

IB Biology Teacher
Whitgift Online Easter IB Revision Course
Fixed-Term contract: 9 – 16 April 2021

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 pupils and over 100 boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

Whitgift has been an IB World School since 2004. Whitgift students' results are among the best in the world, placing us top 20 worldwide and top 10 in the UK.

During the Easter holidays Whitgift will run its own online IB revision course. The programme, which has been specifically designed by Whitgift's Director of IB and International Education Office, is designed to appeal to girls and boys in their final year of the IB Diploma Programme, who are from all over the world.

Our course will run for 1 week from Monday 12 to Friday 16 April 2021 with new staff induction days and course set up on 9 April 2021.

OUTLINE OF POST

We are seeking to appoint an inspirational IB teacher to teach Biology online at our 2021 Easter revision course. Teachers at the Easter course report to the Course Director.

MAIN DUTIES AND RESPONSIBILITIES:

Lesson Planning

- Create subject-specific schemes of work for the 15-hour morning course and 8-hour afternoon courses
- Plan well-structured, well-paced, varied, innovative and enjoyable student-centred online IB revision classes within subject specialisms
- Plan relevant and engaging online revision sessions based on your students' individual learning needs
- Plan activities and course content which differentiate appropriately for those studying the subject at Higher and Standard Levels
- Produce an effective diagnostic/formative assessment for the beginning of the course and appropriate assessments throughout

Teaching

- Teach online in an inclusive, motivational and inspirational way, ensuring a high quality of provision in response to learners' needs
- Create a positive learning environment in which every single student can learn and feel empowered to contribute and make real progress
- Set self-guided study resources and practice tests for the evenings

Monitoring & Assessment

- Undertake an initial diagnostic test to assess students' needs
- Ensure that students are studying at the correct pace
- Assess students' work as required and provide useful incidental and live feedback
- Provide evidence of students' progress and to maximise every student's potential to learn

Academic Administration

- Contribute at least one subject-specific blog post to the IB Revision Course website
- Undertake all required administration and paperwork related to this IB revision programme, such as lesson plans, assessment documentation and class registers

Behaviour management

- Manage students' behaviour and conduct, and deal with any incidents that may arise, in order to provide a safe, positive and harmonious learning environment and to uphold the good name of the Whitgift Easter IB Revision Course

Welfare

- Be constantly mindful of students' attitude, performance and conduct in order to ensure their physical and emotional well-being and to inform the Course Director of any concerns

Meetings & Training

- Attend and contribute to course-related meetings with the Course Director or Head of IB
- Undertake induction with Course Director and Head of IB before the beginning of the course

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

All Whitgift Easter IB Revision Course Staff must:

- Attend the induction training prior to the Easter Course start date – full details to be confirmed
- Commit to safeguarding and promoting the welfare of all course participants (student and staff) at all times
- Maintain the good reputation of Whitgift School and Whitgift Easter IB Revision Course

- Provide the best possible learning, social and cultural experience for the students
- Provide a high-level of customer care to students and all those associated with them
- Act in a thoroughly professional manner, which includes:
 - working cooperatively with colleagues
 - following the guidelines in Easter course staff handbooks regarding the standards expected in your job and how to deliver them
 - providing full and proper planning and recording documents as required
 - complying with all legal and professional organisation requirements
 - presenting yourself well; being of smart appearance, appropriate to the role and using appropriate language

QUALIFICATIONS/EXPERIENCE

You will have a university degree and be a well-qualified teacher (PGCE or equivalent) with experience teaching the IB course in your specialist field. Teachers who have completed IB-recognised professional development are particularly welcome to apply. You need to have a high standard of professionalism, be able to work at a fast pace and cope efficiently with the ability to quickly assess individual students' needs. You must have a passion for teaching as well as an imaginative and creative approach, with a focus on student-centred learning. You will be able to deliver engaging and inspiring revision classes using up-to-date resources. Proven experience in online teaching is essential.

FURTHER INFORMATION

Whitgift Easter IB Revision Course staff benefit from:

- Onsite parking
- Accrued Holiday Pay – based on 33 days per annum (25 days plus 8 bank holidays) pro rata to weeks worked which equates to a rate of 14.5% subject to tax, NI and pension if applicable.

CONDITIONS OF SERVICE

This position is offered as a 1-week fixed-term contract.

Teachers will work a 5-day week, Monday to Friday. Core working hours are expected to be 8:30am to 4:15pm, Monday to Friday. The week includes 23-hours contact teaching time. Lesson planning and administration tasks may need to be completed outside these times.

The rate of pay for the post will be £60 per contact teaching hour, plus holiday pay.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit <https://www.whitgift.co.uk/about-us/current-vacancies>. For any queries, please telephone 020 8633 9924 or e-mail easter@whitgift.co.uk.

Applications will be reviewed daily, and interviews may occur at any stage. The School reserves the right to appoint at any stage of the recruitment process. We invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo safeguarding and child protection screening including checks with past employers and the Disclosure & Barring Service.