



**RUSSIAN TUTOR**  
**FOR APPOINTMENT AT THE BEGINNING OF THE ACADEMIC YEAR**  
**CLOSING DATE FOR APPLICATIONS: 16<sup>th</sup> June 2019**

**A message from the Warden**

Thank you for expressing an interest in working at St. Edward's - a traditional co-educational boarding school with progressive educational principles, set in the heart of Oxford.

St Edward's is a refreshingly different kind of school – the deliberate emphasis on a broad range of academic abilities on entry creates a community that fizzles with varied interests and enthusiasms. We are one of very few schools to successfully offer both A Level and the International Baccalaureate in the Sixth Form, further supporting the diversity of our pupil body.

We want to equip our pupils with the best exam grades they can achieve, and our results and value-add scores show how well we do this; but just as importantly, we believe that education is about the whole person: we emphasise the development of wider learning skills in the class room, complemented by a rich and varied co-curricular programme.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about our academic results and our distinctive ethos on our website <https://www.stedwardsoxford.org/>. You can find a copy of our prospectus [here](#).

**About the School**

Founded in 1863, St Edward's is an independent, co-educational boarding school for pupils aged 13 to 18 (year 9 to year 13); there are presently approximately 700 pupils, of whom 85% are boarders. Our boy/girl split is 60:40 and overseas pupils make up 15% of our community.

There are 13 boarding Houses, most of which house around 60 pupils from all year groups. The school week includes lessons on Saturday mornings, apart from leave weekends or exeats which occur about every three weeks. The boarding and day arrangements offer flexibility for families: day pupils may leave at 6:30pm or 9:00pm (most opt for the latter), and boarding pupils may choose to go home on Saturdays after sport and other commitments - but with a rich and varied weekend programme, a significant proportion of the boarding community stays in school on Saturday nights.

Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport: both boys' and girls' teams have been county and regional champions in a variety of sports and at all ages.

All teaching staff play a full part in the boarding and co-curricular life of the school.

**About the Modern Foreign Languages (MFL) Department**

The MFL department has 11 full-time members of teaching staff, three foreign Language Assistants, and a Technician. French, German, Spanish, and Italian are all offered as part of the curriculum. In addition, Italian, Mandarin, Japanese and Russian are at present offered as extra-curricular languages.

All pupils in Years 9 – 11 take at least one language, with many opting for two; there are healthy numbers in the Sixth Form across the languages. The person appointed to this post will be able to communicate his/her enthusiasm for the language, country and culture of Russia to pupils in a well-organised manner. The Department is a full participant in European initiatives and extramural activities.

**About the role**

An opportunity has arisen for a Russian Tutor to join the MFL Department to conduct conversation classes with pupils preparing for oral exams for the International Baccalaureate (IB).

The School's lesson timetable operates on a two-week cycle and there is a requirement for 6 Russian conversation lessons to be delivered each cycle. The pattern of the timetable results in lessons being spread over the two-week cycle and a flexible approach to working hours is required.

There may be demand for more lessons during the academic year depending on pupil requirements.

**Main responsibilities:**

- Conducting speaking classes with individuals or small groups of pupils
- Conducting pupil assessments, monitoring progress and identify learning needs
- Keeping up-to-date with oral examination requirements and being responsible for producing resources for conversation lessons
- Working in collaboration with other teachers in the department to support the work of the MFL Department.

The Russian Tutor reports to the Head of the MFL Department and is responsible to the Deputy Head Academic.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This job description is current at the date shown but, in consultation with the post holder, it may be changed to reflect or to anticipate changes in the job commensurate with the job title.

**Start date and duration of contract**

The successful candidate will be required to work during the 2019/20 academic year.

**Hours of work**

The successful candidate will be required to work 6 hours per cycle during term-time only.

**Holiday**

Paid holiday entitlement will be calculated with reference to the statutory minimum figure of 5.6 weeks per annum for 'full-year' staff.

**Remuneration**

The rate of pay will be £25 per lesson. This rate includes payment for associated preparation and marking.

Salaries are paid on 25<sup>th</sup> of each month, unless the 25<sup>th</sup> falls on a weekend or Bank Holiday, in which case payment will be made on the preceding Friday. The total salary payable will be paid in equal monthly instalments until July 2020

**Sickness Benefit**

There will be an entitlement to four weeks' sickness benefit at full pay during the period of employment.

**Pension**

The role is eligible for membership of the School's pension scheme for support staff.

### Probationary Period

The appointment is subject to a probationary period of one term.

### Miscellaneous and non-contractual benefits

- Free lunches are available during times when the School's kitchens are in operation.
- Following successful completion of their probationary period, staff may use The Nuffield Health Fitness and Wellbeing Gym (which is situated on the School site).
- Car parking is available on site.

### About the Candidate

Person Specification Characteristics	
An honours degree in Russian	Essential
A post-graduate teaching qualification	Desirable
A good command of the English language and the ability to communicate with people of all ages and backgrounds	Essential
Ability to communicate with enthusiasm for their subject specialism and to practice and maintain high academic standards	Essential
Able to work well as part of a team and to work under direction but also to use own initiative when required	Essential
A positive, enthusiastic and good humoured nature	Essential
The ability to maintain confidentiality	Essential
Willingness to be flexible and to carry out a variety of tasks and to develop and expand the role	Essential
Committed to safeguarding children and young people	Essential
Willingness to work within the School's child protection guidance and follow relevant School procedures	Essential

### Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

### Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

### Health and safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or

misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

### **About the Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee.

If we receive a large number of high-quality applications, then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the Head of the MFL Department, Marie-Laure Delvallee, by email: [delvalleem@stedwardsoxford.org](mailto:delvalleem@stedwardsoxford.org)

Application forms can be found on the School website: [www.stedwardsoxford.org](http://www.stedwardsoxford.org)

Completed forms should be emailed to [recruitment@stedwardsoxford.org](mailto:recruitment@stedwardsoxford.org) or posted to Recruitment, St Edward's School, Oxford OX2 7NN.

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