



CANDIDATE BRIEF FOR THE POSITION OF

DAY WARDEN

Oxford International College

TO START AUGUST 2021





Oxford International School

Oxford International School (OIS) provides A-level tuition and boarding to international students. It is highly successful in terms of educational outcomes and university destinations. Now part of Nord Anglia Education, OIS has three business divisions as below.

- 1) **Oxford International College (OIC)** – the core A-level tuition business which operates a two-year A-level programme with terms running from September to June.
- 2) **Oxford Science Studies (OXSS)** – OXSS provides A-level and GCSE revision courses to small groups of students during the holiday and half-term periods.
- 3) **Oxford International Academy (OIA)** – bespoke courses for students from the UK and overseas.



The College

Oxford International College is one of the UK's leading co-educational A-level boarding colleges for students aged 16 – 21.

Founded in 2002 by a group of experienced educationalists lead by Dr Mario Peters, the College has developed into one of the most successful private tutorial colleges in the UK, welcoming students from the UK and all over the world.

Our A-level programme combines academic excellence with a passion for personal development, providing students with the best possible preparation for university and their future careers, supporting them in becoming independent and motivated learners and enabling them to gain entry to

the best British and international universities. It is our aim to help students gain the qualifications, skills and develop the qualities that will not only ensure a successful and fulfilling career, but also help them to make a positive impact on the world around them.

The College has grown each year since its foundation and is now securely settled into refurbished premises at London Place, where we can provide an outstanding experience for our extremely ambitious and high achieving students.

Teaching and learning

Academic achievement and personal growth are at the heart of what we aim to achieve at OIC; and the College's success in achieving these goals is evident in the students' achievements.

In 2018 83.5% of grades achieved were A* - A, with 58.2% of A* grades. This was a significant improvement on the already impressive 2017 results when 71% of grades were A* - A.

Highlights from the current cohort of A-level students applying to university and receiving offers are 100% success rate of students applying to study Engineering at Imperial College London, 100% success rate for students applying to study Medicine at top medical schools worldwide, and 50% success rate for students applying to Cambridge.

Students take a strategic approach to studies, focussing on the outcomes they want to achieve. This requires a dedicated

team of tutors and personal mentors guiding the students towards the right career path, degree course and university. Our teaching aims to stretch the students beyond A-level and is comparable to undergraduate level teaching.

Students are offered a wide spectrum of experiences and programmes to enrich their academic studies and to prepare them for entry to top universities. We also give students the chance to engage with interesting and challenging topics that fall outside of the academic syllabus and to give them awareness of their chosen field of study.

Learning to take responsibility for their own performance and well-being is essential for our students' future success and therefore they are given plenty of opportunities to participate in enrichment and extra-curricular programmes that develop them as a person.

'The college helps to keep my dreams alive. Most importantly it made me realise that to achieve anything requires faith, vision, self-motivation, determination, hard work and dedication.'

Our ethos

Academic excellence is what we strive for at Oxford International College. Fundamental to this are the College's guiding principle and ethos, which all staff uphold:

- Our actions and words reflect integrity, positivity, respect and compassion, and a strong sense of service to others.
- We will support our students' individual educational needs and goals, securing the best opportunities and outcomes.
- The College will be an inspiring place to be, with motivated staff, stimulating and relevant courses.

Staff are expected to develop and continuously improve the quality of teaching in their subject area through promoting the highest standards of education, equality of opportunity and an environment that is conducive to excellence in teaching and learning.

As well as being an outstanding teacher we want staff to be great colleagues and so sharing expertise, adopting a collaborative approach and being aware of the needs of others are behaviours that we expect and require.



DAY WARDEN

We are seeking to appoint a day warden for our new student residence in central Oxford – Student Castle. The hours are from 11.00 am until 5.00 pm daily from Monday to Friday.

The wardens have a central role in safeguarding and maintaining student welfare. The Wardens work closely with the House Parents to provide considerate and attentive pastoral care for up to 120 international A-Level students aged between 15 and 19.

Post Summary

We look to appoint a dedicated part-time Day Warden to join our student residence team at Student Castle. The Wardens report to, and work closely alongside, the House Parent dedicated to each residence.

The successful candidate will be reliable, efficient and comfortable working within a team to create a safe, welcoming and caring boarding environment. A sensitive communicator and good planner, you will take care to follow vital college policies and procedures. As a Warden, you will be committed to prioritising student safety and welfare and will enjoy working with young people.

The Opportunity

This is an exciting opportunity to join a highly successful school. Oxford International College has a reputation for exceptional A-Level results and is regularly described in Independent Schools Inspectorate reports as “outstanding”.

OIC offers both staff and students a friendly and welcoming environment where classes are small and expectations are high.

This is an opportunity to join a friendly, committed and dedicated residential team, keen on supporting each other and dedicated to the welfare of the students.

Whilst on duty between 11.00 am and 5.00 pm the Day Warden will be the first port of call for every student in their boarding residence. There will be around 120 students living at Student Castle. Most will be at college during these hours in term time. Wardens work within a close team, making sure that students can comfortably raise concerns, and promoting positive behaviour in the boarding houses.

The Person

The successful candidate will have an excellent level of spoken and written English, an ability to connect with young people, good team working skills, and a warm and welcoming personality.

You will be reliable, organised, flexible, approachable and calm. As a team you will commit to building a supportive, welcoming and caring residential environment. The successful candidate will be culturally sensitive and aware, will enjoy working as part of a team and have empathy for the students in your care.

We offer excellent professional development opportunities and provide a positive and supportive environment.

Necessary qualifications

The successful candidate will have an excellent level of spoken and written English, and a clean DBS record. We will help you to apply for a DBS.

Wardens will be First Aid trained or will agree to complete First Aid training. We will also provide Wardens with training relating to safe-guarding, child protection, Fire Awareness and Fire Evacuation.

Salary and benefits

The College has its own very competitive salary scale and pension scheme, along with 9 weeks holiday per annum including public holidays.

Applications

Please apply to recruitment@oxcoll.com with the subject heading "Day Warden Application" and attach a full and up to date Curriculum Vitae, your completed application form and a covering letter.

The deadline for applications is **Saturday 31st July 2021**.

Shortlisted candidates will be invited to interview as soon as possible after the deadline.

We reserve the right to invite early applicants for interview before the deadline, where this is deemed appropriate.

Oxford International College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Successful applicants will need to undertake an enhanced DBS Disclosure.