



## **EASTER REVISION COURSE TUTOR 2023**

**Subject specialists required in Physics**

### **THE SCHOOL**

Ipswich School has been listed as one of the top 100 schools in the country and is certainly one of the foremost independent schools in East Anglia. We were established prior to 1399, although we moved to our present site in 1852. We have over 1,100 pupils aged between 3 months and 19 years and are fully co-educational.

### **EASTER REVISION COURSE AT IPSWICH SCHOOL**

We are preparing for our 2023 Easter Revision programme which is open to final year GCSE and A Level students from any school.

Ipswich School, Suffolk's top independent school, is a perfect place for students to study. Our focused and intensive revision courses are designed to prepare students thoroughly for their GCSE and A Level exams and to help them realise their full potential. The courses will motivate students and provide them with a structured learning environment to boost their knowledge and confidence as well as focus on examination preparation.

Our 2023 course will be structured as follows:

#### **A Level:**

Week 1: Monday 3 April - Thursday 6 April (4 days)

Week 2: Tuesday 11 April - Friday 14 April (4 days)

A Level courses will take place over 4 full days in each of the two weeks. It will, therefore, be possible for a student to take 2 subjects over the two-week programme.

#### **GCSE:**

Week 1: Monday 3 April - Thursday 6 April (4 days)

Week 2: Tuesday 11 April - Friday 14 April (4 days)

GCSE courses will take place over either 4 mornings or 4 afternoons in each of the two weeks. It will be possible for a student to take 2 subjects in any one week or up to 4 subjects over the two-week programme.

Find out more by visiting: <https://easter-revision.ipswich.school/>.

## THE POST

You will join a team of experienced teachers who will deliver our revision programme across a 2-week period during the Easter holidays 2023. We are currently recruiting experienced teachers for our A level and GCSE courses.

You can opt to teach for either one full week, or two full weeks; please confirm your preference when applying.

## DUTIES AND RESPONSIBILITIES:

Your main responsibilities will include:

- Teaching - delivering courses of specified content to groups of children (in class/online).
- Planning and Implementation - preparing lessons in accordance with Ipswich School policies and relevant examination specifications. You will need to have a thorough knowledge of your subject and the means of assessment at GCSE and A Level.
- Assessment - marking and assessing students' work.
- Administration - maintaining appropriate records of attendance and assessment, and providing written reports at the end of the course.
- Student Welfare - promoting and safeguarding the welfare of all students in line with Ipswich School's Safeguarding policies and procedures.

*This list is not exhaustive and duties may be changed or added to as determined from time to time. You will be reporting directly to the Easter Revision Course Director.*

## PERSON SPECIFICATION

We are looking for well-qualified teachers with a proven track record of teaching success, who can demonstrate the following:

Essential Skills/Experience	Highly desirable
<ul style="list-style-type: none"><li>● A good first degree in a relevant discipline.</li><li>● PGCE/QTS or other suitable teaching qualification.</li></ul>	<ul style="list-style-type: none"><li>● Further subject-related qualifications</li></ul>
<ul style="list-style-type: none"><li>● Recent experience of teaching your subject(s) at relevant level(s).</li><li>● A thorough grasp of the assessment requirements at GCSE and/or A level, ideally for more than one of the main examination boards.</li></ul>	<ul style="list-style-type: none"><li>● Involvement in the marking of GCSE and/or A Level examination scripts for a recognised Awarding Body.</li></ul>

<ul style="list-style-type: none"> <li>● An ability to communicate effectively both orally and in writing.</li> <li>● The ability to devise and implement a range of teaching strategies to promote learning and enjoyment of a subject.</li> <li>● An ability to carry out administrative tasks accurately and efficiently to meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>● Good IT skills and an ability to use ICT to good effect in the classroom.</li> </ul>
<ul style="list-style-type: none"> <li>● Detailed knowledge of GCSE and/or A Level specifications and curriculum initiatives.</li> <li>● An awareness of and commitment to the ethos of Ipswich School.</li> </ul>	
<ul style="list-style-type: none"> <li>● A genuine enthusiasm for your subject(s) and desire to communicate this to students.</li> <li>● A commitment to overcoming barriers to learning.</li> <li>● An ability to inspire confidence.</li> <li>● A positive attitude to the use of authority and maintaining student discipline.</li> <li>● An ability to strike a good professional rapport with students, parents and staff.</li> <li>● Being a positive role model.</li> <li>● The ability to maintain confidentiality and work within GDPR and Data Protection legislation.</li> <li>● A commitment to safeguarding and promoting the welfare of children and young people, and adhere to and comply with the School's Child Protection Policy statement at all times.</li> </ul>	

## HOURS OF WORK/REMUNERATION

- This is a temporary/fixed term post.
- Teaching starts daily at 9.30 am and ends daily at 4.30 pm, with a one hour break within each day.
- The remuneration will be competitive. The hourly rate is likely to be between **£27 and £35** per hour, depending on your experience and qualifications. Remuneration arrangements will be discussed more fully on application/interview.
- Remuneration for the Easter Revision Course 2023 will be calculated on the conclusion of the course and paid directly to your bank account by BACS in April or May 2023 (depending on the payroll processing cut off periods).

- Teachers at Ipswich School are members of the Teachers' Pension Scheme and the appropriate employee and employer contributions will be taken from your earnings unless you choose to opt out of scheme membership.
- Free lunch is provided on the days you are teaching.

## **CLOSING DATE AND INTERVIEW ARRANGEMENTS**

Please advise us of any special requirements you may have if you are called for an interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms, and letters of application, should be returned **by no later than noon on 14 March 2023 to: Alison Knights, Director of Human Resources, Ipswich School, 25 Henley Road, Ipswich, Suffolk IPI 3SG, [hr@ipswich.school](mailto:hr@ipswich.school).**

Candidates shortlisted for interview will be advised as soon as possible after the closing date.

If we have not been in touch with you by 31 March 2023 then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.

## **PLEASE NOTE**

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School policy on the recruitment of ex-offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of the children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Child Protection and Safeguarding Children Policy at all times. If, in the course of carrying out his/her duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to the School's Designated Safeguarding Lead (the Senior Deputy Head, Pastoral for Senior School pupils, the Prep Deputy Head for Prep pupils and the Nursery Manager for The Lodge Day Nursery).
- Ipswich School's employees are expected to attend training in safeguarding children as directed.
- Applicants are advised that in the interests of the health and safety of all its pupils and employees, Ipswich School operates a *No Smoking Policy* and employees are expected to comply with the statutory restriction on smoking in public places.

March 2023