

**Summer EFL Instructor: for older teenagers (aged 15-17)**

*Candidates are expected visit the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer. The Recruitment section provides additional information about the College and the recruitment process.*

|  |
| --- |
| **JOB SPECIFICATION** |
| Title of Post | Summer EFL Instructor: for older teenagers (aged 15-17)  |
| Purpose of Role  | To plan and deliver English Language lessons, which are both challenging and stimulating, to a range of international students attending the summer courses on the St. Clare’s Banbury Road campus. |
| Reporting Structure | You will report to the Director of English Language Courses for contractual matters and the Summer Director of Studies for academic matters. |
| Key Responsibilities | 1. To prepare a weekly programme of instruction, according to the academic guidelines for the course:

|  |  |
| --- | --- |
| Summer English and Summer English Closed Groups | 21 lessons per week |
| Intensive English and English Plus Academic Subjects  | 25 lessons per week |

1. To devise lessons that are appropriate to the level, interests and needs of the learners in each class, maintaining a suitable balance of instructor input, and student involvement.
2. To deliver each class with energy and enthusiasm, aiming high, and providing a learning experience that is both challenging and engaging.
3. To bring creativity and variety to the weekly programme, in consultation with the Director of Studies and other class instructors, using a combination of course book and photocopied materials, appropriate use of audio-visual aids, and incorporating study visits into the afternoon programme where suitable to promote a learning outcome.
4. To contribute specialist skills to the project classes (Active Language Projects of the Summer English course, study/cultural visits of the Summer English Closed Groups and Research, additional lessons of the English Plus Academic Subjects course and Presentation Skills Projects of the Intensive English course), according to the students’ interests and requirements, including: ‘top tips’ for IELTS or Cambridge exams, Oxford in Literature, pronunciation workshops, learner training activities, reading strategies, global issues debates, etc.
5. To assist with placement testing and student orientation on the first Monday of each course as required.
6. To monitor progress through questionnaires in the first and last week of each course.
7. To attend staff meetings each morning as directed by the Director of Studies, and to participate in instructor development workshops on Friday afternoons as appropriate.
8. To complete end of course reports and certificates for each student in the main class, and present them to students in the leaving ceremonies on Fridays.
9. To be actively involved in the provision of ‘duty of care’, including: completing risk assessments for study visits, monitoring student behaviour around the campus, encouraging integration in and out of the classroom as appropriate, etc.
10. To actively promote St Clare’s and the Summer Courses inside and outside of the classroom. This includes seeking opportunities to take photographs of students in academic settings, share them with marketing and recommend other courses.
11. To perform other duties as reasonably required to ensure an educational and enjoyable experience for the students (e.g. participation in activities sessions, for which supplementary wages are payable).
 |
| **TERMS AND CONDITIONS** |
| Terms of Employment | * Courses run from 18 June to 19 August, and contracts ranging from 3-9 weeks will be offered during that period.
* You will be required to attend orientation and inductions on the Sunday prior to the course start date, as well as staff meetings on most days during the course.
* Contracted hours vary according to the course type (as above, plus preparation, marking and attendance at meetings).
 |
| Place of work  | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | See Key Responsibilities  |
| Notice Period | 1 week  |
| Salary / Pay |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Grade** | **Criteria** | **Course type** | **Weekly rate of pay** | **Benefits** |
| **Grade 1** | **TEFLI** Initiated EFL instructorsRSA/UCLESCELTA or equivalent | Summer English(21 lessons/week)\*\* | **£428.86**(including £46.19 holiday pay) | Lunch\*&subsidised accommodation may be available. |
| Intensive English(25 lessons/week)\*\* | **£510.55**(including £54.99 holiday pay) |
| **Grade 2** | **TEFLQ** Qualified EFL instructorsDELTAMA ELT/TESOLDip ELT/TESOLPGCE EFL/TESOL(as defined by the AccreditationUK) | Summer English(21 lessons/week)\*\* | **£504.88**(including £54.37 holiday pay) |
| Intensive English(25 lessons /week)\*\* | **£601.05**(including £64.73 holiday pay) |

\*Provided by the college on weekdays. \*\*1 lesson equals 55 minutes. **Supplements:** Activity sessions @ £33.62 including £3.62 HP) per half day/evening. |
| Pension | A contributory pension is offered through St Clare’s group personal pension scheme, following a 3-month deferment period. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary, i.e. the employer pays up to 10%, and the employee pays up to 5%. Employee’s contributions above 5% may be made, but do not attract a matching contribution from the employer. |
| Meal | A free lunch is provided in the College dining room or The Sugar House café on working days and when students are in residence. |
| Childcare Voucher Scheme | The College operates a childcare voucher scheme |
| [Specify any other benefits e.g. Professional development] | Accommodation with full-board is often available at a cost of £75 per week for a room in single occupancy and £40 per week for a twin room in shared occupancy, but such availability cannot be guaranteed. |
| **PERSON SPECIFICATION***The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* |
| Education and qualifications | Minimum Qualification – CELTA or equivalent, plus relevant experience **(E)** Desirable Qualification – DELTA or equivalent, or Qualified Teacher Status **(D)** |
| Personal skills and attributes | The ideal candidate will be enthusiastic, reliable and flexible, keeping the students’ best interests in mind at all times  |

|  |
| --- |
| **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 positions, including a check of any EEA sanctions or restrictions, 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/summerjobs](http://www.stclares.ac.uk/summerjobs) CVs will only be accepted if accompanied by a St Clare’s application form. |
| Email | Applications should be submitted by email to rebecca.mumbycroft@stclares.ac.uk |
| Post | Alternatively, send to:Rebecca Mumby-Croft, Short Courses Administrator, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: rebecca.mumbycroft@stclares.ac.uk Tel: 01865 517349 |