



**Minerva Virtual Academy**

## Faculty Recruitment FAQs

### **Can I apply for a role at MVA if I live outside the UK?**

If you are applying for a faculty position in teaching/mentoring then this poses no issues, as long as you are within reasonable range of GMT. The role is fully remote with no mandatory attendance to in-person meetings.

### **What are the working hours?**

Teaching sessions are live for an hour each, with the maximum of 5 lessons per day. The day starts at 9am with teaching ending at 3pm, from 3pm there are numerous clubs run and department meetings etc. Therefore the contracted working hours are 9am-5.30pm.

A Teacher/Mentor is required to be at their work space during live teaching/mentoring time, however they can choose to do their PPA (Planning, Preparation and Assessment) at any time. Staff should be available to respond to colleagues and students during the working day.

### **What percentage do you pay for PPA?**

For every 1 hour of teaching MVA provides 50% PPA time – this is used to plan and prepare to teach and to carry out marking. For comparison, statutory state schools usually offer only 10% PPA.

### **What does a typical day look like as a mentor?**

Mentors set their own diaries, for example if they work Monday – Wednesday they will be allocated approximately 7 mentees per day to meet with.

Each week they meet with their mentees for 30 minutes one to one to go through their academic progress, personal development and wellbeing. The meeting time can be used flexibly depending on the needs of the mentee.

Mentors are allocated 30 minutes of administration time to write reports and communicate with other faculty members and parents as a follow up from the one to one session.

### **How often is my salary reviewed?**

Following the completion of a successful probationary period you will be entered into a yearly salary review. We also try to offer our employees inflationary raises when we can, for example we gave a 2% raise in December 2024 to those employees who had been with us for six months or longer. The starting salary stated on the job advert will not be negotiable.

**Is there any potential to do some additional tutoring through Minerva Tutors?**

Absolutely! We can pass your CV on to our sister company, Minerva Tutors, and they will interview you for tutoring. Any work with MT should be outside your MVA time.

**Is there a requirement to come to the HQ office in London?**

If you are successful in receiving a job offer from us, the terms in our offer will say that our HQ office is one of the places you may be expected to work from. This is in case of an extreme circumstance where we may have to call you to the office in person, but this has never been required so far. We include this to ensure that it is a possibility if completely necessary. However, all of our teaching and mentoring roles are fully remote, and there will be no expectation for you to attend in person events or meetings.

**Are there staff socials and events put on for colleagues?**

For faculty staff there are no mandatory events, however we do like to arrange for social meet ups when possible for the members who wish to come along and get to know each other. If you choose to support our student trips then you will have the opportunity to work and meet other staff members who have volunteered, and we offer the opportunity to socialise and connect after the trip day has ended.

**Is there induction training provided at the start of employment?**

Teaching and mentoring staff will have 2 training days prior to their start date with us. These will be fully remote and should be attended live; however, there may be some circumstances where this is not possible and the recordings can be accessed via our virtual platform, Canvas. We have a programme of self-directed induction materials and training available on Canvas.

**What days will I be asked to work?**

During your interview you can advise what days work best for you, and we will create the timetable according to those days wherever possible. We like to be flexible to suit our employees needs and preferences!

**How does the Pension scheme work?**

All employees are automatically entered into the NEST pension scheme. The amount you contribute is then controlled by you, initially a 5% staff contribution & 3% employer contribution is set up, however you can adjust if you would like to pay less or more. You will receive more information during your first month of employment.

**How do I take holidays?**

All holidays are to be taken when the school is closed to pupils. The school is open for 35 weeks per year (our terms are similar to independent school dates) with an additional 5 training days expected (which are published in advance). Therefore unless a holiday is booked prior to signing your offer (we will need evidence of this) no holiday will be authorised during term time.

**Do you provide tech to work remotely?**

No, our faculty staff are required to have their own computer with a stable internet connection to be able to fulfil their role, and are responsible for any other IT equipment they choose to use for their role, such as a monitor or visualiser, to support their teaching. We recommend a Chromebook, which is inexpensive. We do not require staff to download any software as we are 100% web-based. Staff will also need a device (a smartphone is suitable) to use 2-factor authentication to access our secure systems, and we recommend using headphones for clear delivery and audio. All staff will need to sign an ICT usability agreement during their onboarding.