



## JOB DESCRIPTION – Teacher of Mathematics

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 Mathematics (Part Time)
Purpose of Post	To teach Mathematics to students on the International Baccalaureate programme and the Pre-IB programme.
Overview of Role	<p>Maths is a required subject for all IB and Pre-IB students - about 270 students. For this position the teacher is expected to teach new IB mathematics courses at SL and HL, as well as contribute to teaching on the Pre-IB mathematics course.</p> <p>Class size is a maximum of 16 and the students are invariably well-behaved and keen to learn. These are optimal conditions for a teacher to plan and deliver excellent lessons in a supportive and collegial environment. Teachers new to the IB receive induction and ongoing support as appropriate (including an IB accredited subject workshop).</p> <p>The Pre-IB course is a college-devised programme which offers up to one year of preparation in a range of subjects (with particular focus on improving English) 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. Maths is an important component of the Pre-IB Maths course and is compulsory for all students. Students are streamed according to ability. The course forms an essential preparation for the IB course, and selected students have the option of taking a Maths IGCSE qualification.</p> <p>The IB Diploma course requires all students to study Maths, and all 4 new programmes are offered: Analysis &amp; Approaches or Applications &amp; Interpretations at both SL and HL.</p> <p><b>Mathematics: Analysis and Approaches</b> is intended for students who wish to pursue studies in mathematics at university or subjects that have a large mathematical content. At HL, the course is suitable for strong mathematicians who wish to study mathematics at university, or subjects with a substantial mathematics content such as engineering or physics.</p> <p><b>Mathematics: Applications and Interpretation</b> is intended for students who enjoy describing the real world and solving practical problems using mathematics. At HL, the course is suitable for strong mathematicians who wish to study social sciences, psychology, economics, business management, medicine or design at university.</p> <p>The college is also keen to offer IB Computer Science as a new course from September 2022, so applications from individuals able to teach this subject would be particularly welcome.</p>
Reporting Structure	<p>This role reports to the Head of Mathematics, and ultimately to the Vice-Principal Academic.</p> <p>Currently there are 5 members of the department, including the head of department. There are 4 full-time teachers as well as the Assistant Principal (Academic) who teaches a fraction of a full timetable.</p>

	Maths is taught in a group of well-appointed classrooms. Each is equipped with an interactive whiteboard, Data projector, and ordinary whiteboard. There is a designated department workroom.
Key Responsibilities	Teaching Mathematics (see schedule of duties)  The person appointed would also act as a Personal Tutor to approximately 12 students (with additional allowance of £3,914 per annum)  All teachers are expected to lead a CAS activity group.
<b>TERMS AND CONDITIONS</b>	
Terms of Employment	Part-time permanent contract starting from September 2022. Teaching roughly 50% timetable, although applications are welcome from people seeking fewer or more hours.
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 £41,944 per annum, this will be pro-rated accordingly.
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.
<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 and PGCE (or equivalent) (E)</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>• ability to teach IB computer science (D)</li> <li>• knowledge of GCSE / IGCSE curricula (D)</li> <li>• experience of working in an international environment (D)</li> <li>• experience of teaching IB maths courses (D)</li> <li>• successful record of supporting students on GCSE / IGCSE / A2 programmes, 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> <li>• Efficiency, enthusiasm, flexibility and team spirit (E)</li> </ul>
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**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.
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.

<b>HOW TO APPLY</b>	
Applications	Applications must be made using the College's standard application form which can be found on the College website at <a href="https://stclares.ac.uk/contact-us/recruitment-and-careers/">https://stclares.ac.uk/contact-us/recruitment-and-careers/</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>
Post	Alternatively, send to: Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
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 on Monday 4 April. Interviews will take place in the week commencing 4 <sup>th</sup> April.