

College Tutor Job Description

SBC College Tutors are an integral part of a successful summer, and it is often their ability to engage the students both in and out of the classroom in a friendly yet professional manner that ensures students are happy throughout their stay.

All College Tutors report directly to the Academic Management onsite and are required to:

- Become familiar with the SBC syllabus, materials and resources for their specific subjects during induction period.
- Teach lessons using the SBC syllabus and other appropriate materials.
- Promote a student-centred learning environment, which encourages the development of 21st century skills.
- Set assignments, if outlined and prescribed in the SBC syllabus.
- Attend to the individual needs of the students to ensure that maximum benefit is gained from their particular course.
- Continuously assess students' progress, marking assignments meaningfully and giving relevant feedback.
- Maintain administrative systems by preparing and keeping class lists, records of work, class registers and preparing certificates and reports.
- Manage the classroom behaviour effectively and ensure all students participate.
- Attend meetings as requested by the summer school management.
- Attend CPD (Continued Professional Development) workshops.
- Be observed by the Academic Management.

Hours of Work:

All Tutors work a 12-session week, with a session being either a morning, afternoon or evening. These 12 sessions are made up of teaching one of the Elective subjects (5), plus teaching or supervising the University Preparation sessions (2). Tutors will also be required to lead and supervise students on a cultural or academic excursion (2), plus three other sessions, such as an afternoon trip to Oxford, an evening social or graduation event (3).

Outside of scheduled sessions, Tutors will have an awareness of their responsibility to ensure the safety and wellbeing of the students during meals, break times, and when in the accommodation areas. All Tutors will usually receive one full day off per week.

General Duties:

All members of staff have a general duty to care for students at the college and as such will be expected to carry out the following duties:

- Assist with meal time, break time supervision and student sign-in, where required.
- Support the College Mentors supervising students in the college accommodation.
- Wake up and lights out duties when on weekly house duty.
- Help ensure that the students do not breach the rules of the college.
- Assist at any time, whether on duty or not, with an emergency, or where a student is ill or injured.

College Tutor Requirements

The below qualifications are required from all our College Tutors:

General English

All General English Tutors must hold the following qualifications and experience:

- BA in languages or a related discipline
- Trinity certTESOL or CELTA certificate
- Minimum of 3 years' post TEFL/ CELTA experience
- Experience teaching IELTS preparation and/or Academic English courses

Desirable qualifications:

- MA in languages or a related discipline
- Trinity DipTESOL or DELTA
- Experience working in a residential summer school environment

Subject Specific Courses

All College Tutors teaching a specific subject must hold the following qualifications and experience:

- BA in relevant subject or related discipline
- Trinity certTESOL or CELTA certificate
- Minimum of 3 years' post TEFL/ CELTA experience
- Experience teaching relevant subject

Desirable qualifications:

- MA in relevant subject or related discipline
- Experience working in a residential summer school environment

Person Specification

All members of staff employed by SBC will be expected to bring certain key qualities to the operation. There must be a real interest in working with children and in particular a strong empathy for working with international children.

In general, we look for staff to be:

- Approachable
- Enthusiastic
- Diplomatic
- Flexible

Tutors are required to teach and to perform pastoral and social duties according to the weekly rota. We also expect all members of staff to communicate effectively with our students at all times, using an appropriate level of language to suit the group. While Tutors may be more familiar with taking control of groups of students in a formal classroom setting, we do expect and require them to take control of the students in activities and excursions and to be authoritative when necessary. When leading a social event, it is crucial for Tutors to get the students organised and engaged in the activity as quickly and efficiently as possible.

Safety and welfare of the students is of paramount importance at all times and this should therefore be the priority of all staff, with particular thought and attention paid to managing the children while off-site, often in busy public places. Tutors must be friendly and must demonstrate a genuine ability and interest in engaging with the children. They must be helpful, will undoubtedly be required to be flexible and will most certainly require a good sense of fun!

Summer Boarding Courses is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.