

## JOB DESCRIPTION - Academic Teacher, Art History

Candidates are expected to spend time looking at the College website [www.stclares.ac.uk](http://www.stclares.ac.uk) which provides information about St Clare's and the programmes we offer.

JOB SPECIFICATION	
<b>Title of Post</b>	Academic Teacher, Art History
<b>Purpose of Role</b>	<p>To plan and deliver academic subject teaching according to the curriculum and the teaching methods approved by St Clare's International College.</p> <p>To deliver differentiated instruction to meet the needs of native and non-native English speakers among a diverse group of international students attending Undergraduate or English plus Academic Subjects programmes.</p>
<b>Department</b>	<p>St Clare's International College, a Private Further Education college site, based at 3 Bardwell Road, offers a range of academic and academic + English programmes from September through to June. From September to mid-June, these include: the University Foundation Programme and English plus Academic Subjects, both of which combine academic subjects and the study of EFL/EAP, and lead to university entrance. The Undergraduate Programme, offered over 14 weeks in the autumn and spring, is a study abroad programme for U.S. university students and gap year students from the U.S. and other countries. There is also a 4-week academic summer programme for university students in May-June.</p>
<b>Reporting Structure</b>	The Academic Teacher reports directly to the Director of Studies, Academic Programmes.
<b>Key Responsibilities</b>	<p>The key courses to deliver are a broad survey course 'Oxford Art and Architecture' and an 'English Country Houses and Gardens' course.</p> <ul style="list-style-type: none"> <li>• To prepare and/or update syllabus materials according to the academic guidelines and knowledge of current disciplinary literature.</li> <li>• To devise well planned lessons with clear objectives and success criteria; new learning to be synthesized across previous learning experiences.</li> <li>• To deliver lessons with energy and enthusiasm ensuring a stimulating, organised and purposeful learning environment and making best use of resources to promote learning.</li> <li>• To set challenging tasks and activities relative to the capabilities and needs of the students; for mixed ability groups, differentiation is challenging and stretching. This includes extensive use of open-ended questioning to challenge and stimulate the students' capacity for critical and analytical thinking; students provided with opportunities to develop self-reflection and independent learning.</li> <li>• To create a learning environment where students are comfortable asking questions and participate eagerly in class discussions and activities.</li> <li>• To organise and lead appropriate study visits with permission of the Director of Studies, completing risk assessments for each study visit.</li> <li>• To devise appropriate methods of assessment and provide timely and effective feedback, using the feedback template, to ensure students make good progress.</li> <li>• To retain and submit samples of course work to the Director of Studies at the end of the course.</li> </ul>

	<ul style="list-style-type: none"> <li>• To attend staff meetings and CPD sessions; to participate in teaching observations and preparation for inspection/accreditation visits</li> <li>• To reschedule any missed classes at a time convenient for the students and when classroom space is available.</li> <li>• To complete administrative tasks (on-line class register; submission of grades and reports) accurately and to deadline.</li> <li>• To contribute to the life of the college 'beyond the classroom' by participating in cross-college events.</li> <li>• To be actively involved in safe-guarding and the provision of 'duty of care', including monitoring and (when appropriate) reporting student behaviour in lessons or any welfare concerns; to encourage international and cultural integration in and out of the classroom.</li> <li>• To perform other duties as reasonably required to ensure an educational and enjoyable experience for the students.</li> </ul> <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 Academic 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>
<b>PERSON SPECIFICATION</b>	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Master's degree in appropriate discipline or equivalent experience (E)</li> <li>• PhD candidate, PhD in appropriate discipline (D)</li> </ul> <p>We will consider individuals with first degrees and relevant experience for certain posts.</p>
<b>Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Outstanding knowledge of your subject (E)</li> <li>• Experience teaching at the A level, FE or undergraduate level (D)</li> <li>• Experience teaching international students and/or non-Native English speakers (D)</li> <li>• Understanding of how to develop students' analytical and critical thinking skills (E)</li> <li>• Ability to make excellent use of resources/technology in the classroom to promote learning (E)</li> <li>• Ability to create and maintain a rigorous academic syllabus for each academic course. (E)</li> <li>• Ability to develop and lead study visits to complement class-based learning. (D)</li> <li>• Possess a thorough understanding of child protection and safeguarding issues (E)</li> <li>• A commitment to equal opportunities and inclusion (E)</li> </ul>
<b>Personal Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Team-player with the ability to complete administrative tasks accurately and to deadline (E)</li> <li>• Enthusiastic, friendly, adaptable, reliable, and student-focused (E)</li> </ul>
<b>TERMS AND CONDITIONS</b>	
<b>Terms of Employment</b>	This position is a permanent part-time position to cover teaching across two 14-week semesters and up to 6 weeks in May-June.

<b>Place of Work</b>	3 Bardwell Road, Oxford or other classrooms or teaching spaces at the St Clare's, Banbury Road site.
<b>Hours of Work</b>	<ul style="list-style-type: none"> <li>Hours per week/working days/times are timetabled prior to the start of the programme.</li> <li>Each course = 3 hours/week;</li> <li>Classes may be timetabled during Monday through Friday, 8:45am-6:30pm.</li> </ul>
<b>Salary/Pay</b>	Current hourly rate: £48.13 (£42.95 per hour plus £5.18 per hour holiday pay) Payment at this rate is also paid for attendance at staff meetings and CPD workshops.
<b>Holidays</b>	<p>Teaching occurs during bank and public holidays, except for Christmas (2 to 3 weeks) and Easter (2 weeks) and half-term (one week in October and one week in February). Hourly rates include holiday payment.</p> <p>The Employer's holiday year runs from 1<sup>st</sup> September to 31<sup>st</sup> August. The Academic Teacher is entitled to paid holiday and shall receive rolled up holiday pay for the holiday accrued in each pay period at the rate shown above.</p>
<b>Pension</b>	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%.
<b>Probation Period</b>	Three months
<b>Meal</b>	A free lunch is provided in the College dining room on working days and when students are on site.
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>Life Assurance</li> <li>Employee Assistance Programme</li> <li>Cycle to work scheme</li> </ul>
<b>Professional Development</b>	Continuing Professional Development Workshops are held immediately before the autumn and spring semesters; additional workshops held as and when required.
<p style="text-align: center;"><b>References and Pre-employment Checks</b></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 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>	
<b>References</b>	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, if relevant. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.

<b>Identity, Right to Work and Qualifications</b>	Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.
<b>Police Checks/DBS</b>	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.
<b>Health Questionnaire</b>	Satisfactory completion of a health questionnaire.
<b>Prohibition Order Checks</b>	Prohibition order checks will be carried out for all teaching positions and for senior management positions as appropriate.
<b>HOW TO APPLY</b>	
<b>Applications</b>	Applications must be made using the College's standard application form which can be found on the College website at <a href="http://www.stclares.ac.uk/Jobs">www.stclares.ac.uk/Jobs</a> .  CVs will only be accepted if accompanied by a St Clare's application form.
<b>Email</b>	Applications should be submitted by email to <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a>
<b>Post</b>	Alternatively, send to: Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
<b>Contact for more information</b>	Paul Sinclair, Director of Studies, Academic Programmes Email: <a href="mailto:paul.sinclair@stclares.ac.uk">paul.sinclair@stclares.ac.uk</a> Tel: (+44) 01865 517713
<b>Deadline for Applications</b>	9am on Friday 4 April 2025  Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available.
<b>Selection Process</b>	Interviews will be held between 23 and 25 April 2025