



Bucksmore Education is an award-winning and accredited academic short course provider with over 40 years of experience. Each year we host hundreds of international students ages 10-18 on our courses, which range from English language study to university-level academic tuition. Each course has comprehensive academic and social programming, including lessons, learning excursions, activities, and field trips. In 2019, Bucksmore was proud to be awarded the PIONEER 'Language Educator of the Year' award showcasing our commitment to innovation and student involvement.

Recognising that high-achieving and motivated students wanted more from a UK summer school than just English language, excursions and afternoon activities, we developed challenging academic and professional courses, such as Young Professionals and the Oxbridge Advanced Studies Programme.

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.

<b>Job Title:</b>	Academic Tutor (subject-specific)
<b>Reports to:</b>	Centre Senior Management Team and Bucksmore Head of Education
<b>Courses:</b>	Advanced Studies Programme (ASP) and/or Young Professionals (YP)
<b>Location:</b>	Oxford and Cambridge
<b>Course Dates:</b>	Advanced Studies Programme - 27th June - 8th August Young Professionals - 4th July - 8th August
<b>Remuneration:</b>	£60 an hour

### Young Professionals

*d'Overbroeck's, Oxford &*

*Oxford International College, Oxford*

Our Young Professionals programme caters to students ages 13-18 and offers career insight into a variety of different professional pathways. Academic tuition is skills-based and incorporates practical and applied knowledge. Tutors teach classes of no more than 11 students in one of the following disciplines:

- Marketing
- Business & Management
- Computer Science
- Architecture
- Engineering
- Medicine
- Law
- International Relations & Politics
- Forensic Science

### Advanced Studies Programme

*Brasenose College, Oxford & Magdalene College, Cambridge*

Our Advanced Studies Programme is a pre-university academic course for highly motivated students ages 16-18. Students select two academic subjects per session and receive 7.5 hours' tuition per subject per week. Academic tuition is delivered at the first year university level in small classes of no more than 8 students in the following disciplines:

- Medicine
- Physics
- Mathematics
- Psychology
- Architecture
- Engineering
- Law
- Marketing
- Classics & Ancient History
- World Literatures & Cultures
- Global Finance & Economics
- PPE (Philosophy, Politics & Economics)
- International Relations & Global Governance
- Business & Management Studies
- Civil & Mechanical Engineering
- Environmental Sciences & Geography
- Computer Science & Information Technology

## Main Duties & Responsibilities

- 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 Bucksmore 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.
- 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.
- 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.

## 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

Academic Tutors play an essential part in the delivery of the academic delivery of the Advanced Studies Programme and Young Professionals. Tutors create and deliver unique lesson plans in small groups, encouraging exploration and intellectual curiosity by students. Students have an Advanced or native level of English and choose one or two academic subjects to study during the duration of their time with Bucksmore. Each subject is delivered through 1.5hr long tutorial sessions by academic tutors.

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.

# Further Information

## Pastoral Care:

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

Morning sessions are held between 09:00 and 12:30 with a start time of 09:00 and 11:00. Afternoon sessions are held between 14:00 and 18:00 with start times of 14:00 and 16:00.

## Advanced Studies Programme:

Tutors on the Advanced Studies Programme will teach for 7.5 hours per week. The working week begins on a Wednesday and ends on a Monday as students arrive and depart from their course every Tuesday. There will be no teaching on a Saturday or Sunday. Approximate weekly remuneration for Advanced Studies tutors is £450 per week (7.5 hours teaching, inclusive of pre-programme training and preparation).

## Young Professionals:

Tutors on the Young Professionals programme will teach 15 hours per week. The working week begins on a Wednesday and ends on a Monday as students arrive and depart from their course every Tuesday. Some teaching may take place on the weekend. Approximate weekly remuneration for Young Professionals tutors is £900 per week (15 hours teaching, inclusive of pre-programme training and preparation).

# The Bucksmore Continuum

## Our Courses

Bucksmore Education provides a range of academic courses for all levels and subject desires. Below are all our courses on offer. For more detailed information on our courses, please visit the [Bucksmore website](#). We like to pair our staff to courses that uses their skill set, so if you see a particular course that suits your experience, please let us know!

EFL Foundation	Academic Development	Academic Enrichment	University Preparation
<b>Bucksmore English (10-13 &amp; 13-16)</b>	<b>Young Leaders (14-17)</b>	<b>The Show Must Go On: The Young Performer (13-16)</b>	<b>Advanced Studies Programme (16-18)</b>
<b>English Plus (10-13 &amp; 13-16)</b>	<b>Young Professionals (13-16)</b>	<b>Message Received: The Social Media Influencer (16-18)</b>	
<b>Intensive English (13-16)</b>	<b>Young Professionals (16-18)</b>	<b>The Art of Noise: Music &amp; Audio Production (16-18)</b>	
<b>IELTs Preparation (16-18)</b>		<b>Curtain Up: Musical Theatre Production &amp; Performance (16-18)</b>	
		<b>Build the Future: Design, Engineer, Construct (16-18)</b>	



## Our Course Dates

Our centres run throughout the summer. During the interview stage, you will be asked for your availability for the summer. This is so we can match you to the most suitable course based on your availability. A Bucksmore weeks always starts on a Tuesday.

### Week Start Date

Centre	Location	27th June	4th July	11th July	17th July	24th July	1st Aug	8th Aug
Plumpton College	Brighton	✓	✓	✓	✓	✓	✓	
King Edward's School	Surrey			✓	✓	✓	✓	
St Hilda's	Oxford	✓	✓	✓	✓	✓	✓	
King's College London	London		✓	✓	✓	✓		
Tonbridge School	Kent		✓	✓	✓	✓	✓	✓
Oxford International College	Oxford		✓	✓	✓	✓		
d'Overbroeck's College	Oxford			✓	✓	✓	✓	
Corpus Christi	Cambridge			✓	✓	✓	✓	
St Edward's	Oxford		✓	✓	✓	✓		
Magdalene College	Cambridge			✓	✓	✓	✓	
Brasenose College	Oxford	✓	✓	✓	✓	✓	✓	

## Application Process

1. Please complete the online application form which will guide you through all the relevant fields. 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 must provide two referees on applying which Bucksmore reserves the right to contact before or after interview.
2. If you are short-listed, you will be invited to an interview with the Bucksmore Recruitment Manager.
3. All management positions will require a second interview with their reporting line manager which includes a task based assessment.
4. Successful candidates will undergo an enhanced DBS check (and a police check if you are residence outside the UK) and must provide a copy of their identification (e.g. passport, driving license) for our records.

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 and welfare of the students for whom they are responsible and with whom they come into contact, will be to adhere to Bucksmore's Child Protection Policy. You will be asked to 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.

Bucksmore will charge approximately 50% of the cost of a DBS check (£23.15) which is deducted from the first payroll. Academic Tutors will be required to attend pre-programme virtual training sessions and submit course outlines for review. The estimated weekly remuneration is inclusive of any and all pre-programme preparation.

MEMBER

ENGLISH  
UK

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Accredited by the  
**BRITISH  
COUNCIL**  
for the teaching  
of English in the UK