

JOB DESCRIPTION

Temporary Hourly Paid Teacher of Language (A) Literature – Polish

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	Hourly Paid Teacher of Language (A) Literature
Purpose of Role	A temporary teacher of Polish Literature is required to provide cover for a forthcoming period of absence. The role involves teaching native Polish speaking students Literature as part of the International Baccalaureate programme.
Overview	<p>The College has two groups of students currently studying Polish (A): One group of 4 students in the first year of their IB Diploma who require 2 lessons of an hour's duration each week and another group of 5 students in the second year of their IB Diploma who require 3 lessons of an hour's duration each week.</p> <p>The course followed is common to all languages, with literature in that language and some works in translation from another language. All the teaching and examining will be in the student's mother tongue (Polish), not English.</p>
Reporting Structure	Hourly paid Teachers of Language A Literature report directly to the Head of Modern Languages.
Key Responsibilities	See Schedule of Duties: Hourly paid teachers at St Clare's Oxford (pages 4 – 5 below)
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"> • A degree (E) • Degree qualification in literature or related subject (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> • Teaching experience (D) • Ability to teach literature to native speakers at pre-university level (E) • A commitment to safeguarding, equal opportunities and inclusion (E)
Personal skills and attributes	<ul style="list-style-type: none"> • A strong interest in literature (E)
TERMS AND CONDITIONS	
Terms of Employment	Hourly paid, fixed term contract (actual dates to be confirmed but possibly from January to April 2025)
Place of Work	139 Banbury Road Oxford OX2 7AL
Hours of Work	5 hours of teaching will be required each week as detailed in 'Overview.'
Notice Period	One week
Salary/Pay	The current hourly rate of pay is £48.13 (£42.95 an hour plus £5.18 per hour holiday pay). Rates of pay are reviewed annually with effect from 1st September.

Pension	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 making contributions of at least 5%.
Benefits	<ul style="list-style-type: none"> • A free meal is provided in the College on working days and when students are in residence. • An Employee Assistance Programme (EAP) is provided
References and Pre-employment Checks	
<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	Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.
Police and DBS checks	<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 positions and for senior management positions as appropriate.
HOW TO APPLY	
Applications	<p>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.</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 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	<p>This role will close at 12pm 3rd January 2024</p> <p>Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available.</p>

SCHEDULE OF DUTIES: HOURLY PAID 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, Vice Principals, 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.
- c) undertake exam invigilation and other activities as required during normal teaching hours