

JOB DESCRIPTION – SUMMER RESIDENTIAL SENIOR TEACHER FOR JUNIORS (AGED 9-15)

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 Residential Senior Teacher for Juniors (aged 9-15)
Purpose of Role	To support the Summer Residential Course Director on the Rye site in co-ordinating the ELT team, monitoring the quality of lessons and language instruction as required throughout the Summer Courses, in close coordination with the Summer Academic Director.
Reporting Structure	You will report directly to the Residential Course Director. In their absence, you will report to the Summer Academic Director.
Key Responsibilities	<ol style="list-style-type: none"> 1. Coordinates the day-to-day running of Junior ELT academic matters in conjunction with the Residential Course Director and the Residential Academic Director. 2. Acts as duty manager on appointed shifts by overseeing the smooth running of the site in conjunction with other duty managers and the Residential Course Director. 3. Identifies resources required for Residential ELT Instructors with the support of the Summer Academic Director. 4. Conducts placement testing at the beginning of each course, coordinates weekly plans and reviews with the Junior ELT Instructors. 5. Contributes to the overall academic quality control measures led by the Summer Academic Director by conducting regular class drop-ins. 6. Advises and supports Instructors on a day-to-day basis according to the academic guidelines for each course. 7. Attends staff briefings each morning raising and addressing any academic issues with Residential ELT Instructors and the Residential Course Director. 8. Covers absences as required including ELT Instructor absences. 9. Takes responsibility for all academic paperwork including class lists, end of course questionnaires, HAYGO questionnaire, certificates and reports and leading ELT Instructor planning sessions etc. 10. Contributes to Staff Appraisals of Residential ELT Instructors on the Junior site, conducted by the Residential Course Director. 11. Actively promotes St Clare's and the Summer Courses inside and outside of the classroom. This includes seeking opportunities to take photographs, share them with marketing and recommend other courses. 12. Perform other duties as reasonably 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"> • 5-week contract from Sunday 10 July to Saturday 6 August 2022 • You will be required to attend orientation and induction (paid at additional hours hourly 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. • Two course preparation days are required prior to the all-staff induction
Place of Work	Junior site, Rye St. Antony's, Franklin Road, Oxford OX3 7SA
Hours of Work	Hours vary according to needs but will take place over 6 days per week.
Notice Period	1 week
Salary / Pay	The weekly rate of pay is £594.62 (plus an additional £71.76 of incremental compensatory holiday pay). Additional hours including induction training at £9.50 per hour (plus an additional £1.15 per hour 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	All meals will be provided for in the school dining room
Accommodation	Accommodation including breakfast, lunch, and dinner is provided every day during the contract period.

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 young people, 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 pre-requisite 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 . 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 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	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.