reasons.</i>

PERSON SPECIFICATION	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	TEFL-Q (DELTA or equivalent, or Qualified Teacher Status + CELTA) (E)
Personal skills and attributes	Some experience of managing a team (D), You must be flexible, well organised and able to work under pressure (E), You should also have an interest in working with teenagers, proven experience as an ELT instructor and a strong desire to move into a management role (E).

REFERENCES AND PRE-EMPLOYMENT CHECKS	
<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>	
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 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 <i>pre-requisite</i> of employment.
Health	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 . <i>CVs will only be accepted if accompanied by a St Clare's application form.</i>
Email	Applications should be submitted by email to summer.recruitment@stclares.ac.uk
Post	Alternatively, send applications to the Summer Academic Director, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Email: summer.recruitment@stclares.ac.uk Tel: 01865 552031
Deadline for applications	Open until position is 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.