

Director of Studies (Summer Schools and ELT Short Courses)

Application deadline:
9am on 9th January 2023



WELCOME

from the Principal

Welcome to St Clare's, a truly remarkable college where students enjoy a world-class education in the magnificent city of Oxford.

In the UK summer months, St Clare's welcomes students from over 50 nationalities into our busy summer courses for Juniors, Teenagers and Adults. Our students benefit from a truly international experience and develop their language and academic skills, whilst having fun in a safe and supportive environment.

Our friendly and professional summer team offer a warm welcome to all students. The team is led by an experienced Director of Summer Schools and Short Courses with a high staff to student ratio, so students benefit from the support they need, especially if it is their first time away from home.

We offer specialist English language teaching through our 70 years of academic expertise and offer a wide range of activities to help students make friends, settle in, and enjoy themselves. Our courses include study visits and excursions to historic and cultural locations in the city of Oxford and beyond.

Another core feature of the college is the quality of our pastoral care. The happiness and development of our students is a priority and our dedicated teams from housekeeping and catering through to teaching are committed to the development of every student. As a result, relationships between students and staff are respectful and caring and all our students feel a strong sense of belonging where they can thrive and become the best versions of themselves.

Both students and staff benefit from being able to immerse themselves in the historic, cultural, and academic resources on our doorstep, as well as stunning architecture and beautiful parks. Oxford has it all and is an excellent location to develop your professional skills and experience.

Come and see what makes St Clare's such an exciting and rewarding place to work! We look forward to receiving your application and welcoming you to the team.



Duncan Reith



WHY work here?

As you wander around the college you will notice the energetic chatter of happy and content students and the thriving buzz of college life. We are an independent college but not a gated community, which fosters independence and confidence in our students. Our 25 beautiful north Oxford buildings are grouped around Banbury Road just south of Summertown and we have a fantastic work environment for staff. Our premises combine both traditional Victorian and Edwardian buildings with modern purpose-built teaching spaces. As well as high-quality facilities we also have beautiful green open spaces which provide wonderful relaxing breakout spaces for both students and staff!

As a staff member, you will benefit from being able to immerse yourself in an international setting. We are proud of the diversity of the college community and the impact it has on the culture and life of the college; it comprises students, staff and alumni from all over the world.

This is an exciting time to join our team. You will be joining us at a time where our shared mission of 'international education and understanding' has never been more important! Our staff are integral in instilling these values and supporting students to flourish. As a colleague, you will be working alongside dedicated, passionate and committed team members. No matter what your job role, whether you are part of our maintenance team or a member of academic staff, ours really is a cooperative and supportive work environment. We are looking for like-minded individuals who are hard-working, motivated and passionate about delivering a positive student experience and developing their own career in a diverse educational setting.

As well as our excellent work environment, we offer a generous range of benefits for everyone who works here.

Our benefits include:

- Competitive rates-of-pay
- Generous pension schemes
- Free lunch on working days when students are in residence
- Interest-free travel loans*
- An employee assistance scheme
- Gym membership discount*
- Access to a range of academic resources in our Library
- Long-service awards
- Contribution towards eye tests
- Annual performance reviews
- Professional development opportunities.

*subject to scheme rules



Oxford

Oxford draws people from all over the world to study and live in the city. With a rich mix of international academic talent, the city is bubbling with intellectual vibrancy.

As well as its academic resources, it is a thriving multicultural city with beautiful architecture, cultural sites, green spaces and riverside walks.

We recommend that you explore the beautiful university city with its rich historic traditions and vibrant modern lifestyle. The city includes world-famous museums, art galleries, university colleges and parks as well as shopping centres, restaurants and bars. Oxford is home to the Ashmolean Museum, Pitt Rivers Museum and the Bodleian Library. A few miles away there are also charming little Cotswold villages. From dreaming spires and cobbled streets to exciting cultural attractions the area offers something for everyone!

St Clare's is based in the leafy suburbs of north Oxford, which is only a 20-minute walk from the city centre and a 60-minute train journey from London.

DIRECTOR OF STUDIES (SUMMER SCHOOLS & ELT SHORT COURSES)

We have an opportunity for an experienced Director of Studies (Summer Schools & ELT Short Courses), interested in pursuing a career in an international student environment.

The Role

To ensure that students on all Summer School courses and ELT short courses at St Clare's receive English language and study skills instruction that satisfies their requirements, is faithful to the St Clare's academic mission and is delivered within budget.

Reporting Structure

This role reports to the Director of Summer Schools and Short Courses, who in turn reports to the Principal.

Line management responsibility for summer school teaching staff and English Language and short course teachers.

Key interfaces: Vice Principal Academic, Director of Studies (International College), Operations Director (IC), Head of Careers, Short Courses Administrator, Admissions Registrar.

Terms and Conditions

Terms of employment:

Permanent, full time

Place of Work:

139 Banbury Road, Oxford, OX2 7AL or 3 Bardwell Road, Oxford

Salary:

St Clare's offers a generous salary which is also dependent on skills and experience. The salary will be subject to annual review and the governors usually award a cost-of-living increase from 1 September each year.

Holiday entitlement:

25 days a year plus bank holidays and the time between Christmas and New Year when the College is closed. Where it is necessary to work on a bank holiday, Time off in Lieu will be given.

Hours of work:

Full time - 35 hours per week

The Employee will be required to work some evenings and weekends during peak operating periods, for which Time off in Lieu will be given.

Some overnight stays and overseas travel may be required.

Pension:

You will be enrolled into the Teachers' Pension Scheme.



The Department

Throughout the academic year, St Clare's organises International Baccalaureate (IB) Courses at the IB World School and a range of adult education programmes at the International College.

The Summer and Short Courses department is a third business stream. Summer School courses are run for Juniors, Teenagers and Adults primarily from mid-June to late-August, but St Clare's also provides short English language and academic subject courses throughout the year, including some online courses.

Key Responsibilities

Programme Management - Summer School and Short Courses

- Manages the academic component of all Summer School programmes (e.g. ELT, Science, Business, Art), including all teaching and learning, orientation, classroom discipline and welfare.
- Co-ordinates the delivery of other IB and academic short courses run during summer
- Manages the implementation of St Clare's CELTA courses, and DELTA courses if required.
- 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 or in advance where required using online testing.; 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.
- Tests and, if necessary, interviews potential students before their acceptance on all courses with a prescribed CEFR/IELTS minimum entry level requirement by phone, Teams, Zoom or other platform, assessing language level and course choice
- Directs courses for ELT and other closed group courses throughout the year, as overall college numbers permit. Reviews the ELT suite of programmes for adults, 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.
- Benchmarks, evaluates and refines St Clare's Summer School and ELT short course provision in the light of competition and changing market preferences and developments in teaching methodology to ensure our offering is distinctive and attractive.
- Creates new courses in light of benchmarking and evaluation as required.
- Design, implement, collect and monitor Student Feedback (HAYGO), analysing the feedback and adjusting courses and provision as appropriate.
- Ensures schemes of work and desired learning outcomes are being prepared by the teaching team in advance and are being delivered and evaluated.
- Ensures good systems are in place to record, monitor and evaluate student progress.
- Is aware of and supports the needs of students with special educational needs (SEND) where possible.
- Utilises the student record system to accurately capture and update pertinent student data and ensure it is kept in line with the principles of GDPR.
- Fosters a positive culture of continuous professional development.
- Works with non-academic colleagues to maximise opportunities for language acquisition and practice outside of the classroom.
- Ensures the learning environments are conducive to a positive teaching and learning experience for both staff and students.
- Provides the Sales and Marketing team with accurate information about the courses and student experience as required.

Key Responsibilities Cont.

Staff Recruitment and Management

- Assesses need for and recruits temporary teaching staff for both the year-round and short-course ELT provision. 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 according to the principles of safer recruitment.
- 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 during periods of operation.
- Inducts teachers prior to each course start-date throughout the summer season (usually on Sundays), clarifying systems, resources and facilities, expectations etc.
- Prepares a programme of INSET sessions to support the development of the teaching team.
- Ensures the teaching team are working with high standards of professionalism and conduct at all times, and where it may be required, follows the St Clare's disciplinary procedures to address any issues that arise.
- Acts as Deputy Designated Safeguarding Lead, taking some responsibility for safeguarding training for academic staff on all summer courses and joint sessions with non-academic staff as required by the DSL.
- 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 International College (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. and minutes of meetings

EFL Teaching

- Teaches a minimal timetable as and when required e.g. to cover sickness or absence
- Prepares and displays a Weekly Plan of instruction, according to the academic guidelines for the course or needs and wants of one-to-one students.
- Devises 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.
- Delivers each class with energy and enthusiasm, aiming high, and providing a learning process that is both challenging and engaging.
- Brings 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.
- Contributes 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.
- Monitors students' progress through questionnaires at the start, during and at the end of each course.
- Completes end of course reports and certificates for each student in the main class or one-to-one students and present them to students at the end of each course.
- Contributes to the life of the college 'beyond the classroom', as part of the activity programme or cross-college events.
- Is 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.
- Performs other duties as reasonably required to ensure an educational and enjoyable experience for the students.
- Involvement in course development work, as required.





The PERSON

We are looking for an engaging and enthusiastic Director who is passionate about Summer Schools and Short Courses and delivering a high-quality student experience.

The successful candidate will demonstrate the following **essential (E)** or **desirable (D)** education, 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)
- Experience in running Summer Schools (D)
- Experience of teaching young and teenage learners, and managing single and mixed nationality groups (D)

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)
- Commitment to the professional development of oneself and of the teaching team. (E)
- An interest in the latest developments and innovations in English language teaching. (E)
- Commitment to the safeguarding and welfare of young learners. (E)



HOW TO APPLY

Please email your completed application form to recruitment@stclares.ac.uk.

A CV will only be accepted if it is submitted alongside a fully completed application form.

Inclusive recruitment

We welcome applications from under-represented groups, including individuals from ethnic minority backgrounds and people with disabilities.

Selection process

Short-listed candidates will be invited for interview. If you are applying for a teaching position, you will be asked, as part of the interview process, to teach a lesson on an agreed topic.

We reserve the right to interview and offer a role before the closing date. Therefore, we encourage you to make your application as early as possible.

Special arrangements

If you have a disability, require assistance or special arrangements to attend an interview or to fulfil a job role, please contact us on the following email address recruitment@stclares.ac.uk.

References and pre-employment Checks

St Clare's is committed to safeguarding the welfare of children and expects all staff and volunteers to share in this responsibility. As a result, all offers of employment and contracts are subject to satisfactory references and a number of pre-employment checks including Disclosure and Barring Service (DBS) checks, health assessments, verifying right to work in the UK as well as other checks appropriate to the post. We are bound by the guidance set in the 'Keeping Children Safe in Education' policy, and ensure all our procedures align with this.

Find us online

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