

JOB DESCRIPTION – ELT Teacher

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	ELT Teacher
Purpose of Role	To plan and deliver challenging and stimulating English language lessons to a range of international students attending EFL, EFL hybrid, or teacher training courses at St Clare's International College.
Department	St Clare's International College, based at 3 Bardwell Road
Reporting Structure	ELT Teachers report to the Director of Studies (ELT) and thereafter to the Director of the International College
Key Responsibilities	<ul style="list-style-type: none"> To prepare and display a weekly plan of instruction, according to the academic guidelines for the course or needs and requirements of one-to-one students. To devise lessons that are appropriate to the syllabus, level, interests, and needs of the learners in each class, maintaining a suitable balance of teacher input and student involvement. To deliver each class with energy and enthusiasm, aiming high, and providing a learning process that is both challenging and engaging. To bring creativity and variety to the weekly programme in consultation with the Director of Studies and other class teachers, using a combination of course book and photocopied materials, appropriate use of audio-visual aids, and incorporating study visits into the classroom programme where suitable to promote a learning outcome. To create links between the classroom and the outside world by encouraging students to make the most of the excursions, using stimulus material from websites, leaflets, 'eye-opener trails', questionnaires, etc. before, during, and after trips. To monitor students' progress through testing and questionnaires at the start, during and at the end of each course. To act as Academic Tutor carrying out regular meetings with a main group of students (up to 15) during the academic year. To attend staff meetings as directed by the Director of Studies, and to participate in teacher development workshops as appropriate. To complete end of course reports and certificates for each student in the class and present them to the students at the end of each course. To be actively involved in the 'safeguarding' and 'duty of care' aspects of the International College, as well as take an active role in the supervision, welfare, and discipline of students at all times, including ensuring punctuality, supporting the students whilst maintaining a professional distance, completing risk assessments, monitoring student behaviour, and encouraging integration in and out of the classroom as appropriate. To perform other duties as reasonably required to ensure a safe and enjoyable experience for the students including observations and inspections. <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 ELT Teacher 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"> • Minimum Qualification – TEFLi: CELTA or equivalent, plus relevant experience (E) • Desirable Qualification – TEFLq: DELTA or equivalent, or Qualified Teacher Status (D)
Knowledge, skills, and experience	<ul style="list-style-type: none"> • Wide-ranging and varied experience of teaching speakers of English as a second language (E) • Experience of teaching EAP, and exam classes (IELTS, Cambridge Exams) (E) • Desire to participate in and contribute to CPD (E) • Ability to complete administrative tasks accurately and to deadline (E) • A commitment to equal opportunities and inclusion (E) • Experience in teacher training (D)
Personal skills and attributes	<ul style="list-style-type: none"> • Dynamic, enthusiastic, adaptable, client-focused (E) • Positive attitude, supportive team-player (E) • A commitment to safeguarding students in line with College policies and procedures (E)
TERMS AND CONDITIONS	
Terms of Employment	<p>Various roles are offered:</p> <ul style="list-style-type: none"> • Full-time ‘permanent’ • Full-time fixed term for one term (Autumn 2024) initially • Part-time fixed term (10 hours a week/0.4 FTE) for one term (Autumn 2024) initially
Hours	<p>Normal hours of work for ELT Teachers are between the hours of 08:45 and 18:30 Monday to Friday.</p> <p>A full time ELT Teacher will be available for work for 223 days in a year and at least 221 days will be days on which they will normally teach students. The teaching load for a full-time ELT Teacher in a year will be approximately 25 hours per week. Within these hours the ELT Teacher may also be required to cover other Teachers’ absences, supervise the Open Learning centre, and oversee extracurricular activities.</p> <p>Part-time ELT Teachers will be required to carry out a pro rata amount of the above hours.</p>
Salary/Pay	<p>Salary ranges from £32086 - £39001 depending on experience and qualifications.</p> <p>Pro rata salaries will apply for part-time working hours.</p> <p>Salaries are reviewed annually with effect from 1st September.</p>
Holidays	<p>Holiday entitlement for a full-time ELT Teacher is 29 working days per year (of which 4 days must be taken between 24th December and 1st January inclusive each year when the College is closed) plus bank/public holidays. Some bank/public holiday working will be required when these fall on dates during the College term (time off in lieu will be granted).</p> <p>Pro rata holiday will apply to part-time ELT Teachers.</p> <p>All holidays must be taken during the set College holiday periods and at the College’s convenience.</p>
Notice Period	<p>Following completion of the probationary period, three months’ notice must be given to coincide with the end of a period of teaching.</p>
Pension	<p>A contributory defined contribution (DC) pension scheme is offered following a 3-month deferment period. St Clare’s will pay a sum equivalent to 20% of salary subject to the employee</p>

	making contributions of at least 5%.
Meal	A free lunch is provided in the College dining hall on working days and when students are in residence.
<p style="text-align: center;">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	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	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>Note: 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> <p>If you don't already have the legal right to work in the UK, we strongly recommend that you use the Home Office website to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.</p>
Police checks / DBS	<p>Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / 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 seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.</p>
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	<p><i>Applications must be made using the College's standard application form</i> which can be found on the College website at www.stclares.ac.uk/contact-us/recruitment-and-careers</p> <p><i>CVs will only be accepted if accompanied by a St Clare's application form.</i></p>
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Post	Alternatively, send to: Recruitment, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	<p>Email: recruitment@stclares.ac.uk</p> <p>Tel: 01865 552031</p>
Deadline for applications	This role will close 3rd July 2024

Interviews	<p>Interviews will take place week commencing 8th July 2024</p> <p>For candidates living locally, face-to-face interviews will be held. For candidates currently living overseas, Zoom interviews can be arranged.</p> <p>The interview process may include some testing of key attributes.</p>
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