

WELLINGTON
COLLEGE



Job Description

Job Title:	Postgraduate Teacher of Chemistry
Date:	Sept 2017
Department:	Chemistry
Reports To:	Head of Chemistry
Responsible For:	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 and core values.

Departmental Information

The Chemistry Department now has 8 full-time teachers, several of whom have other major responsibilities around the College, plus four technicians. The department currently delivers the Edexcel IGCSE course (separate science and double science), the AQA A level and the IB at Higher and Standard levels. The position advertised is for a full time teacher of Chemistry.

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 post-grad timetable allocation (currently around 18-24 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.
- 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

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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.

Person Specification:

Educational Attainment

- Good level degree in a directly related subject in Chemistry or another suitable subject such as Biochemistry/Pharmacology/Natural Sciences (essential)
- Master's or Post Graduate qualification in a related subject (desirable but not essential)
- 3 A Levels, IB or equivalent
- 8+ GCSE A*-C (English and Maths essential) or equivalent

Knowledge and Experience

Essential	Desirable
<ul style="list-style-type: none"> • Excellent understanding of Chemistry • Involvement in extra-curricular activities (professional, amateur or voluntary) 	<ul style="list-style-type: none"> • Teaching experience of any type • Ability to prepare students for Oxbridge entrance to Chemistry and other related courses such as Biochemistry/Natural Sciences. • Awareness of Safeguarding requirements and good practice within a boarding school setting • High level of IT literacy

Skills and Personal Qualities

We recognise that a postgrad teacher will not yet have these qualities. Therefore we are looking for someone with the character, personality and ambition to learn and develop these whilst undertaking the role.

Teacher qualities:

- be capable of delivering inspirational and informative lessons to the full age and ability range of pupils at the College
- be able to demonstrate a positive and authoritative rapport with senior and junior pupils
- have excellent communication skills to enable effective dialogue with pupils, parents, staff and visitors
- be organised and self-motivated, with a proven record for meeting targets and deadlines
- 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

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- 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 the College's 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's 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.