

Job Description: Tutor - ASP

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:	Tutor - Advanced Studies Program
Reports to:	Academic Manager and Centre Senior Management Team
Status:	Non Residential
Locations:	Brasenose College, Oxford and Magdalene College, Cambridge
Courses:	Oxford Advanced Studies Program and Cambridge Advanced Studies Program
Subjects:	<p>Oxford: Business Management, Economics Finance & Accounting, Marketing, Architecture, English Literature & Philosophy, History, History of Art, International Law, Politics & IR, Psychology, Medicine, Physics</p> <p>Cambridge: Business Management, Finance & Accounting, Marketing, Architecture, Politics & IR, Psychology, Civil Engineering, Computer Science, Mathematics, Mechanical Engineering, Biology, Chemistry, Medicine, Physics</p>
Course Dates:	The course runs from 28 th June to 9 th August with tutors needed for designated times/days throughout this period

ASP Tutor (Oxford and Cambridge) • Main Duties & Responsibilities

Role Definition: Tutors on the Advanced Studies Program play an essential part in the delivery of the Academic elements of our University Experience programmes for students aged 16-18. Students have an Advanced or native level of English and choose two Academic subjects over the course of every two week study period. Each subject is delivered through 1.5hr long tutorial sessions alongside weekly 1:1 sessions between the Tutor and students.

All staff ensure that students who attend our programmes have an unforgettable educational experience in a safe, caring environment. While pastoral care is delivered by residential staff our residential tutors ensure full engagement with students in all academic aspects of the course ensuring that both students and staff make the most out of their time on a summer course.

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.
- Submit a course overview, pre-reading material, bio and photo for us to upload to the ASP website and send to students prior to the start of the course.
- Prepare/adapt appropriate teaching materials. Preparation time is implicit in calculations of tutor remuneration.
- Design and set an appropriate assignment, taking 3-4 hours to complete, for students on the first day of the course. This must be marked and feedback given in the individual supervisions.
- 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.
- Plan and timetable individual supervisions for each student on a fortnightly basis.
- Assess learners' work where appropriate. Keep records of learners' progress and ensure learners are given feedback on their progress.
- Offer advice on further learning and progression as required.

Tutor - ASP

- Produce a written report on each student in accordance with the guidelines provided.
Submit this report by 19:00 on the second Wednesday of each session.
- Attend relevant induction and training meetings as required by Bucksmore.
- Carry out any other duty, from time to time, which may reasonably be required to meet the needs of the Oxbridge Advanced Studies Program.

ASP 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 16-18 year olds
- Able to motivate students and encourage participation
- Able to design and deliver effective teaching programmes and individual supervisions
- 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 - ASP 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 Oxford and Cambridge Advanced Studies Programme consists of small group student tutorials at first year undergraduate level. Each course is one weeks in length and consists of 10 x 1.5 hours tutorials and 2 sets of 1:1 sessions.

Each subject tutorial is for 1.5 hours and tutorial hours are as follows:

In addition to this there are 1:1 supervision sessions with students in the afternoon of Tuesday in week 1 and Friday of week 2.

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

ASP 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.

Bucksmore Education is committed to safeguarding and promoting the welfare of children. The post holders' 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.

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 you country of residence. Bucksmore charge approximately 50% of the cost of a DBS check (£23.15) which is deducted from the first payroll.

All staff are paid one week in arrears on the dates as stated in the contract of employment.