

Job Description: Tutor - Young Professionals

About Bucksmore

Bucksmore courses are for students aged 10-18 and have been modelled on American summer camps, with 'Counsellors' who live with students, teach lessons and lead excursions and activities, providing a higher level of pastoral care, guidance, and friendship – giving students more than just 'teachers' and 'activity leaders' at a summer school.

Recognising that high-achieving and well-motivated individual students wanted more from a UK summer school than just English language, excursions and afternoon activities, we have developed more challenging courses such as EFL based Young Leaders and the subject based courses Young Professionals, University Preparation and Advanced Studies. In 2019 Bucksmore were proud to have been awarded the PIEoneer 'Language Educator of the Year' award showcasing our commitment to innovation and student involvement.

With 40 years of experience to perfect and improve the quality of our prestigious summer schools, we are proud of the summer programmes we offer. It is our goal for each one of our courses to be the best course that our students have ever attended. We welcome over 75 different student nationalities every year across our courses and ensure there is always a good mix of students on our courses.

Job Title:	Young Professionals Tutor
Reports to:	Academic Manager and Centre Senior Management Team
Status:	Non Residential
Locations:	D'Overbroecks, Oxford and Tonbridge School, Kent
Course:	Young Professionals
Subjects:	Oxford: Medicine, Engineering, Business, Computer Science and Media & Communications. Tonbridge: Business, Performing Arts, Forensic Science & Criminology, Art & Design and International Relations & Law.
Course Dates:	Weekly from 7th July to 11th August in Oxford and 7th July to 4th August in Tonbridge
Remuneration:	Paid hourly at a competitive rate plus holiday pay at 12,07%

Young Professionals Tutor • Main Duties & Responsibilities

Role Definition:

Tutors on the Young Professionals course play an essential part in the delivery of the Academic elements of our programme ensuring that students who attend Young Professionals have an unforgettable educational experience in a safe, caring environment. Young Professionals offers students an insight into future careers via a mixture of theory, practical and project based sessions. Non Residential Tutors deliver both theory and practical sessions while our residential team deliver student projects.

Young Professionals students choose one subject per week and Course hours vary depending on the number of students that have enrolled on to each subject and usually divided into age groups of 13-16 and 16-18.

Typically each course is 15 to 18 student contact hours per week. Students on this course have a minimum language level of B1 or Intermediate so content may have to be graded to mixed language ability classes.

This list summarises the key tasks of the role and is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager and Head Office Team. Bucksmore will exercise this right reasonably.

Teaching and Academic Matters:

- Plan, deliver and report on your course, using methods and materials appropriate to the learner group and course content.
- Liaise with Bucksmore Head office prior to the course start in order to confirm the academic content of the course and that it follows the programme that has been set
- Develop 9 hours of subject theory sessions and 6 hours of practical sessions for each week
- Prepare/adapt appropriate teaching materials. Preparation time is implicit in calculations of tutor remuneration.
- Identify/assess the needs of learners and if necessary adapt course content and delivery style to meet these needs. Deal appropriately with any individual learner support needs.
- Assess learners' work where appropriate. Keep records of learners' progress and ensure learners are given feedback on their progress.

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- Offer advice on further learning and progression as required .
- While most students stay with us for two weeks, some attend for longer periods. As such, materials and course content should reflect this and cover the duration of the course.
- In order to assist tutors with ideas on how to address international students whose first language is not English, we have produced an in-house handbook covering a few typical scenarios and ideas as to how to approach them.
- Tutors are expected to keep up-to-date records of what will be delivered to ensure material is covered in the event of absence.
- Students' attendance or absence should be noted along with any other areas required by the Centre management team.

Young Professionals Tutor • **Person Specification**

Legal Requirement: All applicants must have the eligibility to work in the UK prior to commencing employment

The following are the essential and desirable requirements needed in order to do the job.

Knowledge, qualifications and experience:

Essential:

- Native or native-level English speaker
- Undergraduate/First degree in a relevant subject
- A minimum of 1 year teaching experience in your chosen subject
- A sound knowledge and experience of teaching 13-18 year olds
- Able to motivate students and encourage participation
- Able to design and deliver effective teaching programmes
- Excellent communication skills
- Exceptional organisational skills

Desirable

- Experience of teaching non-native English speakers
- A Young Learners teaching qualification
- EFL Teaching qualification
- Postgraduate/Second degree in your chosen subject

Skills, abilities and competencies:

Essential

- Flexibility and adaptability
- Excellent communication skills
- An understanding of child safeguarding or willingness to learn

Personal Attributes:

Essential

- Commitment to delivering a high standard of work
- Demonstrates respect for equal opportunities and diversity
- Adopts a positive approach to personal learning and development
- Consistently demonstrates a 'can do' approach to work

Tutor - Young Professionals Information

Background: Students attending a Bucksmore summer programme receive a combination of English language tuition and a comprehensive activity programme including two full-day excursions and up to one half-day trip every week. There are activities every afternoon and evening with the excursions and trips spread throughout the week. Bucksmore students travel unaccompanied and are normally not part of a large, single nationality group that travel with a Group Leader/s. The Bucksmore philosophy is for students to mix with their fellow students and staff to make their time with us a rich and truly international cultural experience. The summer school environment is challenging, but also very rewarding. A good Bucksmore EFL Counsellor will be in possession of a wide variety of skills and personal qualities and be able to work well in a team.

Pastoral Care: Due to the nature of a residential summer camp, a Bucksmore Tutor should be aware that while their role is limited to just teaching they need to be aware of safeguarding issues relating to students. Whilst we have residential staff that provide the students' 24/7 pastoral care and also ensure the students receive an entertaining activities and excursions programme all non-residential staff need to show basic awareness in problems students might show signs of.

Bucksmore is committed to safeguarding and promoting the welfare of children. The post holder's responsibilities for safeguarding the welfare of the young students for whom they are responsible and with whom they come into contact, will be to adhere to Bucksmore's Child Protection Policy.

The Working Week:

The Young Professionals course consists of small group theory and practical sessions at International Baccalaureate level.

Tutors will be offered between 15 and 18 student contact hours

The working week begins on a Wednesday and ends on a Monday as students arrive and depart from their course every Tuesday.

Each theory and practical session is for 1.5 hours and tutorial hours are as follows:

Wednesday morning, Friday morning and afternoon, Sunday morning and afternoon and Monday morning.

Morning sessions are held between c. 09:00 and 12:30 with a start time of either 09:00 or 11:00 tbc.

Afternoon sessions are held between 14:00 and 18:00 with likely start times of 14:00 and 16:00 tbc.

Please see corresponding programme sample timetables for confirmation.

Young Professionals Tutor - Next steps, Safeguarding and paperwork

Bucksmore Education strives to have a fair and equal recruitment and selection process. Successful applicants will come from diverse backgrounds and with varying levels of experience but all will be able to demonstrate commitment and enthusiasm to work with children and ensure they have the complete 'Bucky' experience.

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As part of our commitment to safer recruitment all applications must include a full and up to date work and education history. You will be asked to explain any gaps in your CV and any applications with significant omissions will not be considered. You should provide the contact details of at least 2 referees. Referees will be asked specifically whether there is any reason that you should not be employed in situations where you have responsibility for under 18s.

Once appointed you will be required to provide evidence of your ID, qualifications and provide at least two recent and relevant references, ideally with professional email addresses. You will also be required to undergo an enhanced DBS check or its equivalent from your country of residence. Bucksmore charge approximately 50% of the cost of a DBS check (£23.15) which is deducted from the first payroll.