



# CLAIRE'S COURT

## Application Pack

### **Teacher of Science**

(Chemistry or Physics specialist preferred)

### **Potential**

### **Head of Year Opportunity**

Required for September 2024

# Our School

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Our curriculum extends far beyond the basics and offers a myriad of opportunities and stimuli. The boys and girls experience an education that equips them for life in an ever-changing, fast-paced and challenging world.

At Claires Court, we aim to develop our boys and girls to succeed in life, and we achieve this by having a strong and coherent learning philosophy called the Claires Court Essentials. Our Key Values underpin these essentials, and together, they help to develop happy young people with deep feelings of self-worth and self-belief. As an all-through diamond structure school, we offer girls and boys the unique opportunity to thrive in surroundings that best suit their learning and social needs.

As educators, we ensure that we provide multiple opportunities that enable access for children, build a have-a-go mentality, and develop interests in diverse areas. Whatever a child's starting point in life, developing their internal motivations to succeed is the most effective way of ensuring they will be successful as learners and collaborative members of their society.

**Nursery (co-ed 2-4+) Juniors (4-11)**  
**Senior Boys and Girls (11 – 16), Sixth Form (co-ed 16-18)**



# The Role

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We seek to appoint an enthusiastic and passionate Teacher of Science (Chemistry and/or Physics specialist preferred, experienced at KS3 and 4) (with the opportunity for a Head of Year role for the right candidate) to join our highly committed and professional team. The post would suit a practitioner committed to raising standards at all levels, delivering excellent lessons and enthusing pupils through their passion for teaching.

As Head of Year you would lead the pastoral development for an academic year group, supporting the transition from year to year and ensuring excellent pastoral care, ongoing personal development, and co-curricular involvement. In addition, Heads of Year facilitate academic progress through excellent communication between students, teachers, form tutors and parents. No previous experience as Head of Year is required.

This full-time post working at our Senior School is required from September 2024 and is suitable for newly qualified teachers and those with more experience.

To be successful in this role, you must be:-

- Suitably qualified with QTS in the appropriate age range and experience teaching Science at KS3 and Chemistry or Physics at KS3 and KS4 (There may be the potential for Teaching KS5 in the future)
- Capable of consistently delivering excellent lessons.
- Be passionate about pastoral care, with relevant skills and experience.
- An enthusiastic team player, willing to participate fully in the School's extra-curricular programme and broader school life.
- Engaged with the School's ethos, thinking creatively and reflectively within an open, honest, hardworking team.
- Ready to utilise the benefits of an independent curriculum that is innovative and flexible in terms of delivery and content.
- Appreciates the benefits of using digital technology in teaching and learning.

Above all, you must want the best for our pupils and put their needs first. You recognise the importance of educating the whole child within a broad curricular and co-curricular programme and achieving high standards.

In return, we offer a positive working environment, supportive colleagues, and regular professional development and training opportunities. Our timetables, class sizes and school culture also support a healthy work-life balance.



# Job Specification

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## **Job purpose:**

*Teaching role:* To be an effective and caring professional committed to personal and professional development, with thorough curriculum knowledge, who can effectively teach and assess so pupils achieve and thrive at school.

*Head of Year role:* Lead the pastoral development for an academic year group, supporting the transition from year to year and ensuring excellent pastoral care, ongoing personal development, and co-curricular involvement. To lead the academic liaison for an academic year group to ensure that excellent communications are developed and maintained between students, teachers, form tutors and parents.

## **Teacher responsibilities:**

- Teaching Staff must also have regard for the Teachers' Standards as set out by the Department for Education.
- Contribute to the whole school's aims, values, policies and practices, especially those concerning the pastoral care of pupils.
- Lead and support through participation in extra-curricular activities.
- Effectively teach students of all abilities by planning, preparing and delivering engaging and challenging lessons, enabling them to progress in their learning.
- Use appropriate classroom management strategies to maintain high levels of behaviour and discipline and deal promptly and effectively with misbehaviour following school policies.
- Where appropriate, use ICT in the preparation and delivery of lessons, in the tracking and reporting of pupils and in accordance with the general professional expectations of teaching staff.
- Recognise each student individually, for instance, liaising with the SENCO and EAL coordinators and supporting the gifted and talented.
- Write and deliver regular reports on pupil progress to parents and guardians, giving clear and constructive feedback following school policies.
- Develop own teaching practice and support colleagues' development, in line with whole school initiatives.
- Be responsible for identifying and participating in further professional development and continuous INSET as appropriate/required to maintain a thorough and up-to-date subject knowledge and broader developments relevant to your work\*
- Assist the HoD in developing new schemes of work/programmes of study and updating current schemes of work/programmes of study.
- Attend staff meetings, pastoral meetings, open evenings and parents' evenings (and other functions of a similar nature) as deemed necessary by the Senior Management Team.
- Undertake any additional responsibilities, including cover work and participation in the school's arrangements for continuous performance management, as the senior leadership team occasionally requires.

## **Head of Year Responsibilities:**

- Oversee the pastoral care of pupils in your year group by liaising with form tutors / subject teachers and direct any interaction with parents.
- Be aware of all Safeguarding protocols.
- Ensure that individual pupil problems are identified and proactive planning is in place to reduce future issues of a similar nature.

- Take responsibility for behaviour and general conduct in your year group, including tracking rewards and sanctions.
- Analyse and act upon information on the progress and development of the pupils in your year group to ensure that each is learning as effectively as possible. In conjunction with the Deputy Head of Teaching and Learning, this will involve monitoring the pupils' academic performance in each subject area using academic data, value-added scores, objective testing and other performance data; intervening and supporting as necessary to deal with any underperformance, liaising with the Deputy Head Teaching and Learning and Heads of Department as necessary.
- Attendance at HOD/HOY meetings.
- Organise/oversee assemblies for the academic year that will support the PSHEE and British values work and support issues for your year group.
- Develop and ensure that rewards/prizes are organised and celebrated at assemblies.
- Develop the PSHEE/SMSC and British values work and support the Form Tutors in delivering the programme.
- Ensure that the relevant specialists that interact with each year's group are organised, whether Claires Court members or outside agents.
- Chair Form Tutor meetings and deliver minutes to the Deputy Head Pastoral.
- Meet termly with the Deputy Head Pastoral and discuss policy for the year group(s), making recommendations as appropriate.
- Oversee the running of parents' evenings for their year groups, considering the content of other staff (subject teachers, form tutors) and ensuring the accuracy and quality of reporting.
- Organise elections for the Year group to ensure your year group are represented at school council meetings
- To lead on activities week for your year group

### **General Responsibilities**

- Work safely for your protection and the protection of others (see also Health and Safety policy).
- Responsible for safeguarding and promoting the welfare of children and young people, and we aim to create and maintain a safe environment for our pupils where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security.
- Complete and attend all safeguarding and child protection training as required by the school.
- Ensure compliance with the General Data Protection Regulation (GDPR) requirements and the School's Privacy Notice for Staff.

(\*NB: this is in addition to the in-house INSET sessions held at the beginning and end of each term, which all staff are expected to attend per the published staff term dates calendar)

### **CO-CURRICULAR**

The School has a vigorous and varied co-curricular programme, and subject to timetable arrangements, the successful applicant will be expected to deliver two or more after-school activities.

After-school activities take place each Monday to Friday during term time. The programme is wide-ranging, but we offer some examples of sports coaching, sailing,



drama, arts and crafts, and music and study groups.

Activities agreed on at the beginning of each term – please note that full-time staff members are expected to offer at least two activities and part-time staff members are usually expected to provide at least one, depending on their timetable arrangements.

*Due to the nature of the work, the post holder will be engaging in regulated activity with children.*

*All responsibilities outlined in this job specification are subject to review and change from time to time.*



# Job Specification

The School will seek evidence of the following criteria from:-

- Application form
- Letter of application
- References
- Interview
- Qualification certificates

Education, training and qualifications	Essential	Desirable
Qualified to degree level (or equivalent), holding QTS in the appropriate subject and age range.	✓	
Knowledge and understanding	Essential	Desirable
High level of subject knowledge and current senior curriculum requirements.	✓	
Up-to-date knowledge of the characteristics of high-quality teaching and strategies for improving and sustaining high standards of learning and achievement for all pupils.	✓	
Thorough understanding of current education policies and practices, particularly Safeguarding and Health and Safety.	✓	
Experience	Essential	Desirable
Applicants must have experience teaching Science at KS3 and Chemistry or Physics at KS3 and KS4. There maybe potential for KS5 in the future.	✓	
Experience as a Head of Year		✓
Skills	Essential	Desirable
Create a happy, challenging and effective learning environment.	✓	
Able to teach pupils of all abilities and ages to a high standard, utilising excellent classroom teaching skills to enhance pupil learning.	✓	
The ability to deliver the curriculum imaginatively and excitingly.	✓	

Personal qualities	Essential	Desirable
Passionate about Pastoral Care	✓	
Show kindness and empathy towards all.	✓	
Strong interpersonal skills to effectively communicate with staff, parents and pupils.	✓	
Good team player, willing to make a full contribution to the work of the department and the extra-curricular programme.	✓	
Enjoy leading within your role and keen to take on additional responsibilities and progress towards a management role in the future.		✓
Committed to the protection and safeguarding of children and young people.	✓	
Understands and is willing to uphold, the core values of Claires Court.	✓	
Well organised with high expectations of achievement and behaviour.	✓	
Must be willing to comply with all School policies and procedures.	✓	
Other		
Ability to travel other sites, as required.	✓	





# Further Information

## EQUAL OPPORTUNITIES

It is the policy of Claires Court Schools to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

## SAFEGUARDING STATEMENT

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

In addition to an assessment of their ability to perform the duties of the post applied for, candidates invited to attend for interview should expect further discussion relating to safeguarding and promoting the welfare of children.

## PRE-EMPLOYMENT CHECKS

In accordance with our Recruitment of Ex-offenders Policy, you are advised that all posts within the School will have the opportunity for unsupervised contact with children and therefore all shortlisted candidates will be required to complete a self-declaration form to declare any convictions, cautions, reprimands or final warnings that are **not "protected"** as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#). This is regardless of whether any such convictions, caution, reprimand or final warning is considered 'spent' or 'unspent'.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are "protected" and not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the [Disclosure and Barring Service website](#). **Having a criminal record will not necessarily bar you from working with us:** this will depend on the nature of the position and the circumstances and background of your offence(s).

## APPLICATIONS

To apply, please download an application form from our website. Completed application forms may be emailed to [recruitment@clairescourt.com](mailto:recruitment@clairescourt.com) (no agencies, please). Alternatively, please post completed forms to the following address:-

HR Department  
Claires Court Schools Ltd  
1 College Avenue  
MAIDENHEAD  
SL6 6AW

**Applications must be received by 8.00 am on Wednesday, 21 February 2024. Please apply early, as applications will be considered upon receipt; we reserve the right to interview/appoint prior to the closing date.**

NB: CVs will not be accepted in place of an application form but may be submitted as additional supporting documentation.



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# CLAIRES COURT HR

1 College Avenue  
Maidenhead  
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[www.clairescourt.com](http://www.clairescourt.com)

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