



JOB DESCRIPTION – Teacher of English (Part-time)

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	Teacher of English (Part-time)
Purpose of Post	<p>To teach English to IB Diploma (Years 12-13) and possibly Pre-IB students (Year 11)</p> <p>To maintain and improve the quality of educational provision within the subject area and contribute to the general academic direction and operation of the College.</p>
Context of Teaching and Learning	<p>St Clare's offers a uniquely dynamic and supportive environment for teachers.</p> <p>Small class sizes ensure that teaching is a real pleasure. An individual approach, where students are highly motivated and stimulated by their studies, leads to excellent working relationships.</p> <p>English is an integral component of the IB diploma programme, and all students take it either at Higher or Standard level.</p> <p>There are usually around 240 students enrolled on our IB diploma courses. Class sizes are a maximum of 15 students, but most are smaller. Students are highly motivated and well behaved, achieving excellent results both in English and overall.</p>
Overview of Role	<p>Three distinct English courses are offered to students: English B, which is designed for non-native students learning English as a second language, and two courses for native English speakers which are English A: Literature and English A: Language & Literature.</p> <p>The majority of our students come from overseas and speak English as an additional language, though many speak English to a high level and undertake an English A course. All three courses are offered at Higher and Standard Level.</p> <p>The Pre-IB course is a college-devised programme which offers one year of preparation for the IB diploma in a range of subjects, with particular focus on developing students' approaches to learning (ATLs) and exploring different subject areas to help with choices later on. There are currently around 40 students enrolled in our Pre-IB programme.</p> <p>The successful candidate can expect to teach a combination of courses across both programmes.</p>
Reporting Structure	<p>This role reports to the Head of English.</p> <p>There are currently seven members of the English department.</p>
Key Responsibilities	<p>Teaching</p> <ul style="list-style-type: none"> Teaching English Language and/or Literature at Higher and Standard levels Leading an extra-curricular CAS activity group <p>Personal Tutor</p> <ul style="list-style-type: none"> There may also be an additional role as a Personal Tutor for approximately 12 students

	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 Teacher of English 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.
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"> • Relevant honours degree and PGCE (or equivalent) (E)
Knowledge, skills and experience	<ul style="list-style-type: none"> • Ability to teach the subject to IB level (or equivalent) (E) • Experience of working in an international environment (D) • Experience of teaching the IB English courses (D) • Successful record of supporting students with excellent progress and results (E) • Experience of working with students from different cultural, language and educational backgrounds (D) • Possess a thorough understanding of child protection and safeguarding issues (E) • A commitment to equal opportunities and inclusion (E)
Personal skills and attributes	<ul style="list-style-type: none"> • An excellent and innovative classroom practitioner (E) • Excellent interpersonal skills to enthuse and motivate students (E) • Willingness to contribute to the life of a busy boarding school (E) • Willingness to contribute to the development of their department (E) • Efficiency, enthusiasm, flexibility and team spirit (E)
TERMS AND CONDITIONS	
Terms of Employment	<p>Permanent part-time contract to start late August 2025.</p> <p>It is anticipated that the successful teacher will teach around 60% to 80% of a full timetable.</p>
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	<p>Classes are timetabled between 9.00 and 16.30 and meetings can last up until 1800 on some Evenings.</p> <p>The academic year for IB teaching is 35 weeks, from late August until mid-June, with breaks at the end of term and mid-term in October and February.</p>
Salary/Pay	<p>Salaries for teachers are based on the St Clare's pay scale according to qualifications and experience.</p> <p>An allowance is also paid for Personal Tutor responsibilities.</p>
Probationary Period	Six months
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%.
Notice Period	Three or six months depending on departure date
Meal	A free meal is provided in the College on working days and when students are in residence.
Other Benefits	<ul style="list-style-type: none"> • Life Assurance • Cycle to work scheme • 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 and DBS checks	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 positions 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 9am on Friday 28th March 2025 Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available.
Selection Process	Short-listed candidates will be invited for interview and will also be asked to teach a lesson on an agreed topic. Interviews will be arranged as soon as suitable applications are received.

SCHEDULE OF DUTIES: 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 them, 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 them.

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 their 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, their methods of teaching, programmes of work and other aspects of their work as a teacher to ensure that their 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, Deputy Principal, Vice Principal, 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 them 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.