

WELLINGTON  
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## Job Description

<b>Job Title:</b>	Teacher of Chemistry
<b>Date:</b>	September 2018
<b>Department:</b>	Chemistry
<b>Reports To:</b>	Head of Chemistry
<b>Responsible For:</b>	n/a

### Purpose of the Position:

To fulfil the teaching requirements as directed by the Head of Department, according to the overall aims of the school.

To offer support to the learning, pastoral and co-curricular needs of individual students through the school's pastoral policy, core values and five 'I's.

### Departmental Information

#### Background

The Chemistry Department consists of 8 full time members of staff and 4 technicians. It is housed in 7 well-equipped teaching labs, one Sixth Form lab and a Harkness discussion room. Students enter the College in Year 9 and are part of a science rotation which aims to offer inspirational lessons; we focus on fostering independence and developing lab skills during each 10-week cycle. In Year 10 and 11 the students follow the Edexcel IGCSE course where we offer both the Chemistry IGCSE and the Double Science IGCSE. Over 90% of our students currently opt for the Separate Science qualifications. Both the A Level and IB Chemistry courses are available Post-16, with 207 students currently studying beyond IGCSE. All students benefit from being taught by chemistry specialists.

The facilities in the department are in the process of undergoing renovation, phase one is complete with a brand-new set of classrooms and laboratories. The second phase will begin this summer to modernise a further 3 classrooms and associated laboratories. All labs are equipped with a minimum of two fume hoods and we have 4 experienced technicians available to help support and advise on practical work.

#### Academic Objectives

Chemistry plays a crucial role in developing students' problem solving and analytical skills. The practical element of the course ensures the students can generate an understanding on a macroscopic level which enables us to then link sub-microscopic and symbolic theories to these ideas. As a department, we seek to:

- Encourage staff to contribute new ideas to our SOW which could enhance the quality of the courses offered
- To teach enthusiastically with the aim of fostering a love of the subject beyond examinations
- Coordinate events which encourage students to ask questions and not be afraid to be fearless when approaching unfamiliar concepts in science
- To add value to the development of each student to ensure they maximise their potential
- Support students with the development of their practical skills throughout their time at Wellington and have an awareness of the post-16 examination requirements for practical chemistry
- Promote a love of reading in areas such as Popular Science
- Encourage and support student entry to national science competitions such as the C3L6, Chemistry Olympiad and a wide variety of science essay competitions
- Identify students who have potential to flourish as a scientist beyond Wellington College and support them with their development towards this
- Ensure our own understanding and knowledge of the examination requirements are up to date and helps maximise the progress of students in external exams
- Work as part of a STEM faculty and promote a greater awareness of the importance of STEM subjects for the future

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### **Results**

In 2017, the Chemistry department achieved the following examination results

A level (AQA): 26% A\*, 83% A\*-A

IB HL DP: mean point score: 6.04

IGCSE Chemistry (Edexcel): 67% A\*, 87% A\*A and 100% A\*-C

### **Extension**

The Chemistry Department offers a wide range of extension opportunities which are made possible by the enthusiastic and committed members of the department. These include organising lectures and participating in Science Society aimed at both the younger and senior students in the College. Staff are also expected to be involved in coordinating visits to universities and to work as part of the STEM team to inspire and provide intellectual challenges for our potential future scientists. Staff are also encouraged to be involved in preparing students for Oxbridge interviews both for students within the College and those which are part of the Independent State School Partnership (ISSP). Many of our students proceed to university to read Chemistry, Natural Sciences, Biochemistry and Medicine.

### **Outreach**

As a department, we are committed to supporting the outreach opportunities available at Wellington College. We have strong links with Wellington Academy and the wider Wellington community. The department are regularly involved with ISSP opportunities which include events such as an annual Chemistry Conference every April.

### **IT & Devices**

The Chemistry Department believes strongly that ICT and multi-media technology can enrich both student learning and teaching effectiveness in the classroom. All students are required to enter the College with an inkable device, along with this staff make the most of the wireless projectors and use the OneNote package as a tool to enhance the students' learning.

### **Academic Responsibilities**

Staff are expected to teach effectively and safely in our classrooms and laboratories. The department provides schemes of work for each course and staff are expected to ensure they have a full awareness of the course and examination requirements for each class. In preparation for practical lessons, risk assessments are to be carried out by the teacher to ensure all lessons provide a safe environment for staff and students.

### **Staff Development**

We are a department who constantly seek to improve in both our knowledge of our subject specialism and teaching and learning. We are enthusiastic about identifying and sharing successful ideas for the ability range of our pupils. We seek to develop our teaching skills, techniques and IT use to implement best practices. The disseminating and sharing best practice amongst our teachers is crucial to gaining a greater understanding of the examination process. INSET meetings are often held to standardise our marking and review the exam board feedback from previous external examinations.

### **Main Tasks and Responsibilities:**

In addition to the general duties of a teacher at Wellington (see Purpose of the Position), the post holder is expected to:

- teach across the full age range from year 9 to year 13
- teach a standard timetable allocation (currently around 36 lessons of 60 minutes in a twelve-day timetable cycle)
- play a role in the extra-curricular life of the Department, including contributing to: off-timetable workshops, extension programmes, pre-university seminars, competitions, etc.

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- make a positive contribution to the efficient running of the Department, including setting and marking examinations, attending departmental meetings, undertaking administrative and other tasks as delegated by the Head of Department
- enhance the quality of teaching and learning in the Department and wider College through sharing resources and good practice, lesson observation, collaborative teaching, mentoring and active participation in continuing professional development
- actively safeguard and promote the welfare of children
- support the College's aims and objectives for teaching and learning
- adhere to and promote all College policies and procedures

**Beyond the Classroom**

All teachers at Wellington are expected to contribute fully to the extra-curricular and pastoral life of the College. It is the norm for teachers to coach sport at the appropriate level and to help deliver service or CCF activities on Wednesday afternoons. As tutors, teachers are allocated to a Boarding or Day House and are responsible for monitoring and enhancing the academic and pastoral welfare of a group of pupils within that House. This involves meeting the pupils regularly both individually and as a group, liaising between teachers and parents, taking supervision duties in the house and being involved generally in the House community.

The College expects its teachers to contribute whole-heartedly to other aspects of school life by drawing upon their own interests and enthusiasms. The richness of the school depends upon teachers who, for example, coach games, direct plays, support and organise Society meetings and take pupils on trips to concerts/theatre locally and in London.

A full seven-day-a-week boarding school such as Wellington must obviously look after and cater for the pupils entrusted to it at weekends. Staff should be aware that Wellington teaches on Saturday mornings and expects teachers to participate enthusiastically in the activities that are offered to pupils during weekends including: sport, social events, Chapel services, musical rehearsals and many other things.

<b>Person Specification:</b>	
<b>Educational Attainment</b>	
<ul style="list-style-type: none"> <li>• Good level degree in a directly related subject (essential)</li> <li>• Master's or Post-Graduate qualification in a related subject (desirable)</li> <li>• 3 A Levels, IB or equivalent</li> <li>• 8+ GCSE A*-C (English and Maths essential) or equivalent</li> </ul>	
<b>Knowledge and Experience</b>	
<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Thorough knowledge of the (13-18) subject Curriculum – GCSE/IGCSE and A/IB level</li> <li>• Involvement in extra-curricular activities (professional, amateur or voluntary)</li> </ul>	<ul style="list-style-type: none"> <li>• Recognised teaching qualification, such as a PGCE, or equivalent experience</li> <li>• Teaching experience at A/IB level</li> <li>• Awareness of Safeguarding requirements and good practice within a boarding school setting</li> <li>• High level of IT literacy</li> </ul>
<b>Skills and Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• be capable of delivering inspirational and informative lessons to the full age and ability range of pupils at the College</li> <li>• be able to demonstrate a positive and authoritative rapport with Senior and Junior pupils</li> <li>• excellent and effective classroom management skills</li> <li>• have excellent communication skills to enable effective dialogue with pupils, parents, staff and visitors</li> <li>• be organised and self-motivated, with a proven record for meeting targets and deadlines</li> </ul>	

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- have a sharp and progressive vision of the subject and of teaching and learning in a successful and dynamic school
- able to perform well and remain professional whilst under pressure
- be a dedicated team-player, who strives for excellence and leads by example
- be committed to boarding school life and willing to engage in a range of extra-curricular activities
- be tactful and discreet, whilst mindful of observing Safeguarding and professional standards
- demonstrate a strong commitment to personal continuous professional development
- display a smart and professional appearance, representing the College in a positive manner

**Essential Values, Behaviours and Attitudes**

All employees are expected to actively promote and demonstrate the five core values of the College:

- Kindness
- Integrity
- Respect
- Responsibility
- Courage

In addition, the College expects all staff to show ambition and display curiosity both personally and professionally with a focus on encouraging these behaviours within the pupil body.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of College business.

In exceptional circumstances, the Post holder will be required to undertake other duties and responsibilities of a similar post in order to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All employees are required to ensure that all duties and responsibilities are discharged in accordance with the College Statement of General Policy. They should take reasonable care for their own Health and Safety and that of others who may be affected by what they do or do not do. Staff should correctly use work items provided by the College, including personal protective equipment in accordance with training and instruction.