

# Academic Manager





# WELCOME

## from the Principal

Welcome to St Clare's, a truly remarkable school where students enjoy a world-class education in a magnificent Oxford setting. In today's fast-changing, globalised world, we believe young people need the highest quality international education to achieve everything they are capable of.

What makes St Clare's distinctively different? Our teaching methods are engaging and student-centred, which gives pupils a higher chance of achieving their potential. But we look far beyond academic results. Our educational programme is holistic and broad ranging, not only developing talents, but also building student's relationship and leadership skills, through a range of co-curricular activities. We aim to strike the right balance between academic work and leisure time, and it all happens in a special learning environment.

St Clare's graduates are responsible, creative, well-informed, inspiring people with a deep sense of respect for themselves and others. Our students leave the college as confident young people, able to successfully make their way in a competitive and complex world and make a positive difference. Above all, while an education at St Clare's is a challenging and enriching experience, it is also a highly enjoyable one.

Our students have an international outlook and can think broadly due to the diversity of our student body which is made up of more than 40 different nationalities. They experience many different perspectives and embrace a range of thinking

on topics to expand their minds. This is central to our ethos and as a result, we attract staff to the college with a similar forward-thinking mindset.

Another core feature of the school is the quality of our pastoral care. As a boarding school, the happiness and development of our students is a priority, empowering them to help shape the community. 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 also benefit from being able to immerse themselves in the historic, cultural and academic resources on our doorstep including public lectures, museums, art galleries, as well as stunning architecture and beautiful parks. Oxford has it all! It 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**



# What makes us **UNIQUE**

## Range of courses offered to students

We offer a range of English language and academic subject courses during the summer months. Join our fantastic team made up of Teachers, Activity Leaders, House Parents and Welfare Managers for a great summer.

## Education quality

We are committed to academic excellence and the personal development of our pupils in an international context. The outstanding quality of the education and pastoral provision is inspected regularly by the British Council and Independent Schools Inspectorate to ensure high standards are maintained.

Sustainability and climate change are going to be defining issues of the next generation, so preparing students to play a positive role is going to be vital. We are taking steps to fully embed these themes into the learning experience by facilitating participation in recognised schemes such as Eco Schools and related activities both on-site and within the local community.

## Extra-curricular

Our study programmes include enriching experiences both inside and outside the classroom. We place equal emphasis on our extra-curricular programme and our academic provision as we feel that both are instrumental in developing our students into confident, resilient, healthy and independent young adults.

Our co-curricular programme has an educational, cultural, environmental, creative, sport and social focus which promotes personal growth in a stimulating and informative way. It also includes academic study visits and excursions to local places of interest and further afield.

## Teaching and learning

We have a forward-thinking approach to education which provides positive preparation for life. We nurture individual development so future aspirations can be realised. By expanding their language ability and subject knowledge we challenge pupils to build the skills they need for success at university or whatever avenue they decide to follow.

Our pupils are well-mannered, focused and demonstrate a strong commitment to their studies. With a high staff-to-student ratio, our teaching approach gives students the individual support they require to reach their learning goals.



## Our **HISTORY**

Our international community makes it a special place to work and study

The vision of two inspirational women remains as true today as it was in 1953. The College was founded by Anne Dreydel and Pamela Morris who wanted to rebuild relations between students from around the world after the Second World War. Our mission to 'advance international understanding' is woven into the texture of everything we stand for.



# 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 school 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-build teaching spaces. As well as high-quality facilities we also have beautiful green open spaces which provides 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 of 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 pupils 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
- Subsidised accommodation
- Free food on working days when students are in residence
- Paid induction
- Access to a range of academic resources in our Library
- Professional development opportunities
- Some parking available on campus
- Easy access to Oxford city centre
- Paid DBS check





# 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 the 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 beautiful little charming 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.



# Summer Academic Manager

## The Role

The Academic Manager is responsible for overseeing and co-ordinating the ELT team and monitoring the quality of lessons.

## Reporting Structure

You will report directly to the Director of Studies.

## Key Responsibilities

- 1. Academic Coordination:** Coordinate the day-to-day running of ELT academic matters, ensuring seamless integration of new students, conducting regular class drop-ins, and providing valuable feedback to instructors. Contribute to overall academic quality in alignment with guidelines and student needs.
- 2. Teacher Support and Management:** Lead, advise and support teachers on a daily basis, oversee ELT resources, and facilitate cooperation between teachers; with the aim of building and maintaining a team of professional, high-performing and motivated teachers. Lead morning meetings, address academic issues, and participate in development sessions and CPD activities. Cover absences, conduct staff appraisals, and organize induction days for new ELT teachers.
- 3. Academic Paperwork Management:** Collaborate with the Senior Teacher and Administrator to ensure completion to a high standard of academic paperwork for students and teachers, including questionnaires, certificates, reports, class lists, registers, schemes of work, lesson plans, and more.
- 4. Student Welfare and Discipline:** Handle discipline issues, student absences, and behavioural concerns. Respond to complaints and change requests, liaising with the Summer Admissions Team and Group Coordinator. Consistently monitor students' behaviour and performance to safeguard their physical and emotional health, and report any concerns to the Welfare Manager or Safeguarding Lead.
- 5. Accreditation and standards:** To ensure all aspects of the Teaching & Learning section of the British Council criteria are met (and where possible surpassed) to maintain high industry standards and ensure continued accreditation. To facilitate adoption of new methodologies, and technologies to keep St Clare's at the forefront of the ELT world.
- 7. Centre Team:** To assist and proactively collaborate in the day to day running of the centre, ensuring the holistic nature of the program. Working in conjunction with the Welfare Managers, Activity Manager and year round team to ensure that St Clare's delivers the best possible Summer School; promoting the mission and shared beliefs of St Clare's.





# Terms and Conditions

## Place of work

139 Banbury Road, Oxford, OX2 7AL

## Dates

This is a 10-week contract, starting 9 June to 18 August 2024

## Hours of work

An average of 48 hours a week Sunday to Friday.

## Accommodation

Single room with ensuite or shared bathroom depending on the building.  
Accommodation changes might be required during the contract for college operational reasons

## Pay

Weekly pay	£ 700.80
Weekly holiday pay	£ 84.59
Weekly total pay	<b>£ 785.39</b>





# The **PERSON**

The Academic Manager should possess both **managerial and teaching experience**, along with the necessary skills and expertise to ensure the effective delivery of a diverse and **engaging EFL program**. This includes the ability to navigate the varied expectations of up to **300 students**, each with their own perspectives on what constitutes an outstanding academic program.

The individual in this role must demonstrate **independent** thinking and the capacity to respond promptly to **changing demands**, displaying attention to detail and a **commitment** to providing the best possible programme for both students and staff. Maintaining a positive and **can-do attitude** is crucial.

With the responsibility of overseeing a team of up to **25 EFL Teachers** coming from diverse backgrounds, the Academic Manager must possess the ability to quickly unite them and facilitate their collaboration to meet the **high standards** set by St Clare's.

## Education and qualifications:

TEFL-Q (DELTA or equivalent)

Degree (Desirable)

## Personal skills and attributes:

- 2 years or more of academic management experience.
- Minimum 5 years teaching experience across a wide range of contexts.
- You must be flexible, well organised and able to work under pressure.
- You should also have an interest in working with young people.





# How to **APPLY**

## Applications

Please submit your cv alongside a fully completed application form to: [summer.recruitment@stclares.ac.uk](mailto:summer.recruitment@stclares.ac.uk).

## Police checks

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.

## References

Three written and phone references are required for teaching positions.

## 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.



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