



JOB DESCRIPTION – Summer CELTA Teacher Trainer

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 DESCRIPTION	
Title of Post	Summer CELTA Teacher Trainer (accredited Assistant Course Tutor)
Purpose of Role	To contribute to the delivery and co-ordination of the College's CELTA provision, as well as train and assess on courses
Department	Teacher Professional Development Courses, International College
Reporting Structure	Reports directly to Director of Teacher Professional Development Courses
Key Responsibilities	<ol style="list-style-type: none"> 1. To continuously develop the CELTA course, including planning of teacher training tuition and tutorials, and keeping administrative records of the course. 2. To deliver each course with energy and enthusiasm, aiming high, and providing a learning process that is both challenging and engaging. 3. To prepare schemes of work and assessment, provide and maintain teaching materials, including handouts, assignments, and booklists. 4. To monitor and keep records of trainee progress and performance, attendance, punctuality, and assessment. 5. To liaise with external organisations and stakeholders, such as Cambridge University Press and Assessment, where appropriate and necessary. 6. To act as Assistant Course Tutor, identify necessary support for CELTA candidates, and provide support to ensure that candidates achieve their goals. 7. To attend staff meetings as directed by the Director of Teacher Professional Development Courses, and to participate in teacher development workshops as appropriate. 8. To be actively involved in the 'safeguarding' and 'duty of care' aspects of St Clare's, Oxford, as well as take an active role in the supervision, welfare, and discipline of our students at all times, including ensuring punctuality, supporting students whilst maintaining a professional distance, monitoring student behaviour, and encouraging integration in and out of the classroom as appropriate. 9. To undertake any other English language teaching or administrative duties that might reasonably be expected for a role at this level. <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The postholder may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>
PERSON SPECIFICATION	
<i>The successful candidate will have demonstrated the following essential skills and experience:</i>	
Education and qualifications	<ul style="list-style-type: none"> • Cambridge DELTA or Trinity Dip TESOL (E) • CELTA Trainer approval & accreditation for 2024 (E)
Knowledge, skills, and experience	<ul style="list-style-type: none"> • Wide-ranging and varied experience teaching speakers of English as a foreign language (E) • Current or recent experience of teaching CELTA or DELTA, preferably face-face (E) • Desire to participate in and contribute to CPD (E)

	<ul style="list-style-type: none"> Experience of teaching-related administration in an appropriate setting (D)
Personal skills and attributes	<ul style="list-style-type: none"> Dynamic, enthusiastic, adaptable, candidate-focused (E) Positive attitude, supportive team-player (E) Ability to complete administrative tasks accurately and to deadline (E) Proven ability to juggle multiple demands, prioritise and manage competing deadlines, remain calm under pressure (E) Strong organisational skills and ability to use one's own initiative (E) Acts with tact and diplomacy, works well with candidates and staff (E) Excellent IT skills and competent user of Teams (E)
TERMS AND CONDITIONS	
Terms of Employment	<p>Temporary contract starting Monday 13th May or shortly thereafter, until Saturday 31st August 2024.</p> <p>Four full-time face-to-face CELTA courses are envisaged.</p>
Hours	<p>Approximately 25 hours a week, Monday to Friday, between the hours of 11:00 and 19:00</p> <p>The nature of the role is such that on occasion administrative work, teaching preparation, and/or support for a CELTA candidate, may be required outside these hours to fulfil the role. On occasion some weekend attendance may also be requested.</p> <p>Public and bank holidays occurring during the period will be working days.</p>
Place of Work	139 Banbury Road, Oxford, OX2 7AL; 3 Bardwell Road, Oxford OX2 6SU
Probationary Period	One month
Notice Period	During the probationary period, the notice period will be one week. After completion of the probationary period, notice will be one week and must coincide with the end of a period of teaching.
Salary/Pay	£1,600 per CELTA course (including holiday pay)
Holidays	Holiday entitlement is based on a full-time entitlement of 5.6 weeks a year. The pay rate above includes an amount for holiday pay at the rate of £172 per CELTA course.
Accommodation	Onsite accommodation may be provided, subject to availability. Such provision would incur a charge.
Meal	Free lunch is offered in the college dining hall on working days and when students are in residence.
Pension	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.
Other benefits	The College offers a confidential 24/7 Employee Assistance Programme

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. 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.
Health questionnaire	Satisfactory completion of a health questionnaire.
Prohibition order checks	Prohibition order checks will be carried out for all teaching and activity roles 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 www.stclares.ac.uk/recruitment . CVs will only be accepted if accompanied by a St Clare's application form.
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Post	Alternatively, send to: Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Email: recruitment@stclares.ac.uk Tel: 01865 552031
Deadline for applications	This role will close on 14 th April 2024 Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available.