



Oxford  
Scholastica  
ACADEMY

# TUTOR

Role Description



# HELLO!

Are you looking to make an impact and stretch your skills? If so, we'd love to hear from you.

Oxford Scholastica is an education company on a mission: to give students the edge to help them succeed, find their purpose and make a difference.

We're striving for a world in which young people go on to do things which maximise their potential, are socially impactful and make them happy.

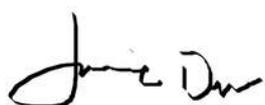
We help to do this by running inspirational programmes for bright 12-18 year olds from around the world, giving them greater awareness of the range of academic and career possibilities that exist, and greater certainty over the future direction they wish to pursue. We run residential summer courses in Oxford, as well as online courses, online Internships and our ongoing online mentorship programme, OxBright, throughout the year.

At OSA, we aim to transform our students' ambitions and their thinking in a short space of time. For our students Oxford Scholastica Academy is not just school; it's the most memorable educational experience of their lives.

It's also one of the most impactful experiences for our tutors. Tutors regularly return and become part of the OSA family - we have Tutors who have been with us for the past seven years, while our Head of Education and Education Consultant both started out as Tutors with us!

If this sounds like something you are passionate about too, we'd welcome an application from you. Read on further for more information, or please feel free to contact us if you have any questions.

Best wishes,



Jamie and Sophie Dear (Founders)

## OUR VISION

A world in which young people go on to do things which maximise their potential, are socially impactful and make them happy.

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## OUR MISSION

To give students the edge to help them succeed, find their purpose and make a difference in the world.

We do this by running:

- A residential summer school in Oxford
  - Online Courses
  - Online Internships
  - OxBright, our year-round mentoring programme
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## OUR LEARNING PHILOSOPHY

All our teaching curricula are grounded in our learning philosophy, in which students:

**LEARN | SEE | DO**

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## OUR VALUES

Oxford Scholastica, our staff, tutors and everything we do is:

**INSPIRATIONAL | CARING | RELIABLE**



# OXFORD SCHOLASTICA ACADEMY TUTOR ROLE DESCRIPTION

Looking to make an impact on talented young people, and stretch your skills?

As a Tutor with us at Oxford Scholastica, you'll shape the academic experience that our students have with us. You'll be in a unique position to motivate, equip and inspire your students for their futures, and to make a lifelong impact.



## Who we are looking for:

We are particularly looking for passionate, reliable Tutors who are sensitive to learners' needs and who can bring their subject to life, challenging bright students and stretching weaker students in a supportive manner.

Past experience of teaching is essential, and experience of teaching 12-18 year olds in particular is helpful. Training will be provided. Tutors will be required to submit Letters of Recommendation on their students promptly at the end of the course.

## Specific Roles:

This summer, we have three types of specific tutoring roles. Please read on for more information about each of these.

1. **In-Person Tutors** at our Oxford Summer School
2. **Online Tutors** to deliver our Online Courses, held live via Zoom
3. **Online Mentors** to deliver our Online Internships, held live via Zoom

## In-Person Tutors

### Dates & Location

Each summer, we run three sessions of our Oxford Summer School, each two weeks long. This summer, the dates are as follows:

Session 1: Monday 4th to Friday 15th July 2022

Session 2: Monday 18th to Friday 29th July 2022

Session 3: Monday 1st August to Friday 12th August 2022

We are ideally looking for Tutors who can commit to the full six weeks, but are also happy to accept applications from Tutors for specific two-week sessions. Teaching takes place Monday-Friday, either 9-11am or 11am-1pm. On the middle Friday of each session, you will also run the academic Challenge, from 2-6pm.

All teaching takes place at the Blavatnik School of Government, in Walton St.

### Courses

We run two different types of courses to help students consider their future at every stage: Discover (for 12-14 year olds) and Experience (for 15-18 year olds). Curricula, some course materials and training are provided.

Here's our full list of (in-person) courses:

- Discover Business
- Discover Medicine
- Discover Technology
- Experience Business & Enterprise
- Experience Computer Science & Coding
- Experience Creative Writing
- Experience Debate & Public Speaking
- Experience Engineering
- Experience International Relations, Politics & Leadership
- Experience Law
- Experience Medicine
- Experience Psychology & Neuroscience

Please see <https://www.oxfordscholastica.com/oxford-summer-courses/> for more details on each of the above courses.

## Online Tutors

### Dates & Location

This summer, we're offering our Online Courses on a wide selection of dates throughout the summer, starting at the beginning of June and finishing at the end of August.

You can find our full set of dates offered here:

<https://www.oxfordscholastica.com/about-us/dates-prices/#online>

The ability to teach multiple sessions is an advantage. All teaching takes place on Mondays to Fridays, and is held live over Zoom. Classes are two hours per day, and the timetable will be agreed with you well in advance of the course start date. It is sometimes possible to teach more than one course at a time, depending on the subject.

### Courses

We run both one-week and two-week versions of our most popular subjects, and we also have different courses for 12-14 year olds and 15-18 year olds. Curricula, some course materials and training are provided.

Here's our full list of Online Courses:

#### Ages 12-14:

- Business
- Medicine
- Politics & Debate
- Technology

#### Ages 15-18:

- Business & Enterprise
- Computer Science & Coding
- Creative Writing
- Economics
- Engineering
- International Relations, Politics & Debate
- Law
- Medicine
- Psychology & Neuroscience

Please see <https://www.oxfordscholastica.com/online-summer-school/courses/> for more details on each of the above courses.

## Online Mentors

### Dates & Location

Our popular Online Internships take place on Saturdays or Sundays (three hours per day), in month-long sessions throughout the year, and particularly in the summer.

The ability to lead multiple sessions is an advantage. All teaching takes place live over Zoom.

### Internships

Our Internships are a bit different than our courses, in that we don't provide a curriculum, and you have more potential to shape the Internship yourself.

Our Internships are academic research internships, during which students co-author a research article for publication on a topic of the Mentor's choice (in consultation with our team).

The research articles are then published on OxJournal. We'd encourage you to have a look at previous articles here: <https://www.oxjournal.org/>

Previous topics have included:

- The effect of economic sanctions on Russia on the UK economy
- The psychology of perfectionism
- The mental health implications of COVID-19
- Blockchain and the future of money
- The effect of globalisation on human rights

Our Internships usually run in the following subjects, but we're also open to running Internships in other subjects:

- Business and/or Economics
- Engineering
- Law
- Medicine
- Psychology
- Politics & International Relations

As an Internship Mentor, your role is to direct, guide and support interns in their research, to oversee the peer-editing process, and to ensure that the end result of their work is a research article in publishable condition.

Please see <https://www.oxfordscholastica.com/online-summer-school/internships/> for more details on our internship programmes.



## Commitment

By joining the Tutor team, you will be committing to:

- Preparation: a 15 minute meeting to process your documents for our employment records, a 45 minute one-to-one induction meeting and a half-day training session, as well as the time it takes to prepare for the classes and review the reading list for the students
- Classes: timetable to be agreed beforehand. You will also need to submit daily class attendance registers and let our team know immediately if a student is late or absent. Classes have an average of 5-8 students, though some may have 2-3 and others up to 12
- Marking and Letters of Recommendation: marking of one piece of work per student per week (if teaching on our Courses). For Internships, you will be required to co-author and submit your interns' journal article in a publishable condition. On all programmes, you'll write a one-page end of course Letter of Recommendation per student
- Tutors are warmly invited to attend graduation ceremonies (in person or online) at the end of each course

## Development Opportunities

We're keen to support our Tutors and Mentors with the development of their teaching skills. You'll get:

- An induction session and a half-day training session
- Observations of your sessions
- Ongoing support and advice

## Salary

Tutors and Mentors are paid £30 per hour of teaching time. Please note, only teaching hours are billable (the rate covers time spent in preparation/ other responsibilities).

# PERSON SPECIFICATION

## EXPERIENCE

Essential:

- Experience of teaching

Desirable:

- Experience of teaching 12-18 year olds
- Experience of teaching online (for our online roles)
- Experience of teaching groups of students
- Experience of working with young people

## QUALIFICATIONS

Essential:

- Educated to degree level or equivalent in the course or a related subject
- NB: for our Medicine courses, tutors should have completed or be studying for a medical degree with a clinical component
- NB2: for our Online Internships, Mentors should be educated to postgraduate degree level or equivalent in the subject, or currently studying towards a postgraduate degree in the subject

Desirable:

- Educated to Master's degree or equivalent in the course or a related subject
- Teaching qualification

## SKILLS

Essential:

- Excellent communication skills (including writing skills)
- Confidence and good presentation skills

Desirable:

- Good administrative skills, with strong attention to detail



## KNOWLEDGE

Essential:

- Knowledge of and deep passion for the subject
- Understanding of educational issues

## DISPOSITION

Essential:

- Passionate about the education of young people and being able to inspire students
- Very reliable
- Creative, with the willingness to think outside the box, implement new ideas and deal with difficult situations and students when they arise
- Enthusiastic, confident and creative when dealing with students
- Of responsible disposition, dedicated, organised and have a professional attitude
- Happy working independently
- Willing to work within a course outline
- Approachable, responsive and helpful manner, and an open, facilitative, involving style
- Able to portray a positive image as the public face of the Oxford Scholastica Academy to our students
- Flexible and capable of using initiative, tact and discretion

This is an outline role description and should not be regarded as an inflexible specification.

Please note, Oxford Scholastica is committed to safeguarding its students, and all our staff and tutors play a key role in this. As a result, appointments will be subject to reference and a successfully completed enhanced DBS check (formerly CRB check).



**91%**

had one of the most memorable summers of their life

**91%**

of students agreed that Oxford Scholastica met or exceeded their expectations

**98%**

of students rated the teaching received as good or excellent

**94%**

of parents would recommend us to a friend

**92%**

of students said OSA introduced them to new things and broadened their horizons in 2021

**OUR IMPACT IN 2021**

# NEXT STEPS

To apply for the role, please go to:

[www.oxfordscholastica.com/about-us/careers](http://www.oxfordscholastica.com/about-us/careers)

If you have any questions, please contact Shaun at  
**info@oxfordscholastica.com**

Many thanks for reading,

The Oxford Scholastica Academy Team



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ACADEMY

