



## JOB DESCRIPTION and PERSON SPECIFICATION

### SUMMER COURSE ART TEACHER

#### Introduction

Concord College is one of the UK and the world's premier international colleges. This reputation is based upon a combination of academic excellence, care for the individual student and professionalism amongst its staff.

Unlike some summer courses, Concord's is run by the school in which it is hosted. It is expected that Concord's Summer Course will reflect and reinforce the values and ethos of Concord College as a whole and of its Main Term provision.

The summer courses are British Council accredited English Language courses which run during the months of July and August for students aged 10 to 17 years. Science courses are also provided for students aged 10 to 17 years.

All summer course staff are expected to be in sympathy with the Summer Course ethos and actively contribute towards its aims. Our goal is to provide a high quality teaching programme along with a range of recreational activities to ensure students have an enriching and enjoyable experience within a safe and caring community.

#### Art

Art lessons are part of the 'Active English' programme in which the students choose a topic through which to improve their English. The Art teacher is not required to be a linguist but is expected to encourage the students to speak in English with their classmates and to correct errors such as pronunciation. This relaxed approach to English language teaching can be highly effective.

The Art Club is part of the recreation programme and is available to students as a drop in session throughout the afternoon, later in the evening and also at certain times during each weekend.

#### Course dates

**Friday 3 July to Monday 27 July 2020**

**Tuesday 28 July to Friday 21 August 2020**

**Please note: The above dates include induction training days which are paid contracted days and attendance is mandatory for all summer course staff.**

#### Purpose of the role

The Art Teacher will plan and deliver engaging and enjoyable Art sessions, ensuring students' safety at all times. An Assistant Course Director will have overall responsibility for recreational activities.

The post holder will also be part of a duty team, dealing with students' problems and accompanying students on excursions. Art Teachers are also involved in the 'Active English' part of the timetable involving any area(s) of their expertise.

### Qualifications/experience

A degree in any Art discipline is required and/or experience in teaching Art and Craft to juniors. A PGCE is desirable.

Should an Art teacher have a particular skill or interest, this can be supported with materials or resources and can be shared with our students.

***A proficient level of English (both written and spoken) is essential to the post, as is experience of living or working in the UK.***

#### **Other desirable requirements:**

A valid First Aid Certificate

A full British driving licence with D1 category along with a willingness to drive a minibus.

### Main responsibilities/duties include:

- thoroughly planning and organising Art sessions and materials. An Art room is set aside for the Art team, who also have access to a large workroom for lesson preparation where the Director of Studies, Assistant Director of Studies and Senior Teacher are available to offer guidance. The College has a considerable stock of art materials and relevant resources, a dedicated photocopier, laminator and good access to computers, the internet and printing facilities;
- taking registration at the start of each lesson;
- informing the Course Director or Assistant Course Director immediately of any student absences from registration or later classes;
- running an Art Club in the afternoons and evenings and on one day per weekend (arranged on a rota basis in accordance with the Course Director's instructions);
- ensuring that an appropriate risk assessment is in place and has been read and understood for an activity involving the use of equipment/machinery/materials which may be considered hazardous in accordance with the College's Health & Safety Policy and Procedures;
- managing student behaviour and promoting good conduct;
- being a positive role model for students and colleagues;
- being mindful of students' attitude, performance and conduct in order to ensure their physical and emotional well-being and informing the Course Director and/or Safeguarding Manager of any concerns;
- attending and participating in staff meetings – regular staff meetings are held including a short staff meeting each weekday at 8.30am;
- meeting daily as a department to discuss art activities and plan the schedule for the coming days;
- attending a minimum of one in-service training session;

- carrying out a minimum of one peer observation;
- writing end of course student reports;
- working as part of a duty team; duties will include general supervision, ensuring students leave recreational areas to return to their boarding residences for room check by 10.15pm, dealing with students' problems and supervising students on half day and full day excursions;
- supervising students during airport transfers.

Lesson observations will be undertaken by a member of the senior team on all staff at some point during the course. This forms part of the appraisal process.

Staff are expected to dress appropriately for class to present a smart and professional appearance. Appropriate casual dress is allowed for recreational activities.

Further details and guidance on the responsibilities of the role will be provided in the Summer Course Staff Handbook and during induction.

#### **Personal attributes/skills**

- Reliable
- Adaptable
- Energetic and enthusiastic
- Ability to work under pressure
- A team player
- Tolerant
- Good communication skills

#### **Hours of work**

Teaching a maximum of 12 x 45-minute periods per week on the main timetable.

Running Art Sessions (3.30pm – 5.00pm) as part of Concord Plus, the Art Club every weekday afternoon (5.00pm-6pm) and evening (7.30pm-10pm), in addition to one full weekend day (10am-12.30pm, 2-6pm and 7.30-9pm) on a rota basis.

Carrying out specific duties, as allocated by the Course Directors, approximately once in every four days, in addition to participating in half day and full day excursions on a rota basis.

A minimum of one evening each week will be off duty, in addition to one full day as per the duty rota.

#### **Remuneration**

Salaries and allowances are detailed on the attached rates of pay sheet. Figures are based on teachers working a full course.

A maximum of eight increments are awarded depending on experience and additional relevant qualifications. Teachers who are appointed in roles where there are additional responsibilities will also receive up to four additional increments.

Teachers who are appointed boarding parents with boarding responsibilities will receive an additional allowance.

Salary is subject to tax and National Insurance deductions, as applicable. Staff will be paid at the end of the contract period by BACS, and should ensure they have a bank account which will accept a transfer in pounds sterling drawn on an English bank.

In addition to salary the College provides accommodation (a single study bedroom similar to those found in a university hall of residence), a laundry service and three meals a day.

#### **Holiday entitlement and pay**

All staff accrue paid holiday during their period of employment based on holiday entitlement of 5.6 weeks per annum pro-rata and entitlement is calculated based on full attendance during the course. It is possible to request one day's leave of absence (but no additional days) during the course for attendance at a graduation ceremony, job interview, family wedding or funeral, which must be agreed during interview or at the earliest possible opportunity. Pay may be reduced accordingly.

#### **Special conditions**

***All staff are expected to behave in a professional manner at all times, and to make the welfare of the students in our care a priority.***

All teachers must undergo Child Protection screening which includes checks with past employers and the Disclosure and Barring Service. Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prior to an appointment being confirmed completed DBS checks and/or overseas police check documents which are satisfactory to the College **must** be provided. Original forms of identity documents, in accordance with DBS requirements must be brought to interview by applicants.

Teachers must comply with Concord's policies and procedures, including those relating to Staff Conduct, Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and report any concerns.

#### **Please note:**

Applicants must have a right to work in the UK. The College does not apply for work permits, visas or offer sponsorship to those applying from outside Europe.

***The post of summer course teacher can be very demanding but also very rewarding and many teachers return to us year after year.***