



JOB DESCRIPTION

EFL Teacher - Juniors

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

JOB SPECIFICATION	
Title of Post	EFL Teachers for Juniors (aged 9-15)
Purpose of Role	<p>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 for Juniors.</p> <p>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</p>
Reporting Structure	You will report to the Director of Studies for contractual matters, and the Residential Centre Manager, Residential DoS, and Residential Activities Manager on site for day-to-day duties.
Key Responsibilities	<ol style="list-style-type: none"> 1. To prepare a weekly programme according to the academic guidelines for the course. 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. 3. To deliver each class with energy and enthusiasm, aiming high, and providing a learning process that is both challenging and engaging. 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. 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. 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. 7. To assist with placement testing and student orientation on the first Monday of each course. 8. To monitor progress through questionnaires in the first and last week of each course.

	<p>9. To attend staff meetings and 'briefings' most morning as directed by the Residential DoS.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>13. To assist with student arrivals and departures according to the rota devised by the Residential Centre Manager, including accompanying students to and from the airport.</p> <p>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.</p> <p>15. To perform other duties as reasonably required to ensure a safe and enjoyable experience for the students including observations and inspections.</p>
TERMS AND CONDITIONS	
Terms of Employment	<p>Courses run from Sunday 9 July to Saturday 13 August 2023 with contracts ranging from 2-6 weeks during this period</p> <p>The role requires attendance of orientation and induction (paid at the 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.</p> <p>Staff meetings on most days are mandatory during the course.</p> <p>The role normally requires all Residential ELT Instructors to live in the college.</p>
Place of Work	St Clare's Summer Courses for Juniors Site, Rye St Antony, Franklin Road, OX3 7SA.
Hours of Work	<p>18 lessons per week (16.5 hrs)</p> <p>20 hours of activities per week</p>

	<p>The working week runs from Sunday to Saturday.</p> <p>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.</p> <p>Work outside of normal hours will also be required from time to time to meet the needs of the role.</p>			
Notice Period	1 week			
Weekly pay (including holiday pay)	Criteria	Weekly rate of pay	Weekly holiday pay	Total weekly pay
	EFL Teacher TEFLi	£ 529.08	£ 63.86	£ 592.94
	EFL Teacher TEFLq	£ 586.14	£ 70.75	£ 656.89
	Additional Hours (training, induction)	£ 10.50	£ 1.27	£ 11.77
Meals	All meals are provided by the College			
PERSON SPECIFICATION				
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>				
Education and qualifications	<p>Minimum Qualification – CELTA or equivalent, plus relevant experience (E) Desirable Qualification – DELTA or equivalent, or Qualified Teacher Status(D)</p>			
Personal skills and attributes	<p>Enthusiastic, reliable, and flexible, keeping the students’ best interests in mind at all times (E)</p> <p>Current first aid certificate, lifeguard qualification (D)</p> <p>Play a musical instrument (D)</p>			
References and Pre-employment Checks				
<p><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.</i></p> <p><i>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></p>				

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. 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. 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.
Police checks / DBS	Police checks and Disclosure and Barring Service checks will be undertaken. 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 provide a certificate of good conduct from the countries in which they worked and lived, as a pre-requisite of employment. Both the DBS and the certificate of good conduct can be initiated and paid for by the College.
Health questionnaire	Satisfactory completion of a health questionnaire.

HOW TO APPLY	
Applications	Applications must be made using the College's standard application form.
Email	Applications should be submitted by email to summer.recruitment@stclares.ac.uk
Contact us	Email: summer.recruitment@stclares.ac.uk Tel: 01865 552031