Bucksmore Recruitment

INFORMATION GUIDE 2019

Subject Tutor

Various Locations
**Bucksmore Tutor**

*Status: Non Residential*

**Locations:**
King's College, London; D'Overbroecks, Oxford; Magdalene College, Cambridge; Brasenose College, Oxford

**Dates:**
Up to 6 weeks from 25th June to 13th August

**Background:**

Students attending either our Young Professionals Academic Enrichment course or our University Experience courses receive comprehensive tuition in specific subjects. They attend our courses on a residential basis and receive a comprehensive activity programme alongside their tuition including full-day excursions every week. There are activities every afternoon and evening with the excursions and trips spread throughout the week. Bucksmore students travel unaccompanied and are not parts of the large, single nationality groups that travel with Group Leaders.


**Pastoral Care:**

As non-residential members of staff, there is no ongoing pastoral duty of care to students for our Tutors. Although, while in our care we take responsibility of our students and their ongoing welfare is important to bear in mind. 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 level of the tutorials should be pitched to bridge the gap between A-levels and the first term of an undergraduate degree course.

The style and delivery should be modelled on the Oxbridge University supervision system.

We have maximum tutorial group sizes of 6 and a tutor will teach between 5 to 15 hours of tutorials a week.

Due to timetable constraints, the maximum number of tutorial groups is 3 per tutor (15 hours) but often we can only offer 1 group (5 hours) per week.

In addition, there are 1-1 sessions at the end of every 2 week period.

A full list of subjects can be found here:
https://www.bucksmore.com/courses/oxford-cambridge-advanced-studies-program/?section=academicinformation#content

Advanced Studies Program, (Magdalene College, Cambridge and Brasenose Col-

Students select two topics from the variety of tutorial subjects offered.

Students staying for four weeks may study the same subjects for the full duration of the course or may change after two weeks.

As students are 16-18 years old, come native speaking, international and bilingual schools pre-existing knowledge will vary.
London Advanced Studies Program, (Kings College London)

The course is available to international students with strong upper-intermediate level of English as well native English speakers.

Students aged 13 to 16 will select one ‘core’ and one ‘specialist’ subject per week, where they will benefit from a maximum class sizes of six students.

All academic sessions are held mornings on the Wednesday, Thursday, Saturday, Sunday and Monday of our course.

Tutors can deliver both one core and one specialist subject if it fits their background but not more than one core or specialist subject due to timetable constraints.

Maximum group size is 6 students.

Core Subjects (5 days per week, 2 hrs per day): Physics, Mathematics, English Literature, Psychology, Business Studies and Biochemistry

Specialist Subjects (5 days per week, 1 hr per day): International Law, British History, Economics, Philosophy, Geography and Robotics

Young Professionals, (D’Overbroecks, Oxford)

Young Professionals combines English language tuition (provided by EFL teachers) with a choice of vocational disciplines.

Students choose one subject per 1-week session and receive specialist tuition which provides an opportunity to discover potential career options.

Tutor sessions cover a variety of teaching styles, including theory lessons, practical sessions and group project work covering 15 to 20 contact hours per week depending on student numbers. The maximum group size for Young Professionals is 11 students.

Subjects: Medicine, Business and Finance, Engineering, Media and Communications and Performing Arts.
You will not be asked to ‘opt out’ of the 48-hour working time directive. The job demands a high degree of flexibility and will sometimes involve weekend work.

**WAGES AND RATES OF**

**Holiday Pay**

Given the short term nature of this employment, it is unlikely that any leave will be granted. Therefore, holiday pay, in lieu of untaken holiday, is paid at 12.07% of gross basic pay. Holiday pay that has accrued will be paid in your final salary.

**Overall Pay**

The overall pay depends on hours by course and pay rate and may differ from week to week. This will be confirmed at interview stage.
What Next and How to Apply

Please apply via our online form here to notify us of your interest in a role:

https://www.bucksmore.com/about-us/work-for-us/apply-work-bucksmore/

If your application is not acknowledged within 7 days (a working week) please get in touch via email at info@bucksmore.com.

All applicants that apply via email to our recruitment manager (mhurley@bucksmore.com), our contact email (info@bucksmore.com) or 3rd party recruitment sites will also be requested to fill in our online application form.

All applications will then be reviewed and then shortlisted with successful applicants offered an interview. We provide as much pre-interview information as possible for our roles.

If you do not receive a further email to our initial response then we are afraid that it is unlikely that we will be able to offer you an interview. We receive a very large number of applications for all of our roles and can only get back to those who we think are most suitable.

FAQ’s

We have an FAQ section on our website here:

https://www.bucksmore.com/about-us/work-for-us/recruitment-faqs

If you have any questions or queries please feel free to contact us via email and we will try to get back to you as soon as possible.