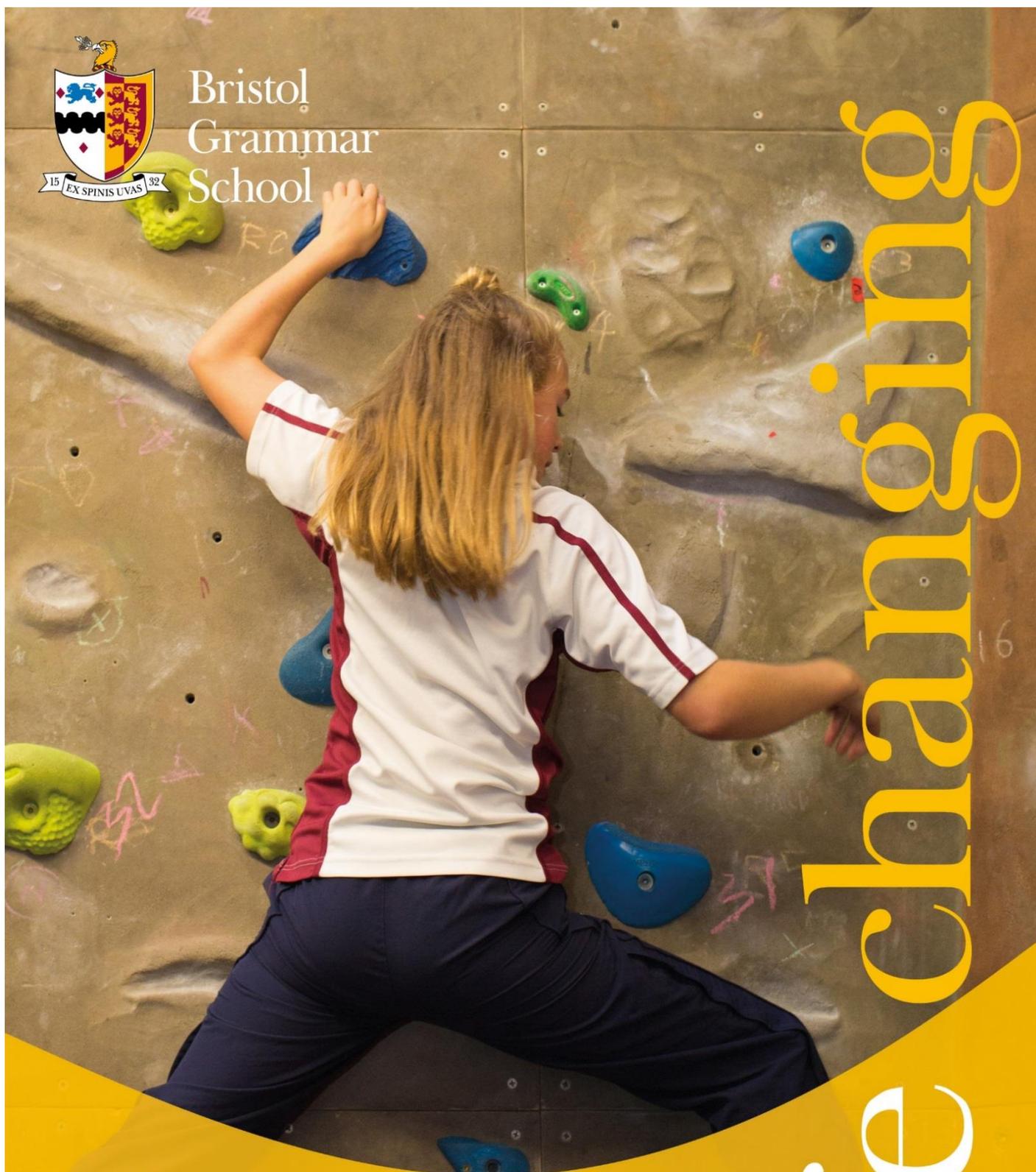




Bristol  
Grammar  
School



Life  
changing

## Job Description

Teacher of Chemistry  
(Temporary Part Time)

Bristol Grammar School: a company limited by guarantee, company number: 5142007  
Registered Office: University Road, Bristol, BS8 1SR. Registered Charity Number: 1104425

# Job Role Specification

**Post:** Part-Time (0.5) Teacher of Chemistry (maternity cover)

**Line Manager:** Head of Chemistry

**Anticipated start date:** 01 September 2018

## Outline of Department

We are seeking a well-qualified chemist to cover a maternity cover, to join a team of seven full-time teachers, one part-time teacher and two technicians. The successful applicant will be expected to be able to teach all levels and be proficient at using ICT to enhance learning. The ability to teach another Science to GCSE level is desirable.

In Year 7, Science is taught by a single teacher following a bespoke Junior Science course giving a foundation in the separate Sciences for further study in subsequent years.

Chemistry is taught as a separate science by subject specialists to all students from Year 8 onwards. All three science departments follow the IGCSE science framework during Years 9 to 11. In the Sixth Form there are usually four or five parallel sets each year. All Sixth Form Chemistry students will be following the linear AQA A Level course with their examinations at the end of the Upper Sixth. Lower Sixth students are not entered for AS Levels in subjects following linear specifications. Sixth-form sets receive 9 hours of teaching (in one-hour lessons) per fortnight and these are split between two teachers. From September 2018, the department will also be offering IB chemistry.

The department has an excellent record of success in public examinations; last year 75% of GCSE candidates achieved grades A\* to B, and 84% of 'A' level candidates gained grades A\* to B. Although our students are at the top end of the ability range, our GCSE sets will routinely contain future Oxbridge Science, Medicine and Engineering entrants together with students (able in other areas) who find Science difficult and require much support. The post therefore offers the opportunity of varied experience in the classroom and we are particularly looking for someone who can convey a real enthusiasm for the subject to all students.

The department comprises a very experienced and highly committed team and is housed in its own area with a suite of four well-equipped specialist laboratories. There are excellent preparation facilities and technical support; the provision of laboratory equipment is well above the average in term of quality and quantity. A range of video and ICT equipment is readily available for teaching, whether for computer simulation or data capture. Two sets of laptops are available for student use in the laboratories. The department has a friendly atmosphere; there is a general expectation that all teachers and technicians will draw from, and contribute to, the development of curriculum and other teaching materials. Homework is set and marked on a weekly basis in the Senior School and regularly, although more flexibly, in the Sixth Form.

Professional development is considered to be very important. All members of the Department are encouraged to take the opportunity to attend internal and external courses to enhance their professional skills.

## Duties and Responsibilities

- Contribute fully to the continuing development of Science within the School
- Contribute fully to the teaching of IGCSE and A Level Chemistry

## Particular duties of all teachers at BGS include:

- Keeping up-to-date with developments of their subject particularly having regard to matters relevant to the secondary school curriculum
- Planning lessons carefully and ensuring that appropriate resources are available
- Maintaining good classroom discipline having regard to the behaviour policy of the School
- Regularly marking work in accordance with the marking policy of the department

- Providing assessment information, report grades and feedback for learning as required by the assessment and reporting schedule
- Observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement and ensuring that they are implemented appropriately at all times
- In the first year at BGS, attending the induction programme meetings
- Acting as a Form Tutor unless other duties preclude this
- Acting as a House Tutor and supporting the Head of House in as wide a variety of House activities as possible
- Taking note of the special educational and health needs of individual students, following advice from the Director of Studies for Students' Learning Needs or Head of House or Director of Studies or School Nurse
- Referring concerns about the performance of students to the Head of Department
- Contributing to discussions of individual students or giving written advice on request from Form Tutors, Heads of Department, Director of Studies or Heads of House
- Attending Charter Day Service, Open Day, Entrance Exams, Prize Giving and other major School events
- Developing and maintaining good relationships with parents and the local community
- Contributing fully to the life of the School and to the co-curricular programme of the School
- Conforming to the School's Code of Conduct.
- Adherence to the School's safeguarding procedures

All teachers at BGS commit themselves to contribute fully to the life of the School in and outside the classroom. In addition to being an energetic and enthusiastic teacher, the person appointed will also be expected to make a contribution to school games and/or activities which can include almost anything of interest to both staff and students. Applicants should indicate their areas of interest and expertise.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

# Candidate Specification

It is expected that the Teacher of Chemistry will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable
A highly skilled and competent teacher who is energetic and totally committed to the ethos of the School and department	L	I E
Have experience of teaching KS3, KS4, KS5	L	E
Have experience of teaching IB chemistry	L	D
Be a graduate in Chemistry, another Science subject or a closely related discipline	L	E
Experience of preparing students for Oxbridge entrance	L	D
An enthusiastic and approachable nature		I E
Able to teach Chemistry at 'A' level	L	E
Ability to teach Biology or Physics to GCSE	L	D
Experience of preparing students for Oxbridge entrance	L	D
An up-to-date awareness of current issues relating to science teaching		I E
A sense of humour and an optimistic, resilient style when faced with pressure		I E
The ability to develop good working relationships with all members of the School community	L	E
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I E
Be able to create a challenging and effective learning environment for all students	L	I E
Plan a sequence of engaging lessons that builds on previous learning, with clear objectives and that encourages student progress and a sense of adventure		I E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L	E
Ensure that a range of teaching strategies are used that enables all learners to be highly motivated, enthusiastic and respond positively to challenge and high expectations	L	I E
Use assessment data to challenge and motivate students of all abilities and inform future planning and targets	L	I E
An up-to-date knowledge of teaching and training initiatives that can be used to enhance learning. (ICT literacy: iPads, software for recording and analysing students' performance)	L	D
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> <li>● Motivation to work with children and young people</li> <li>● Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>● Emotional resilience in working with any challenging behaviour</li> <li>● Professional attitudes to use of authority and maintaining discipline</li> <li>● Understanding of safeguarding and promoting the welfare of young people</li> </ul>	L	I E

## Working hours and conditions

<b>Working Hours</b>	Normal working hours will be those necessary to carry out the duties of the part-time post as Teacher of Chemistry. As with all maternity cover there is uncertainty as to how long the post will extend, however, a minimum of 28 days' notice of the end of this post will be given.
<b>Salary</b>	The salary will be determined by the BGS Teachers' Scale.
<b>Pension</b>	The School is part of the Teachers Superannuation Scheme and all teachers are automatically included in the Scheme.
<b>Lunch</b>	School lunch is provided during term time.
<b>Education</b>	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
<b>Sports Facilities</b>	Free use of school sports facilities.
<b>Library</b>	Free use of the school Library.
<b>Car Parking</b>	No car parking is provided during term time.

## Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

## How to apply

Application forms should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr R I MacKinnon, and should be sent to Miss Rose Moscrop, HR Administrator, Bristol Grammar School, University Road, Bristol, BS8 1SR, [bgshr@bgs.bristol.sch.uk](mailto:bgshr@bgs.bristol.sch.uk)

**The closing date for applications is Monday, 05 February, at 9am.**

**Interviews are currently planned for the week commencing 19th February 2018.**

***Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.***