



## JOB DESCRIPTION – Teacher of Chemistry

Candidates are expected to spend time looking at the College website [www.stclares.ac.uk](http://www.stclares.ac.uk) which provides information about St Clare's and the courses we offer.

JOB SPECIFICATION	
Title of Post	Teacher of Chemistry
Purpose of Post	To teach Chemistry to students on the International Baccalaureate Diploma programme, the Pre-IB programme and the IGCSE Middle School Programme.
Overview of Role	<p>Sciences are an integral part of the IB diploma programme. All students must take at least one science subject, although many opt to take two. Chemistry is offered at both Higher and Standard Level and is a popular subject with over 40 students per year group choosing it. IB Chemistry results are consistently excellent. Class size is a maximum of 15 students, and most sets have fewer than 12. The students are invariably well-behaved and keen to learn. There are currently around 230 students across the two IB diploma year-groups.</p> <p>The Pre-IB course is a college-devised programme which offers up to one year of preparation for the IB diploma in a range of subjects, with particular focus on improving English. Whilst some students come for the whole year, others join the programme for one or two terms. The Pre-IB science course has a trimester structure, with students choosing a different science each trimester. Science classes have 4 allocated hours per week, and trimesters are either 11 or 12 weeks long. Students sit formal examinations at the end of each trimester, and the results provide guidance as to whether the subject will be a suitable choice in the IB diploma. Class sizes are a maximum of 15 students, although once again many sets are smaller.</p> <p>The Middle School Programme is a new two-year course at St Clare's aimed at 14-16 year olds, for first teaching in September 2022. Students will sit a core programme of IGCSEs in English, Maths and Science and a range of other courses aligned with the IB Middle Years Programme. Students will be prepared for the Pearson Edexcel IGCSE in Double Science. In the first year, students will take one full trimester of each science, before moving to classes in each of the three sciences running throughout the second year. Students sit final examinations in Biology, Chemistry and Physics, the results of which are combined to yield an overall result in Double Science (which counts as two IGCSEs). A single class is envisaged in the first year of the course with a maximum of 12 students.</p> <p>The successful candidate can expect to teach all three courses.</p>
Reporting Structure	<p>This role reports to the Head of Science (see above)</p> <p>There are currently 8 members of the science department, including the Vice-Principal Pastoral, who teaches a limited timetable. There are also two dedicated laboratory technicians.</p> <p>Science is taught in six laboratories, three in the Pamela Morris Building which was opened in 2014 and is used for teaching maths and science, and three in the main school building. All the laboratories were designed around small class sizes, and are modern, airy and well-equipped. In addition, there are two Science Prep rooms.</p>

Key Responsibilities	<p>Teaching Chemistry (see schedule of duties).</p> <p>The person appointed would also act as a Personal Tutor to approximately 12 students. The role of personal tutor carries an additional allowance of £3,914 per annum.</p> <p>All teachers are expected to lead an extra-curricular CAS activity group.</p>
<b>TERMS AND CONDITIONS</b>	
Terms of Employment	<p>Full time, permanent contract to start September 2021 or January 2022.</p> <p>We would also consider applications to cover for a temporary basis until a permanent teacher is available to start</p>
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	<p>Classes are timetabled between 9.00 and 16.30 and meetings can last up until 1800 on some nights.</p> <p>The academic year is 35 weeks, from late August until mid-June, with breaks at the end of term and mid-term in October and February.</p>
Probationary Period	6 months
Notice Period	3 or 6 months depending on the leave date
Salary / Pay	For an experienced teacher (5+ years), this is likely to be £41,944 per annum. The personal tutor allowance is additional to this.
Pension	The teacher will be enrolled into the Teachers' Pension Scheme. The teacher's contribution is a tiered contribution, based on pensionable earnings which, from April 2021 is 7.4 – 11.7% of pensionable salary.
Life Assurance	If the teacher is a member of the Teachers' Pension Scheme, cover is three times average salary, less any lump sum benefits already paid. The College also provides additional cover of one times average salary.
Meal	A free meal is provided in the College Dining hall on working days and when students are in residence.
<b>PERSON SPECIFICATION</b>	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	<ul style="list-style-type: none"> <li>• Relevant degree (E)</li> <li>• PGCE or equivalent (D)</li> </ul>
Knowledge, skills and experience	<ul style="list-style-type: none"> <li>• ability to teach your subject to IB level (or A2 level, or equivalent) (E)</li> <li>• knowledge of GCSE / IGCSE curricula (E)</li> <li>• experience of working in an international environment (D)</li> <li>• experience of teaching IB chemistry courses (D)</li> <li>• successful record of supporting students with excellent progress and results (D)</li> <li>• experience of working with students of different language / educational backgrounds (D)</li> </ul>
Personal skills and attributes	<ul style="list-style-type: none"> <li>• An excellent and innovative classroom practitioner (E)</li> <li>• Willingness to contribute to the life of a busy boarding school (E)</li> <li>• Willingness to contribute to the development of the maths department (E)</li> </ul>

	<ul style="list-style-type: none"> <li>Efficiency, enthusiasm, flexibility and team spirit (E)</li> </ul>
<b>References and Pre-employment Checks</b> <i>St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.</i>  <i>Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.</i>	
References	Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.
Identity, right to work and qualifications	Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.
Police checks / DBS	Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. <b>Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.</b>
Health questionnaire	Satisfactory completion of a health questionnaire.
Prohibition order checks	Prohibition order checks will be carried out for all teaching positions, including a check of any EEA sanctions or restrictions, and for senior management positions as appropriate.

HOW TO APPLY	
Applications	Applications must be made using the College's standard application form which can be found on the College website at <a href="http://www.stclares.ac.uk/recruitment">www.stclares.ac.uk/recruitment</a> .  CVs will only be accepted if accompanied by a St Clare's application form.
Email	Applications should be submitted by email to <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a>
Contact us	Email: <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a> Tel: 01865 552031
Deadline for applications	This role will close at 9am on Friday 03 September 2021.  We would encourage and welcome early applications, as these are reviewed and shortlisted upon receipt. We reserve the right to interview, appoint and close adverts earlier due to the volume of applications we receive.
Selection Process	As part of the interview process you will be asked to prepare and possibly teach a Chemistry lesson on an agreed topic.