Academic Tutor (Career Insights)
Summer School Job Description 2023

immerse
EDUCATION

ABOUT IMMERSE EDUCATION

Immerse Education is a leading provider of academic programmes that take place in Cambridge, Oxford, London, Sydney and online.

We welcome students aged 13-18 to study a wide variety of subjects, provide an introduction to advanced study and insight into university life. During our two-week residential programmes, participants live and study in colleges of Cambridge and Oxford University, Sydney University, or University College London and balance a challenging academic programme with an action-packed schedule of social and cultural activities.

Each year we welcome students from over 100 different countries and our programmes have been recognised by a number of awards and accrediting bodies including The Queen's Award for Enterprise, the British Accreditation Council, BETA and COBIS.

ROLE BACKGROUND

We are seeking academic tutors who can teach small groups of students aged 16-18 in their target subject.

As an academic tutor, you'll not only be an expert in your field but also have a passion for bringing your expertise into the classroom in a fun and engaging manner.

You will need to be able to plan and deliver lessons that achieve the programme's learning outcomes while providing a memorable experience for your students.

The average class size is 7 with a maximum class size of 10.

Please see overleaf for the list of subjects we offer.

RESPONSIBILITIES

- Design and deliver a two-week course in your subject including engaging, challenging and interactive lessons for 2 hours each day, Monday to Friday

- Schedule and give two 1:1 feedback sessions for each participant during the programme

- Accompany students each day, Monday to Friday, on 2-hour industry specific visits arranged by Immerse in order to enrich the student experience

- Provide a course overview in advance of the programme, including any resource requirements and provide full lesson plans if requested by the academic team

- Provide any preparatory tasks or materials to your participants that you deem necessary and beneficial in advance of the programme

- Maintain accurate records of student attendance throughout the programme

- Provide detailed, productive written feedback and suggestions for further development for each student after the programme

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ESSENTIAL REQUIREMENTS

- Formal experience tutoring high school and/or supervising undergraduate students

- Experience of teaching small group learning and discussion

- Ability to teach a broad range of topics within the subject area

DESIRABLE

- Relevant experience of residential summer schools or summer camps

- Relevant experience of teaching 13-18 year old students

- Experience teaching non-native students

PERSONAL QUALITIES

- A passion for teaching and conveying your own enthusiasm for a subject

- Ability to create a positive, safe environment in which students of all backgrounds and abilities can thrive

- Organised, efficient and flexible, and able to work in a busy and fast-paced summer school environment

- Adaptability, integrity, enthusiasm, sense of humour and patience

- Be pleasant mannered and personable with a professional demeanour

- Be flexible in the content delivered during lessons, reacting to the ability and interests of individuals in the class

- Be aware of the well-being of students and the challenge that a summer school may create

- Be self-motivated to achieve the highest standards

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APPLICATION PROCESS

1. Please complete the online application form which will require you to attach your CV.

2. Short-listed applicants will then be invited to an interview via webcam, in which they must deliver a short demonstration lesson.

3. Successful candidates will undergo an enhanced DBS check and must provide two references as well as their right to work documents for our records

4. Any personal data you submit as part of your application will be kept securely in compliance with GDPR regulations.

PROGRAMME AVAILABILITY

Our 2023 summer schools take place as two-week sessions between 02 July and 19 August.

Please note that not all subjects are available throughout the summer, and tutor vacancies may be available as two, four or six week contracts.

You will be asked about your availability during the application process.

SUBJECTS OFFERED

Subjects	London Ages 16-18
Architecture	✔
Business Management	✔
Creative Writing & Film	✔
Engineering	✔
Fine Art	✔
Game Design	✔
Law	✔
Medicine	✔

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