



## JOB DESCRIPTION – Head of English

*Candidates are expected to spend time looking at the College website [www.stclares.ac.uk](http://www.stclares.ac.uk) which provides information about St Clare's and the courses we offer.*

JOB SPECIFICATION	
Title of Post	Head of English
Purpose of Role	<p>To manage the work of the English Department (Language and Literature) in the International Baccalaureate (IB) World School:</p> <ul style="list-style-type: none"> <li>to maintain and improve the quality of educational provision within the subject area; and</li> <li>to contribute individually and collectively to the general academic direction and operation of the College.</li> </ul> <p>To teach English to students on the IB Diploma programme and/or the Pre-IB programme.</p>
Overview	<p>The Head of Department provides direction, coordination, representation and oversight of a coherent academic area.</p> <p>There are eight members of the department in total, who are responsible for teaching English A Literature, English A Language &amp; Literature and English B (second-language English) at IB Diploma Level, and Pre IB English. Some teachers also teach for other departments: Theory of Knowledge &amp; Theatre.</p>
Reporting Structure	Reports to the Vice Principal, Academic
Key Responsibilities	<p><b>Head of Department</b></p> <ul style="list-style-type: none"> <li>To manage the work of the Department.</li> <li>To improve the quality of the teaching provision.</li> <li>To contribute to the overall academic direction of the College.</li> <li>To take responsibility for coordinating additional language support for students who require this.</li> <li>To be a member of the Academic Steering Group, a head of departments' committee which meets regularly on academic management and administration of IB &amp; Pre IB programmes.</li> </ul> <p><b>Teaching</b></p> <p>The Head of English can expect to teach a reduced timetable comprising English A and B classes in the IB Diploma programme. Teaching of Pre-IB English classes may also be required.</p> <p>Our standard job specification for a Teacher of English is attached.</p> <p><b>Personal Tutor</b></p> <p>To act as a Personal Tutor for approximately 12 students.</p>

TERMS AND CONDITIONS	
Terms of Employment	Full-time, permanent contract.
Start Date	September 2023
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	<p>The academic year for IB teaching is 35 weeks from the start of September until mid-June (with appropriate breaks that are largely synchronised with local schools).</p> <p>Classes are timetabled between 09:00 and 16:30, Monday to Friday.</p>
Notice Period	3 or 6 months depending on departure date.
Salary / Pay	<p>Salaries for full-time teachers are based on the St. Clare's pay scale according to qualifications and experience.</p> <p>This post will also carry a generous responsibility allowance, and a timetable reduction. An allowance is also paid for Personal Tutor responsibilities.</p>
Pension	The teacher will be enrolled into the Teachers' Pension Scheme.
Life Assurance	If the teacher is a member of the Teachers' Pension Scheme, cover is three times average salary, less any lump sum benefits already paid. The College also provides additional cover of one year's average salary.
Meal	Teachers are provided with a free lunch in the dining room on the days they teach, when students are in residence.
PERSON SPECIFICATION	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	<ul style="list-style-type: none"> <li>• An English degree <b>(E)</b></li> <li>• A teaching qualification <b>(E)</b></li> </ul>
Knowledge, skills and experience	<ul style="list-style-type: none"> <li>• Previous management experience <b>(D)</b></li> <li>• Experience of working in an international environment <b>(D)</b></li> <li>• Experience of working with students of different language/educational backgrounds <b>(D)</b></li> <li>• Experience of teaching English as a second language <b>(D)</b></li> <li>• Experience of teaching English Literature <b>(E)</b></li> <li>• A commitment to safeguarding, equal opportunities and inclusion <b>(E)</b></li> </ul>
Personal skills and attributes	<ul style="list-style-type: none"> <li>• The ability to lead teams and manage individuals effectively <b>(E)</b></li> </ul>

### 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	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.
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. <b>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.</b>
Health questionnaire	Satisfactory completion of a health questionnaire.
Prohibition order checks	Prohibition order checks will be carried out for all teaching positions 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 <a href="http://www.stclares.ac.uk/recruitment">www.stclares.ac.uk/recruitment</a>  CVs will only be accepted if accompanied by a St Clare's application form.
Email	Applications should be submitted by email to <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a>
Post	Alternatively, send to:  Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Email: <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a> Tel: 01865 552031
Deadline for applications	9am on Monday 27 <sup>th</sup> February 2023.  Earlier applications are welcomed, and the college reserves the right to shortlist when a suitable field is available.  Interviews will take place in the week commencing 6 <sup>th</sup> March 2023. Applicants will also be asked to teach an English lesson on an agreed topic. There will be an opportunity to meet the department team for lunch on the day of the interview.



## JOB DESCRIPTION – Teacher of English

JOB SPECIFICATION	
Title of Post	Teacher of English
Purpose of Post	To teach English to students on the International Baccalaureate Diploma programme and/or the Pre-IB programme.
Overview of Role	<p>English is an integral component of the IB diploma programme, and all students take it either at Higher or Standard level. Three distinct courses are offered: English B, which is designed for non-native students learning English as a second language and two courses for native English speakers which are English A: Literature and English A: Language &amp; Literature. The majority of our students come from overseas and speak English as an additional language, though many speak English to a high level and undertake an English A course. All three courses are offered at Higher and Standard Level. There are usually between 200 and 230 students enrolled on our IB diploma courses. Class sizes are a maximum of 15 students, but most are smaller. Students are highly motivated and well behaved, achieving excellent results both in English and overall. The average diploma score at the college is between 36 and 37 points, equivalent to at least 3 A grades at A level.</p> <p>Our one-year Pre-IB course in English is designed to prepare students for studying either English A or English B at IB Diploma level, and students are set according to their language background and ability. All Pre-IB students study a range of language and literature topics, and students in Set 1 study for the Edexcel English Language IGCSE alongside other topics. Whilst some students come for the whole year with the intention of transitioning to the IB diploma, others join the programme for one or two terms. English classes have 8 allocated hours per week, across three trimesters which are either 11 or 12 weeks long. Students sit formal examinations at the end of each trimester, and the results provide guidance as to which English course will be a suitable choice in the IB diploma. Class sizes are a maximum of 15 students, although the lower sets are generally much smaller. There are currently around 40 students enrolled in our Pre-IB programme.</p> <p>The successful candidate can expect to teach a combination of courses across both programmes.</p>
Reporting Structure	Reports to the Head of English.
Key Responsibilities	<p>Teaching English Language and/or Literature (see schedule of duties).</p> <p>The person appointed would also act as a Personal Tutor to approximately 12 students.</p> <p>All teachers are expected to lead an extra-curricular CAS activity group.</p>

## **SCHEDULE OF DUTIES: TEACHERS AT ST. CLARE'S, OXFORD**

The following duties shall be deemed to be included in the professional duties which a teacher may be required to perform:

### **1     *Teaching***

In each case having regard to the curriculum for the College, the Teacher shall:

- a) plan and prepare courses and lessons including associated written documentation such as schemes of work, lesson plans, and other documentation as required;
- b) teach, according to their educational needs, the students assigned to him or her, including setting and marking work to be carried out by the students in school and elsewhere;
- c) assess, record and report on the students' development, progress and attainment;
- d) promote the general progress and well-being of individual students and of any class or group of students assigned to him or her.

### **2     *Assessments and reports***

The Teacher shall:

- a) provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.
- b) make records of and reports on the academic, personal and social needs of students.
- c) communicate and consult with parents or guardians of students following agreed procedures.

### **3     *Performance Development***

The Teacher shall participate in arrangements for the appraisal of his or her performance if required.

### **4     *Professional training and development***

The Teacher shall:

- a) review from time to time, within the context of the performance development scheme and at other times, his or her methods of teaching, programmes of work and other aspects of his or her work as a teacher to ensure that he or she remains up-to-date with current best practice.
- b) undertake training and professional development, in relation to subject or area of teaching, teaching methods, and other aspects of professional work as a teacher:
  - through participation in activities arranged by the Employer taking place in working time and through attendance at relevant courses, meetings, etc.
  - through other activities undertaken by the Teacher, such as reading, private study, acquiring additional relevant qualifications etc.
- c) maintain a log of activities undertaken as continuing professional development, demonstrating the follow-up to areas identified for development in personal professional reviews under this clause.

### **5     *Educational methods***

The Teacher shall advise and co-operate with the Principal, Deputy Principal, Vice Principal, Course Directors and other teachers, either individually or as a group, on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

### **6     *Discipline***

The Teacher shall maintain good order and discipline among the students.

### **7     *Health & safety***

The Teacher shall safeguard students' health & safety both when they are authorised to be on the Employer's premises and when they are engaged in the College's activities elsewhere.

**8     *Staff meetings***

The Teacher shall participate in meetings at the College which include discussion on the progress of students, the management of activities relating to the curriculum, organisation and pastoral functions of the College, and other meetings as required from time to time.

**9     *Public examinations***

The Teacher shall participate in arrangements for assessing students for public examinations and supervision of students during such examinations.

**10    *Management***

The Teacher shall:

- a) take such part as may be reasonably required of him or her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College;
- b) participate in administrative and organisational tasks related to such duties.

**11    *Other activities***

The Teacher shall:

- a) communicate and co-operate on College business with persons or bodies from outside the College;
- b) arrange and undertake with students, activities which complement and support academic work.