

JOB DESCRIPTION - Teacher of History (Maternity Cover)

Full-time or minimum Part-time 0.6

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 History (Maternity Cover for up to one academic year)
Purpose of Role	To teach History to IB Diploma students (Years 12 – 13) and Pre IB programme students (Year 11).
Overview	<p>Humanities courses (known as “Individuals and Societies” courses by the IB) are an integral part of the IB diploma programme. All students must take at least one I & S subject, although many opt to take two.</p> <p>History is offered at both Higher and Standard Level and is a very popular subject often with more than 40 students per year choosing to study it. 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. St Clare's History results are consistently excellent, and many students go on to study the subject at leading universities both in the UK and overseas.</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 study at St Clare's for the whole year, others join the programme for one or two terms.</p> <p>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 for them 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.</p>
Reporting Structure	Reporting to the Heads of Humanities
Key Responsibilities	Teaching History and helping to run the annual Model United Nations. The person appointed would also act as a Personal Tutor to approximately 12 students
TERMS AND CONDITIONS	
Terms of Employment	<p>This is a fixed term maternity cover contract commencing on 1st September 2023 and anticipated to last for the whole academic year (appropriate notice would be given if the permanent post-holder returns to work earlier than expected).</p> <p>The contract can be full-time or part-time 0.6.</p>

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.
Salary/Pay	Salaries for teachers are based on the St Clare's pay scale according to qualification and experience. For an experience teacher (5+ years) the full-time salary is likely to be in the region of £43,500 per annum. An additional allowance of c£4,000 per annum is paid for Personal Tutor responsibilities.
Pension	The teacher will be enrolled into the Teachers' Pension Scheme.
Life Assurance	The College provides additional cover to that provided by the Teachers' Pension Scheme.
Meal	A free lunch is provided in the College dining hall on working days and when students are in residence.
Other Benefits	<ul style="list-style-type: none"> • (Travel) Season ticket loan • Employee Assistance Programme • Subsidised gym membership

PERSON SPECIFICATION

The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:

Education and qualifications	<ul style="list-style-type: none"> • A relevant degree (E) • PGCE or equivalent teaching qualification (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> • Experience of teaching History to post 16 students (E) • Experience of teaching History on the IB Diploma (D) • Experience of working in an international environment (D) • Successful record of supporting students with excellent progress and results (D) • Experience of working with students of different language/educational backgrounds (D) • A commitment to safeguarding, equal opportunities and inclusion (E)
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 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.
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.
Prohibition order checks	Prohibition order checks will be carried out for all teaching positions 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 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
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 at 9am on Friday 12 th May 2023. Early applications are welcomed and the college reserves the right to interview for and offer the post ahead of the application deadline.

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 him or her, 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 him or her.

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 his or her performance if required.

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, his or her methods of teaching, programmes of work and other aspects of his or her work as a teacher to ensure that he or she remains up-to-date with current best practice.
- b) undertake 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 and 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, Deputy Principal, Vice Principal, 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 *Public examinations***
The Teacher shall participate in arrangements for assessing students for public examinations and supervision of students during such examinations.
- 10 *Management***
The Teacher shall:
a) take such part as may be reasonably required of him or her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College;
b) participate in administrative and organisational tasks related to such duties.
- 11 *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 students, activities which complement and support academic work.