JOB DESCRIPTION

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

JOB SPECIFICATION	
Title of Post	Teacher of Business Management
Purpose of Role	To teach Business Management to students on the International Baccalaureate Diploma programme (Year 12/13) and on our Pre-IB programme (Year 11).
Overview	Humanities (known as Individuals & Societies subjects within the IB) are an integral part of the IB diploma programme. All students must take at least one humanities subject, although many opt to take two. Business Management is a popular subject which has been offered at higher level for many years at the college, and the intention is to offer it at standard level from September 2022. IB Business Management 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. 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 humanities course has a trimester structure, with students choosing a different subject each trimester. Humanities 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. There are currently around 35 students enrolled in our Pre-IB programme. The successful candidate can expect to teach both courses. The ability to teach another Humanities subject such as Economics, History or Global Politics would be considered an advantage.
Reporting Structure	Currently there are nine members of the Humanities department, including two joint heads of department. Subjects taught are Business Management, Economics, Environmental Systems & Societies, Geography, Global Politics, History and Psychology. The Humanities Department occupies a well-appointed group of classrooms in a building which is shared with the languages and music departments.
Key Responsibilities	Teaching Business Management (see schedule of duties). The person appointed would also act as a Personal Tutor to approximately 12 students. The role of personal tutor carries an additional allowance of £3914 per annum. All teachers are expected to lead an extra-curricular CAS activity group.
TERMS AND CONDITIONS	
Terms of Employment	Either Full-Time or Part-time applicants will be considered.
Place of Work	131 Banbury Road, Oxford, OX2 7AL
Hours of Work	Classes are timetabled between 9.00 and 16.30 and meetings can last up until 1800 on some nights. 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.

Probationary Period	6 months
Notice Period	3 or 6 months depending on the leaving date
Salary/Pay	For an experienced teacher (5+ years), this is likely to be £41,944 per annum, if part time this will be pro rata accordingly. 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 lunch is provided in the College dining hall on working days and when students are in residence.

PERSON SPECIFICATION *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:*	
Education and qualifications	• Relevant degree (E) • PGCE or equivalent (D)
Knowledge, skills and experience	• ability to teach your subject to IB level (or A2 level, or equivalent) (E) • experience of working in an international environment (D) • experience of teaching IB Business Management courses (D) • successful record of supporting students with excellent progress and results (D) • experience of working with students of different language / educational backgrounds (D) • ability to offer a second humanities subject (D)
Personal skills and attributes	• An excellent and innovative classroom practitioner (E) • Willingness to contribute to the life of a busy boarding school (E) • Willingness to contribute to the development of the humanities department (E) • Efficiency, enthusiasm, flexibility and team spirit (E)

References and Pre-employment Checks *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.* *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.*	
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.* *Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.* *If you don't already have the legal right to work in the UK, we strongly recommend that you use the **Home Office website** to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.*
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.*

	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.
Health questionnaire	*Satisfactory completion of a health questionnaire.*

HOW TO APPLY	
Applications	Applications must be made using the College's standard application form which can be found on the College website at www.stclares.ac.uk/recruitment. CVs will only be accepted if accompanied by a St Clare's application form.
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Contact us	Email: recruitment@stclares.ac.uk Tel: 01865 552031
Deadline for applications	This role will close at 9am on **Monday 28th March 2022**. Applicants who have been selected for interview will be contacted by **Tuesday 29th March** at the latest.
Selection Process	Interviews will take place in the week commencing **28th March or 4th April**. Applicants will be asked to teach a Business Management lesson and may also take part in a teacher-led discussion on an agreed topic with a group of our students.

SCHEDULE OF DUTIES: TEACHERS AT ST. CLARE'S, OXFORD

The following duties shall be deemed to be included in the professional duties which a Teacher may be required to perform.

1 *Teaching*

In each case having regard to the curriculum for the College the Teacher shall:

a) plan and prepare courses and lessons including associated written documentation such as schemes of work, lesson plans, and other documentation as required

b) teach, according to their educational needs, the students assigned to them, including setting and marking work to be carried out by the students in school and elsewhere

c) assess, record and report on the students' development, progress and attainment

d) promote the general progress and well-being of individual students and of any class or group of students assigned to them.

2 *Assessments and reports*

The Teacher shall:

a) provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.

b) make records of and reports on the academic, personal and social needs of students

c) communicate and consult with parents or guardians of students following agreed procedures.

3 *Performance Development*

The Teacher shall participate in arrangements for the appraisal of their performance and that of other teachers.

4 *Professional training and development*

The Teacher shall:

a) review from time to time, within the context of the performance development scheme and at other times, their methods of teaching, programmes of work and other aspects of their work as a Teacher to ensure that they remains up-to-date with current best practice;

b) undertake significant and continued training and professional development, in relation to subject or area of teaching, teaching methods, and other aspects of professional work as a teacher

- through participation in activities arranged by the Employer taking place in working time through attendance at relevant courses, meetings, etc

- through other activities undertaken by the Teacher, such as reading, private study, acquiring additional relevant qualifications etc

c) maintain a log of activities undertaken as continuing professional development, demonstrating the follow-up to areas identified for development in personal professional reviews under this Clause.

5 *Educational methods*

The Teacher shall advise and co-operate with the Principal, Vice Principals, Course Directors and other teachers, either individually or as a group, on the preparation and development of courses of study,

teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

6 *Discipline*

The Teacher shall maintain good order and discipline among the students.

7 *Health & safety*

The Teacher shall safeguard students' health & safety both when they are authorised to be on the Employer's premises and when they are engaged in the College's activities elsewhere.

8 *Staff meetings*

The Teacher shall participate in meetings at the College which include discussion on the progress of students, the management of activities relating to the curriculum, organisation and pastoral functions of the College, and other meetings as required from time to time.

9 *Cover*

The Teacher shall supervise and/or teach students when a Teacher is not available to teach them, at the request of the Principal, or other senior members of staff.

10 *Public examinations*

The Teacher shall participate in arrangements for preparing students for public examinations and in assessing students for the purposes of such examinations; recording and reporting such assessments; and participating in arrangements for students' presentation for and supervision during such examinations.

11 *Management*

The Teacher shall:

a) contribute to the selection, appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers

b) co-ordinate and or manage the work of other teachers

c) take such part as may be reasonably required of them in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College

d) participate in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for teachers in the College and the ordering and allocation of equipment and materials.

12 *Other activities*

The Teacher shall:

a) communicate and co-operate on College business with persons or bodies from outside the College

b) arrange and undertake with student's activities which complement and support academic work, e.g. field trips, study visits, excursions

c) attend meetings of students, as required

d) arrange and engage in extracurricular activities with students to a significant extent

e) take part in or lead other activities as reasonably directed by the Principal or other Senior Staff.

13 *Pastoral*

The Teacher shall:

a) assist when required in pastoral care of students

b) act if required as a Personal Tutor to oversee all aspects of welfare, development and progress for a designated number of students including academic, personal, spiritual and physical aspects of students' lives, encompassing residential life as well as other aspects of the College outside the classroom.