

## JOB DESCRIPTION – Teacher of Computer Science (Part-time)

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   |  |
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| <b>Title of Post</b>  | Teacher of Computer Science  |
| <b>Purpose of Post</b>  | <p>To teach Computer Science to students on the International Baccalaureate Diploma programme and the Pre-IB programme</p> <p>This is a part-time requirement, however there may be some scope to offer a full-time contract if the successful candidate can teach another required subject at IB and Pre-IB level.</p>  |
| <b>Overview of Role</b>   | <p>All IB students (c240 students) must study a Group 4 Science subject and St Clare's is aiming to introduce Computer Science as part of the IB Diploma course from September 2025 to broaden the range of options available to students. As a result, we are seeking an experienced and enthusiastic teacher of the subject.</p> <p>The role represents an excellent opportunity for a dedicated teacher to teach in the uniquely dynamic and supportive environment at St. Clare's. The College is a place of innovation and collaboration, with highly engaged students and small class sizes ensuring that teaching is a real pleasure. An individual approach, where students are highly motivated and stimulated by their studies, leads to excellent working relationships.</p>  |
| <b>Reporting Structure</b>  | <p>This role reports to the Head of Science.</p> <p>There are currently seven members of staff in the Science department and the department currently includes Biology, Physics, and Chemistry.</p>  |
| <b>Key Responsibilities</b>   | <p><b>Teaching</b> (see also schedule of duties attached)</p> <ul style="list-style-type: none"> <li>• Teaching IB Computer Science at higher and standard levels (higher classes have four hours teaching a week and standard classes have three hours a week)</li> <li>• Teaching Computer Science to Pre-IB students</li> <li>• Leading an extra-curricular CAS activity group</li> </ul> <p><b>Personal Tutor</b></p> <ul style="list-style-type: none"> <li>• The teacher may also act be asked to act as a Personal Tutor to approximately 12 students.</li> </ul> <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 Computer Science 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> |
| PERSON SPECIFICATION  |  |
| <i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience</i> |  |
| <b>Education and qualifications</b>   | <ul style="list-style-type: none"> <li>• Relevant honours degree and PGCE (or equivalent) (D)</li> </ul>   |

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| <b>Knowledge, skills and experience</b>   | <ul style="list-style-type: none"> <li>• Ability to teach the subject to IB level (or equivalent) (E)</li> <li>• Experience of working in an international environment (D)</li> <li>• Experience of teaching the IB Computer Science course (D)</li> <li>• Successful record of supporting students with excellent progress and results (E)</li> <li>• Experience of working with students from different cultural, language and educational backgrounds (D)</li> <li>• Possess a thorough understanding of child protection and safeguarding issues (E)</li> <li>• A commitment to equal opportunities and inclusion (E)</li> </ul> |
| <b>Personal skills and attributes</b>   | <ul style="list-style-type: none"> <li>• An excellent and innovative classroom practitioner (E)</li> <li>• Excellent interpersonal skills to enthuse and motivate students (E)</li> <li>• Willingness to contribute to the life of a busy boarding school (E)</li> <li>• Willingness to contribute to the development of their department (E)</li> <li>• Efficiency, enthusiasm, flexibility and team spirit (E)</li> </ul>  |
| <b>TERMS AND CONDITIONS</b>   |  |
| <b>Terms of Employment</b>  | <p>Permanent part-time contract to start September 2025.</p> <p>It is anticipated that the successful teacher will teach around 20-40% of a full timetable.</p> <p>This is a part-time requirement, however there may be some scope to offer a full-time contract and applications are welcome from teachers wishing to teach more hours who can also offer a another required Pre-IB or IB diploma subject.</p>   |
| <b>Place of Work</b>  | 139 Banbury Road, Oxford, OX2 7AL  |
| <b>Hours of Work</b>  | <p>Classes are timetabled between 9.00 and 16.30 and meetings can last up until 1800 on some evenings.</p> <p>The academic year for IB teaching is 35 weeks, from late August until mid-June, with breaks at the end of term and mid-term in October and February.</p>   |
| <b>Salary / Pay</b>   | <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.</p>   |
| <b>Probationary Period</b>  | Six months   |
| <b>Pension</b>  | 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%.  |
| <b>Notice Period</b>  | Three or six months depending on departure date  |
| <b>Meal</b>   | A free meal is provided in the College outlet units on working days and when students are in residence.  |
| <b>Other Benefits</b>   | <ul style="list-style-type: none"> <li>• Life Assurance</li> <li>• Cycle to work scheme</li> <li>• Employee Assistance programme</li> </ul>  |
| <b>References and Pre-employment Checks</b>   |  |
| <p><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</i></p> |  |

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.

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| <b>References</b>                                 | 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. |
| <b>Identity, right to work and qualifications</b> | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.   |
| <b>Police and DBS checks</b>                      | Police checks/Disclosure and Barring Service checks will also be undertaken for which employees/ prospective employees are required to provide information and consent.<br><br>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.                              |
| <b>Health questionnaire</b>                       | Satisfactory completion of a health questionnaire.   |
| <b>Prohibition order checks</b>                   | Prohibition order checks will be carried out for all teaching positions and for senior management positions as appropriate.  |

#### HOW TO APPLY

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| <b>Applications</b>              | Applications must be made using the College's standard application form which can be found on the College website at <a href="http://www.stclares.ac.uk/recruitment">www.stclares.ac.uk/recruitment</a> .<br><br>CVs will only be accepted if accompanied by a St Clare's application form. |
| <b>Email</b>                     | Applications should be submitted by email to <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a>   |
| <b>Post</b>                      | Alternatively, send to:<br>Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL  |
| <b>Contact us</b>                | Email: <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a><br>Tel: 01865 552031  |
| <b>Deadline for applications</b> | This role will close 9am on Friday 7 <sup>th</sup> March 2025<br><br>Earlier applications are welcomed, and the College reserves the right to shortlist when a suitable field is available.   |
| <b>Selection Process</b>         | Interviews will take place w/c 17 <sup>th</sup> March 2025<br><br>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.                            |

## 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 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, their methods of teaching, programmes of work and other aspects of their work as a teacher to ensure that they remain 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 them 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.