



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, with possibility for Head of Subject
Purpose of Post	<p>To teach Physics to students on the International Baccalaureate (IB) Diploma programme and the Pre-IB programme.</p> <p>For the right candidate, there may also be the possibility of the Head of Physics role.</p> <p>Additionally, applications would be welcome from candidates who can offer Physics in combination with either Maths or Computer Science.</p>
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 the average class size for IB physics is currently 7. 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.</p> <p>The successful candidate can expect to teach both years of the IB Diploma programme at Higher and Standard Level. There may also be a small amount of Pre-IB teaching.</p> <p>There are currently eight members of the science department and 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> <p>We would also welcome applications from candidates who can offer Physics in combination with either Maths or Computer Science.</p>
Reporting Structure	This role reports to the Head of Science.
Key Responsibilities	<p>Teaching (see also schedule of duties attached)</p> <ul style="list-style-type: none"> • Teaching IB Physics at higher and standard levels • Teaching Pre-IB Physics • An opportunity to teach Maths and/or Computer Science to both IB and Pre-IB students, depending on the skills, experience and qualifications of the applicant.

	<p>Personal Tutor</p> <ul style="list-style-type: none"> To act as a Personal Tutor to approximately 12 students <p>In addition, all teachers are expected to lead an extra-curricular/CAS activity group.</p> <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The Teacher of Physics may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>
<p align="center">PERSON SPECIFICATION</p> <p><i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i></p>	
Education and Qualifications	<ul style="list-style-type: none"> Relevant honours degree (E) PGCE or equivalent (D)
Knowledge, Skills and Experience	<ul style="list-style-type: none"> Ability to teach Physics to IB level (or A2 level, or equivalent) (E) Experience of working in an international environment (D) Experience of teaching IB physics courses (D) Proven record of successfully 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) A commitment to equal opportunities and inclusion (E) Possess a thorough understanding of child protection and safeguarding issues (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 school (E) Willingness to contribute to the development of the Science department (E) Efficiency, enthusiasm, flexibility and team spirit (E)
<p align="center">TERMS AND CONDITIONS</p>	
Terms of Employment	Full-time, permanent contract to start late August 2024.
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	<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> <p>Classes are timetabled between 9.00 and 16.30 and meetings can last up until 1800 on some nights.</p>
Probationary Period	Six months
Notice Period	Three or six months depending on the leave date.
Salary/Pay	<p>Salaries for teachers are based on the St. Clare's pay scale according to qualifications and experience.</p> <p>An allowance is also paid for Personal Tutor responsibilities and for Head of Subject if applicable.</p>

Pension	A contributory defined contribution (DC) pension scheme is offered following a 3-month deferment period. St Clare's will pay a sum equivalent to 20% of salary subject to the employee making contributions of at least 5%.
Meal	A free meal is provided in the College dining hall on working days and when students are in residence.
Other Benefits	<ul style="list-style-type: none"> • Life Assurance • Cycle to Work scheme • Employee Assistance Programme

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	<p>Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent.</p> <p>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.</p>
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	<p>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/</p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p>
Email	Applications should be submitted by email to recruitment@stclares.ac.uk
Post	<p>Alternatively, send to:</p> <p>Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL</p>
Contact Us	<p>Email: recruitment@stclares.ac.uk</p> <p>Tel: 01865 552031</p>
Deadline for Applications	<p>This role will close 9am on Thursday 29th February 2024</p> <p>Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available.</p>
Selection Process	<p>Interviews will take place before the Easter break begins on 27th March 2024.</p> <p>Applicants will also be asked to prepare and teach a lesson on an agreed topic. There will be an opportunity to look around the College and meet other colleagues on the day of the interview.</p>

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.