



# TUTOR

Role Description



# HELLO!

Are you looking to make an impact and stretch your skills this summer? If so, read on, because the Oxford Scholastica Academy is looking for talented people to join the team!

We're an education company on a mission: to give students the edge to succeed, find their purpose and make a difference in the world.

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 do this by running academic 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.

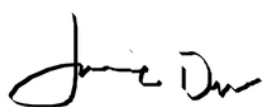
We run summer courses in Oxford), and online programmes such as online Courses and Internships throughout the summer.

Through our programmes, we aim to transform our students' ambitions and their thinking in the short duration of time they spend with us. For our students, OSA is not just a summer school; it's the most memorable summer of their lives.

(It's also one of the most impactful summers for our staff. Team members regularly return to work with us each summer, and many continue with us - we currently have representatives from summers 2015, 2016, 2022 and 2023 on the year-round team).

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 Dear, Sophie Dear and Lavinia Abell  
Co-Directors

# Our Worldview

What a time to be alive.

Never before have there been so many possibilities in a young person's life. Technological, medical, financial, social and political advances have transformed what a student can do and achieve.

However, teenagers experience an education system built for a previous century, and a society in which success is defined in narrow and short-term ways.

They live on a planet which is being destroyed rather than stewarded and inhabit a culture which increasingly values division over community.

Whilst technology has brought great benefits, they experience the dark side of social media communication and "comparison culture", which has contributed to a mental health epidemic amongst young people.

Many students feel current pressure to achieve, to be perfect, to get into competitive universities, but there is also future pressure – our students experience greater uncertainty about their future than their parents' generation.

Oxford Scholastica gives students the tools, knowledge and confidence to thrive in this ever-changing, uncertain environment.

We exist to help young people make the most of the positive changes in the world, rather than feeling constrained by them.



### **Active thinking is more valuable than passive thinking**

We believe we should all have a bias towards agency of thought and action. This mindset opens up the potential for great possibilities and greater fulfilment, unencumbered by the expectations of others.

### **Collaboration for the good of the community is more valuable than independent progress**

We believe a greater purpose exists than purely fulfilling our own needs. We believe agency should be channelled in a positive way for the benefit of others and we believe that, by coming together as a community, more things become possible.

### **Long-term thinking is more valuable than short-term thinking**

We believe that when you think and plan for the long-term, you achieve more for yourself and for others.

We believe this belief system can be universally attainable for students regardless of background, nationality, gender, race, income etc.

Oxford Scholastica inspires and empowers young people to think for themselves and equips them with the skills to make positive change, enabling them to make informed choices about their future, as well as the futures of other people and the world.

By helping them to open their minds, find community, be inspired, and learn about what really interests them academically and matters to them personally, our programmes leave students more confident and more likely to achieve their goals. We alleviate the stress that external pressure and uncertainty cause.

In other words, we exist to change young people's futures and, in doing so, to change the world in a positive way.

# Tutor Role Description

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

As a Tutor with us at OSA, 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.

Watch [this video](#) to hear current and past tutors share their experiences and top tips!



## Who we are looking for:

We are particularly looking for passionate, inspirational and reliable Tutors who are sensitive to learners' needs and who can bring their subject to life. Given our diverse student body, Tutors must also demonstrate adaptability, cultural sensitivity, and agility in their teaching styles to effectively engage and support all learners.

Past experience of teaching is essential, and experience of teaching 12-18 year olds in particular is helpful. Training will be provided.

## Specific Roles:

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

### 1. Tutors

- a. **In-Person Tutors** at our Oxford Summer School
- b. **Online Tutors** to deliver our Online Courses, held live via Zoom

### 2. Mentors to deliver our Online Internships, held live via Zoom

## Tutors

We are looking for tutors to teach our summer courses in Oxford at the Oxford Scholastica Academy and online. Please find all details below:

	In-person tutors in Oxford	Online tutors
<b>Dates</b>	Each summer, we run three sessions of our Oxford Summer School, each two weeks long. Please find the dates for this coming summer <a href="#">here</a> .	Each summer, we offer our Online courses on a wide selection of dates throughout the summer. The earliest courses begin in June with the last set of courses in late August.
<b>Commitment</b>	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.	We require a minimum commitment of two weeks, the standard course duration. Popular courses run multiple times over the summer, and we prefer tutors who can teach a course multiple times during this period.
<b>Schedule</b>	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. There is no teaching on the weekends.	Monday-Friday from 1-3pm UK time. There is no live course teaching on the weekends.
<b>Location</b>	Teaching takes place in person at the Blavatnik School of Government in Walton St, or at St Anne's College.	Online on Zoom.
<b>Support Offered</b>	Course outlines, suggested curricula, some course materials (like model slides) and training are provided.	Course outlines, suggested curricula, some course materials (like model slides) and training are provided.
<b>More information</b>	More details on each of the above courses can be found <a href="#">here</a> .	More details on each of the above courses can be found <a href="#">here</a> .

## Subjects

Please see below for a full list of subjects offered:

	In Oxford		Online	
	12-14	15-18	12-14	15-18
Architecture & Design				✓
Biology & Life Sciences				✓
Business	✓	✓	✓	✓
Computer Science & Coding		✓		✓
Creative Writing		✓	✓	✓
Debate and Public Speaking		✓		
Economics & Finance				✓
Engineering		✓		✓
International Relations, Politics & Leadership		✓		✓
Law		✓		✓
Mathematics				✓
Medicine	✓	✓	✓	✓
Politics and Debate			✓	
Psychology & Neuroscience		✓		✓
Technology	✓		✓	
World History & Philosophy				✓

## Mentors for Academic Research Internships

Our Internships are a bit different to our courses, in that we don't provide a curriculum, and as a mentor, you have more potential to shape the programme yourself. All teaching takes place live over Zoom. The ability to lead multiple sessions is an advantage.

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

During our month-long academic research internships, 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: [www.oxjournal.org](http://www.oxjournal.org).

As a 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.

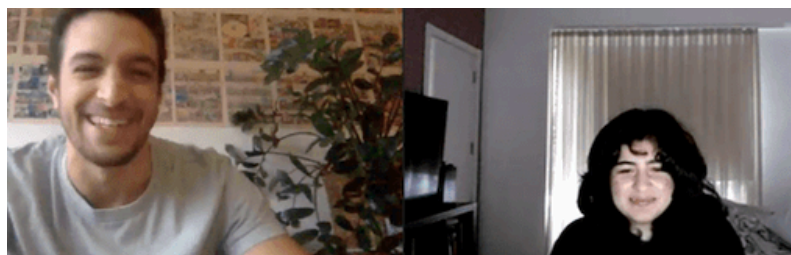
Previous topics have included:

- 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

Internships run throughout the year but predominantly in the summer months (June, July and August).

	Academic Research Internship
<b>Dates &amp; Schedule</b>	Four Saturdays or Sundays (three hours per day), in month-long sessions Summer Dates: June - August
<b>Timings</b>	3 hours on Saturdays or Sundays





## Commitment

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

- Preparation: 30-45 minutes to process your documents, undertake safeguarding training and a one-to-one induction meeting, 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 6-8 students, though some may have 2-4 and potentially ranging up to our maximum class size of 15 students
- Marking and Letters of Recommendation: marking of one piece of work per student per week (if teaching on our Courses). For our Academic Research 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 half-page end of course Letter of Recommendation per student

## 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
- Tutor Socials (in London, Oxford or online)
- The opportunity to return in future summers on our returner tutor rate, and to be involved in (paid) ongoing programme development

## Salary

Tutors and Mentors are paid a starting rate of £35 per hour of teaching time. Please note, only teaching hours are billable (the rate is designed to include 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 postgraduate 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 best practice

## DISPOSITION

Essential:

- Passionate about the education of young people and 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 organisation to our students
- Flexible and capable of using initiative, tact and discretion

### Application Process:

- Please complete the online application form [here](#)
- Shortlisted applicants will then be invited to an interview on Zoom during which they must deliver a short (10 minute) demonstration lesson
- Successful candidates will undergo an enhanced DBS check and must provide two references for our records





# OUR IMPACT

**92%**

had one of the most memorable summers of their life

**91%**

of students agreed that Oxford Scholastica met or exceeded their expectations

**97%**

of students rated the teaching received as good or excellent

**94%**

of parents would recommend us to a friend

**91%**

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



Oxford  
Scholastica  
ACADEMY

# 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 Connie at  
**info@oxfordscholastica.com**

Many thanks for reading,

The Oxford Scholastica Academy Team

