



JOB DESCRIPTION

SUMMER SENIOR TEACHER (AGED 14+)

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	Summer Senior Teacher for Older Teenagers (aged 14+)
Purpose of Role	To support the Director of Studies on the Banbury Road site at St Clare's in coordinating 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 Director of Studies. In their absence, you will report to the Director of Summer School .
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.

	<p>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.</p> <p>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.</p> <p>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</p>
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TERMS AND CONDITIONS

Terms of Employment	<p>9-week contract from Sunday 11 June to Friday 13 August 2022.</p> <p>You will be required to attend a 1-week induction prior to the course start date. (11 June to 18 June)</p> <p>Staff meetings are held every morning and attendance is crucial.</p>		
Place of Work	139 Banbury Road, Oxford, OX2 7AL / 3 Bardwell Road Oxford OX		
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 DoS.		
Notice period	1 week		
Salary/Pay	Weekly pay	Weekly holiday pay	Weekly total pay
	£ 672.00	£ 81.11	£ 753.11
Meal	A free lunch is provided in the College 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	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

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	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 which can be found on the College website at https://www.stclares.ac.uk/contact-us/recruitment-and-careers/ 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
Contact us	Email: summer.recruitment@stclares.ac.uk Tel: 01865 552031