



**OXFORD
International
College**

A NORD ANGLIA EDUCATION SCHOOL

JOB DESCRIPTION TUTOR OF IELTS

Job Element	Detail
Job Title:	Teacher of IELTS (part-time) – 20 hours (14 contact hours)
Reporting to:	Head of Humanities
Supervising:	The students allocated to you to study IELTS.
Start Date:	ASAP
Department/Location:	Oxford International College
Nature and Scope of the role:	<ul style="list-style-type: none">• To develop and continuously improve the quality of IELTS offered to the students through promoting the highest standards of education, equality of opportunity and an environment that is conducive to excellence in learning and teaching.• To promote the guiding principles of the college - integrity, positivity, respect, compassion and service.
Main Purposes:	<ul style="list-style-type: none">• To teach IELTS to groups of students from all abilities.• To ensure that all lessons are planned with clear aims and objectives.• To ensure that all lessons are delivered in line with the agreed schemes of work and school policies.• To take into account the differing abilities of students and to differentiate work accordingly.• To encourage all students to be actively engaged in their own learning and in reviewing their progress against targets.• To create a positive classroom atmosphere.• To encourage and nurture intellectual curiosity.• To deal with inappropriate behaviour quickly and effectively according to the college behaviour policy.• To check that all subject matter is effectively communicated and understood by all groups of students.• To set appropriate tasks and challenges for homework and to ensure that it is regularly marked with constructive feedback.• To keep careful records of student progress in line with College policy.

	<ul style="list-style-type: none"> • To ensure that there is a high standard of display work in the classroom, which is changed frequently. • To keep work areas tidy and well organised. • To attend scheduled college meetings. • To work with college colleagues to formulate plans which have coherence and relevance to the needs of the individual students. • To help develop IELTS resources for the College where appropriate. • To provide feedback on SCITs (Saturday test papers) and ensure that scores are submitted in the appropriate manner. • Where necessary and relevant, to meet parents in person or online.
Duties & Responsibilities	<p>Your duties will include but will not be limited to:</p> <ul style="list-style-type: none"> • To teach IELTS for up to 14 contact hours per week (contacts hours will be paid at £23.10 per hour). • To share expertise with other tutors of IELTS • To cultivate a commitment to progress in the standards of teaching and learning. • To meticulously plan lessons and give guidance to other teachers of IELTS in relation to lesson plans. • To track student progress through regular testing and benchmarking. • To write reports as requested • To circulate termly reports to parents, guardians and agents where appropriate. • To promote the general care of the college by demonstrating awareness of what is needed and making the necessary responses or recommendations. • To provide reasonable assistance with other duties such as advising on UCAS applications, providing and marking admissions tests and invigilating mock exams.
Child Protection, Discipline, Health & Safety	<ul style="list-style-type: none"> • To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. • To maintain good order and discipline among the students and safeguard their health and safety both when they are on college premises and when they are engaged in authorised college trips or activities. • To liaise with the designated Child Protection Officer (Mrs Kim Terrar) if a concern arises. • To understand and uphold the Government's statutory guidelines of 'Keeping Children Safe in Education' in accordance with the college's policies and procedures.
Critical Success Factors	<p>In order to carry out this role, it is agreed that you will always endeavour to be:</p> <ul style="list-style-type: none"> • Warm, friendly and welcoming. • Well presented. • Clear and precise in your communication with others. • Well organised. • Good at prioritising or aware of the need to alert others if you feel you need support. • Flexible within reason. • Adaptable within reason. • Positive and willing. • Part of an efficient and fun team. • Show empathy with young people. • Thorough and meticulous with a keen eye for detail.

	<ul style="list-style-type: none"> • Aware of matters of importance and mindful of the need to keep certain matters confidential. • Sensitive and respectful to personal matters relating to staff or students. • Responsible for prioritising and managing your workload and for maintaining a high standard of accuracy and meeting deadlines.
Scope or Scale	<ul style="list-style-type: none"> • Responsible for sharing expertise with other tutors of IELTS.
Guiding Principles	<p>Members of staff uphold and contribute to the College's guiding principle and ethos:</p> <ul style="list-style-type: none"> • Our actions and words reflect integrity, positivity, respect & 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.
Holiday	5.25 weeks per annum – pro rata
Hours of work	14 contact hours + 6 hours Marking/Preparation
Salary & Benefits	<ul style="list-style-type: none"> • £17,094 PA (£34,188 FTE) • Pension scheme. • 5.25 weeks holiday (pro rata)