



JOB DESCRIPTION

Summer ELT Teacher – Teenagers and Adults

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	ELT Teacher for Summer Courses
Purpose of Role	To plan and deliver English language lessons, which are both challenging and stimulating, to a range of international students attending Summer Courses at St Clare's Teenager or Adult campuses
Reporting Structure	The ELT Teacher for Summer Courses reports directly to the Academic Director
Key Responsibilities	<ol style="list-style-type: none"> 1. To prepare or follow a weekly programme of instruction, according to the academic guidelines for one or more of the following courses: 2. To devise and deliver lessons that are appropriate to the level, interests, and needs of the learners in each class, maintaining a suitable balance of Teacher input and student involvement. 3. To deliver each class with energy and enthusiasm, aiming high, and providing a learning experience that is both challenging and engaging. 4. To bring creativity and variety to the weekly programme in-line with weekly themes or the course map and in consultation with the Academic Manager and other Teachers, using a combination of course book and photocopied materials, appropriate use of audio-visual aids, and incorporating study visits into the afternoon programme where suitable to promote a learning outcome. 5. To contribute specialist skills to the project classes according to the students' interests and requirements, including: 'top tips' for IELTS or Cambridge exams, Oxford in Literature, pronunciation workshops, learner training activities, reading strategies, global issues debates, etc. 6. To assist with placement testing and student orientation on the first Monday of each onsite course as required. 7. To monitor progress through questionnaires in the first and last week of each course. 8. To attend staff meetings for onsite courses each morning as directed by the Academic Manager, and to participate in Teacher development workshops on some Friday afternoons. 9. To complete end of course reports and certificates for each student in the main class and present them to students in the leaving ceremonies on Fridays.

	<p>10. To be actively involved in the provision of 'duty of care', including completing risk assessments for study visits, monitoring student behaviour around the campus, encouraging integration in and out of the classroom as appropriate etc.</p> <p>11. To actively promote St Clare's Courses inside and outside of the classroom. This includes seeking opportunities to take photographs of students in academic settings, where appropriate and share them with marketing, and recommend other courses.</p> <p>12. To perform other duties as reasonably required to ensure an educational and enjoyable experience for the students (including participation in activities sessions, for which supplementary payments are payable, observations, and inspections).</p>			
TERMS AND CONDITIONS				
Terms of Employment	<p>Teaching runs from Monday 19 June to Friday 11 August 2023 with contracts ranging from 3 weeks offered during that period</p> <p>You will be required to attend orientation and induction on a Sunday prior to your employment start date (paid as additional hours).</p>			
Place of Work	<p>Teenagers: 139 Banbury Road, Oxford, OX2 7AL Adults: 3 Bardwell Road Oxford OX2 6SU</p>			
Hours of Work	<p>Monday 8:45 - 12:30 Tuesday 8:45 - 16:00 Wednesday 8:45 -16:00 Thursday 8:45 - 16:00 Friday 8:45 -12:30 (occasional CPD session in the afternoon)</p>			
Notice period	1 week			
Hourly Pay		Hourly pay	Holiday pay	Total pay
	EFL Teacher TEFLi	£21.11	£2.55	£23.66
	EFL Teacher TEFLq	£24.28	£2.93	£27.21
	Additional Hours (training, induction)	£ 10.50	£ 1.27	£11.77
Accommodation	<p>Single room with ensuite or shared bathroom depending on the building. Accommodation changes might be required once or even twice during the contract for college operational reasons.</p> <p>Residential staff will be asked to perform reasonable pastoral duties outside of contracted teaching hours for a maximum of 8 hours per week.</p>			

	<p>Residential staff might choose to opt out of pastoral duties and pay £84 per week for subsidised accommodation instead.</p> <p><i>Accommodation options are subject to availability.</i></p>
Pastoral Duties	<ol style="list-style-type: none"> 1. To work with the other boarding staff to create a warm and friendly atmosphere, fostering a happy community spirit and supporting, helping and acting as a positive role model to all students. 2. To actively engage and help students learn the routines of the boarding house and assist with any problems. Any concerns about the well-being of students must be brought to the attention of the Senior House Parent/House Parent. 3. To uphold the rules of the House and pass on breaches of the rules to the Senior House Parent/ House Parent. 4. To participate in the evening duty rota. Duties will include supervising a group of students, curfew time (11pm) and managing the queue during meal times.
Meal	<p>One free lunch per day for local staff is provided, whilst all meals are provided for residential staff when students are in residence.</p>
<p>PERSON SPECIFICATION</p> <p><i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i></p>	
Education and qualifications	<p>Minimum Qualification – CELTA or equivalent, plus relevant experience (E)</p> <p>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>References and Pre-employment Checks</p> <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	<p>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.</p>

Identity, right to work and qualifications	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>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.</p>
Police checks / DBS	<p>Police checks and Disclosure and Barring Service checks will be undertaken. Prospective employees are required to provide information and consent.</p> <p>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.</p> <p>Both the DBS and the certificate of good conduct can be initiated and paid for by the College.</p>
Health questionnaire	Satisfactory completion of a health questionnaire.

HOW TO APPLY	
Applications	<p>Applications must be made using the College's application form which can be found on the College website at https://stclares.ac.uk/contact-us/recruitment-and-careers/</p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p>
Email	Applications should be submitted by email to summer.recruitment@stclares.ac.uk
Contact us	<p>Email: summer.recruitment@stclares.ac.uk</p> <p>Tel: 01865 552031</p>