



PART-TIME TEACHER OF ECONOMICS / BUSINESS & MANAGEMENT

from late August 2007

Please see “**Notes for Job Applicants**” and “**Additional information for teachers on pre-university courses**” for general background.

This post is for a part-time teacher of Economics / Business & Management on International Baccalaureate and Preparatory IB courses. All IB students (about 220 students) must take a Group 3 i.e. Social Studies subject. All Pre-IB students take a Humanities course.

The teacher would be expected to take classes at IB level as well as contribute to teaching on the Pre-IB course.

The Pre-IB course is a College-devised programme which offers up to one year of preparation in academic subjects and English language (as necessary) to students not yet ready to begin the IB programme. While some students come for the whole year, others join the programme for one or two terms. We also accept a number of students, principally from Brazil, who are taking a study break from their own schools, to which they will return to complete secondary education. Up to 36 students are enrolled on this programme. The Humanities part of the Pre-IB course is comprised of modules of History, Geography and Economics/Business.

The Social Studies department currently offers the following subjects at IB:

History	HL and SL
Geography	HL and SL
Economics	HL and SL
Business and Management	HL
Psychology	HL

In addition, Ecosystems and Societies is offered as a transdisciplinary subject (either a science or a humanities course), but at Standard Level only.

These subjects are also offered as part of the IB Institute, a programme of Easter and summer revision and preparation courses for students from all over the world. While teaching on this programme is not required, there are openings for members of the department to undertake this.

Some information on subject content can be found at <http://www.stclares.ac.uk/ib/ibsubjects.html>

Social Studies department

Currently there are eight members of the Social Studies department, including two joint heads of department. There are two teachers of History (one full-time), two full-time teachers of Business and Management and Economics as well as a part-time teacher of this subject, two full-time teachers of Geography (both of whom also teach Ecosystems and Societies) and a part-time teacher of Psychology.

Economics / Business & Management subjects are taught in a group of well-appointed classrooms in a dedicated building. Each is equipped with a whiteboard, television with video player and DVD player. One of the rooms has a digital projector and it is planned to install such equipment in other rooms shortly.

The person

Essential requirements

- degree and PGCE (or equivalent)
- an excellent and innovative classroom practitioner
- willingness to contribute to the life of a busy boarding school
- efficiency and flexibility

Desirable

- experience of teaching IB or equivalent
- experience of working in an international environment
- experience of working with students of different language / educational backgrounds

Terms and conditions

Salaries for full-time teachers are based on the St. Clare's pay scale (in excess of the main professional scale for maintained schools), according to qualifications and experience. For part-time posts, the salary will be based on the number of hours taught. Salary is subject to income tax and National Insurance deductions.

The academic year for IB teaching is 35 weeks from the start of September until mid-June (with appropriate breaks that are largely synchronised with local schools). The successful candidate would be expected to teach throughout these weeks. It is highly desirable if s/he could also attend relevant meetings before and after the academic year as well as on occasional Wednesday afternoons.

Classes are timetabled between 09:00 and 16:15, Monday to Friday. A reasonable effort will be made to accommodate the timing of classes to the availability of the teacher.

Teachers are provided with free lunch in the dining room or café/bar on working days.

Applications

Please apply by detailed letter enclosing

- a full CV to include a full employment history with names, addresses, email addresses and telephone numbers of all previous employers where you have worked with students aged under 18
- details of three referees to include addresses, email addresses and telephone numbers

to Tom Walsh, Vice Principal
St. Clare's, Oxford
139 Banbury Road
Oxford OX2 7AL

Fax: 01865 – 310002

Email: recruitment@stclares.ac.uk

Closing date: 28th May 2007.

Please note that CVs without a suitable accompanying letter and/or details of referees will be discarded