



# Westminster Abbey Choir School

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## Teacher in charge of Science

(January 2019)

**The closing date for applications is Wednesday 27<sup>th</sup> June**

### TEACHING SCIENCE AT WESTMINSTER ABBEY CHOIR SCHOOL

The Headmaster wishes to appoint a teacher of science who is in sympathy with the demands of a small choir school, who shows real inspiration in the laboratory and will contribute actively to the life of the school. He or she will take responsibility for the teaching of science throughout the school (currently about 11 hours actual teaching per week which, with additional supervisory duties, amounts to 0.75 FTE salary). The present science teacher has a full-time post, since it includes some additional teaching and it is likely that a similar arrangement could be made for the successful applicant. If so, the application should indicate additional curriculum areas offered.

The current science syllabus leads towards Common Entrance papers in Physics, Chemistry and Biology at 13+ (or in some cases to academic scholarship examinations). Science has a high profile in the school, and the boys gain much enjoyment from it.

The department is well-resourced with a purpose built laboratory incorporating an interactive whiteboard, data logging equipment and all other materials and apparatus necessary to promote active pupil engagement in practical science. Opportunities exist in the surrounding area for environmental studies.

All staff contribute to the extra-curricular programme of the school, and they undertake occasional weekend duties.

Teaching at Westminster Abbey Choir School is richly rewarding, but it is no easy option. Curriculum time is necessarily restricted on account of the boys' choral commitments, and it is important that staff are very well organised in order to make best possible use of the time available. Flexibility is essential, since it is not uncommon for the timetable to be adapted day-to-day to accommodate special musical events or rehearsals. Choristers tend to be sparky individuals who benefit from demanding, yet sympathetic academic teaching. All staff need to be committed to the ethos of a choir school and it is important that they appreciate the very considerable demands made upon the choristers in their charge.

## **JOB DESCRIPTION**

**JOB TITLE:** Teacher in charge of Science

**ACCOUNTABLE TO:** The Headmaster

**SUMMARY:** Westminster Abbey Choir school exists to educate and care for the 30 boy choristers of Westminster Abbey. All staff have an important pastoral and educational responsibility to ensure high academic standards in happy, secure children. The successful applicant will teach science throughout the school, contributing additionally to the wider curriculum and pastoral care of the pupils.

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **Teaching and learning**

- Planning and preparing lessons in accordance with school policy
- Teaching such students and groups/sets as are assigned
- Setting and marking work as required
- Promoting the progress and academic development of pupils, differentiating for ability where appropriate
- Recording and assessing progress
- Producing subject reports
- Preparing students for examinations to senior schools according to the specifications
- Developing resources within the department and ordering all materials required for teaching science to the 8-13 age range
- Producing lively displays within the laboratory and elsewhere
- Promoting science generally within the school.

#### **Other responsibilities**

- Upholding the Abbey's code of conduct
- Maintaining good order and discipline amongst pupils, safeguarding their health and safety and actively implementing the school's policies on rewards and sanctions
- Acting as a form tutor if required
- Supporting pupils as appropriate at major school events and in other activities, e.g. plays, concerts, matches etc
- Attending formal parents' meetings and communicating with parents at other times as necessary
- Attending morning assembly
- Attending school lunch on teaching days
- Attending staff meetings and briefings
- Undertaking supervisory duties as required including some weekends
- Playing a full role in the wider life of the school, contributing actively to the extra-curricular programme and (depending on the extent of the contract) offering an evening duty until 8.00 p.m. once or twice a week.

#### **Professional development**

- Participating in the school's appraisal process for teachers
- Attending appropriate INSET and training
- Attending statutory safeguarding training and first aid training courses

#### **General**

- carrying out any other duties as required

## **CANDIDATE PROFILE**

### **Teacher in charge of Science**

*This section outlines the knowledge, skills and abilities the job holder needs in order to fulfil the requirements of the post. 'Essential' criteria are those that the job holder absolutely must have in order to do the job. 'Desirable' criteria are those qualities that would be either useful, or an advantage or those which the job holder can be trained to do.*

#### **Essential skills, aptitudes, knowledge & experience**

The successful candidate will:

- have good academic qualifications at degree level or above and be able to demonstrate excellent subject knowledge
- be capable of delivering dynamic and effective lessons to the full age and ability range of pupils in the School
- demonstrate positive and effective relationships with pupils, colleagues, parents and carers;
- have highly effective communication skills;
- be organised, energetic and self-directed;
- have a flexible approach;
- be sensitive to the particular opportunities and challenges of teaching in a very small choir school and be able to fit comfortably into a small, collaborative team of staff;
- have a good working knowledge of safeguarding and a strong commitment to the welfare and development of pupils
- be able to support the Christian ethos of the school and the shared Abbey values;
- have experience of teaching science preferably at KS2 and KS3

#### **Desirable skills, aptitudes, knowledge & experience**

**It would be desirable for the successful candidate to:**

- have Qualified Teacher Status or equivalent
- have experience of teaching in an independent preparatory school
- be able to offer teaching or coaching in a second subject if required

*This Job Profile will be kept under review and may be amended by the Dean and Chapter of Westminster from time to time. Any proposed changes will be discussed with the post holder.*

*Westminster Abbey aims to foster a working environment which is a caring, supporting community.*

*The school is committed to safeguarding and protecting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Details of the safeguarding policy can be found on the website: <http://www.abbeychoirschool>*



