



JOB DESCRIPTION – Teacher of Physics

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 Physics
Purpose of Post	To teach Physics to students on the International Baccalaureate Diploma programme and our one year Pre-IB 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. Physics is offered at both Higher and Standard Level and is a popular subject with around 30 students per year group choosing it. IB Physics 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. There are currently around 40 students enrolled in our Pre-IB programme.</p> <p>The successful candidate can expect to teach on both courses. We would also welcome applications from candidates seeking a full-time role who can offer Physics in combination with either Maths or Computer Science.</p>
Reporting Structure	<p>This role reports to the Head of Science.</p> <p>There are currently 8 members of the science department, including the Vice-Principal Academic and the Vice-Principal Pastoral, both of whom teach 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 Physics (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 (£3,914/pa).</p> <p>All teachers are expected to lead a CAS activity group.</p>
TERMS AND CONDITIONS	

Terms of Employment	Part-time, permanent contract to start late August 2022, with around a 60% timetable envisaged. A full-time role would also be available for a well-qualified applicant also able to teach mathematics or computer science.
Place of Work	139 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 leave date
Salary / Pay	For an experienced teacher (5+ years), this is likely to be £41,994 per annum.
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 2018 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 outlet units on working days and when students are in residence.
PERSON SPECIFICATION	
<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"> • Relevant degree (E) • PGCE or equivalent (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> • ability to teach your subject to IB level (or A2 level, or equivalent) (E) • knowledge of GCSE / IGCSE curricula (D) • experience of working in an international environment (D) • experience of teaching IB physics courses (D) • successful record of supporting students with excellent progress and results (D) • experience of working with students of different language / educational backgrounds (D) • experience of teaching maths or computer science (D)
Personal skills and attributes	<ul style="list-style-type: none"> • An excellent and innovative classroom practitioner (E) • Willingness to contribute to the life of a busy school (E) • Willingness to contribute to the development of the maths department (E) • Efficiency, enthusiasm, flexibility and team spirit (E)
References and Pre-employment Checks	
<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</i>	

<p><i>establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.</i></p> <p><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></p>	
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. 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 <i>pre-requisite</i> 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 https://stclares.ac.uk/contact-us/recruitment-and-careers/ 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
Post	Alternatively, send to: Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Email: recruitment@stclares.ac.uk Tel: 01865 552031
Deadline for applications	This role will close once a suitable applicant is appointed. An early application would be welcomed to allow interviews to take place before the Easter break on 8 th April.