



## Teacher of Chemistry

### **Working at St Joan of Arc Catholic School**

St Joan of Arc Catholic School is a comprehensive, Catholic, 11-18 co-educational school of 1250 students, including 200 in the Sixth Form. Academic results are consistently high and the school is heavily oversubscribed. At our most recent Ofsted inspection we were rated “a good school” with the behaviour and attitude towards learning of the students identified as “outstanding”. The last Diocesan inspection confirmed that the school is an “outstanding Catholic school”. As a large secondary academy we have many opportunities for both teaching and support staff.

### **An attractive and easily accessible location in south west Hertfordshire**

Situated on a greenbelt site in Rickmansworth, St Joan of Arc Catholic School is a 10 minute drive from the M25 motorway and there is ample parking for cars on site. The school is only a 5 minute walk from Rickmansworth station which is served by the Chiltern overground line (Aylesbury-Marylebone) and the Metropolitan underground line (Amersham - Aldgate). The school site is very attractive and is close to the town centre where there are numerous shops and services.

### **A strong ethos with clear vision and values**

The ethos of St Joan of Arc Catholic School is epitomised by the school’s mission statement – ‘Love Christ- Inspire Others’. Students and staff commit to the acts of love, service, respect, justice and faith. As members of the school community we are committed to serving each other, the pupils and the wider community. Spiritual, moral, social and cultural attitudes are “outstanding”.

### **Committed and friendly staff**

Our dedicated staff work hard, share a positive outlook and enjoy working and engaging with the students. New members of staff are made welcome and settle in quickly. There is a low turnover of staff each year although some move on due to advance their careers or to relocate. We provide in-house training for staff and combine this with access to external training courses as appropriate. Socially, the staff run a ‘Comforts Fund’, staff teas are held every Friday afternoon and there are regular social events. In addition staff are encouraged to support events run by the PFA.

### **Talented, committed and friendly students**

The students are from a diverse range of backgrounds and from a wide catchment area. At our most recent Ofsted inspection behaviour at the school was found to be ‘outstanding’. Students of all abilities make good or better progress throughout the school. Standards are identified as significantly above average because students have outstanding attitudes towards their learning and are keen to make the most of the opportunities that the school gives them. The school aims to develop each student to reach their potential and to develop into caring, active and well-rounded citizens. Students get on very well with each other because of the school’s emphasis on care and respect, they feel safe and pastoral systems are effective.

### **Our commitment to the staff**

The governors, headteacher and senior leadership team remain committed to recruiting high quality



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**Line Managed by: Curriculum Leader of Chemistry**

**Salary: Salary to be discussed at interview and placement on St Joan of Arc Catholic School pay scale will depend on qualifications and experience**

### **Purpose of Role:**

- To deliver the taught elements of the various Chemistry department courses as directed
- To support the work of the Chemistry department staff and students

### **Role & Responsibilities:**

- To meet the statutory Teachers' Standards
- To teach Science as directed on the Chemistry department qualification courses; currently GCSE and A Level Chemistry qualifications
- To implement assessment, recording and reporting systems to monitor student progress in accordance with national, school and departmental policy
- To undertake all necessary exam preparation and administration as required by the line manager
- To share in the supervision of Chemistry areas including arrangements made for the extended day
- To attend school and departmental meetings and INSET
- To work evenings during open days, Chemistry / Science department and whole school events as directed
- To undergo any training required in order to perform duties efficiently
- To engage actively in the Performance Management Review process
- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning
- To communicate effectively with the parents of students as appropriate
- To be a form tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the form tutor group as a whole

# JOB DESCRIPTION

- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in order aspects of school life
- To alert the appropriate staff to issues experienced by students
- To contribute to PSHEE and Citizenship according to school policy
- To apply the Behaviour Management systems so that effective learning can take place
- To teach students according to their educational needs, including the setting and marking of work
- To mark, assess and give written verbal and diagnostic feedback as required
- To promote the distinctive nature of a Catholic School
- To engage actively in the performance management process
- To continue personal development as identified
- To undertake any other duty as specified by School Teachers' Pay & Conditions Body (STPCB) not mentioned in the above
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate
- To show a record of excellent attendance and punctuality
- To adhere to the School's Dress Code
- To exercise a commitment to the school's missions statement and stated ethos including the equal opportunities policy, health and safety policy and all other current school policies
- To undertake any other duties or one-off tasks at the reasonable request of the Headteacher / SLT

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.

January 2016



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**It is expected that the person appointed will have the following qualifications, experience, knowledge / skills and personal qualities and / or special requirements for the post**

### **1. Qualifications**

- A good Honours degree or higher qualification
- Qualified Teacher Status or currently completing a course of professional training leading to QTS
- Any other relevant qualifications specific to this post

### **2. Experience**

- A proven record of successful classroom teaching
- Experience of teaching across the full age and ability range
- School experiences which have provided a thorough preparation for this post
- Experience of monitoring and evaluating students' progress
- Experience of initiating, implementing and managing developments within the subject area would be desirable
- Form tutor experience would be desirable

### **3. Knowledge / Skills**

- Knowledge of current educational issues
- Ability to teach up to Advanced Level is desirable, but not essential
- Administrative skills to support the work of the department
- Excellent classroom management skills
- The ability to communicate effectively with students and adults
- Secure knowledge of current curriculum developments
- Understanding of the learning process

### **4. Personal Qualities**

- Commitment to the best interests of the students
- Willingness to take responsibility
- Enthusiasm and sense of humour
- An ability to co-operate with colleagues
- Reliability and resilience
- Ability to use a variety of teaching strategies
- Ability to monitor and evaluate students' progress

# PERSON SPECIFICATION

- Excellent written oral and communication skills
- Excellent presentation skills and smart appearance
- Excellent organisation, prioritisation and time management skills
- Excellent classroom behaviour management skills
- Ability to use ICT to enhance teaching and learning

## **5. Special Requirements**

- Sympathy with the aims of a Catholic School
- Commitment to raising standards
- Commitment to safeguarding and promoting the welfare of children and young people
- An enthusiastic and effective team player

January 2016





## Science

The Science department is successful and forward looking. There is a team of talented teachers and technicians, who work hard to raise the attainment of students through their example of commitment and enthusiasm.

At KS3 we have developed our own bespoke course to accommodate GCSE commencing in Year 9 and all students study a programme encompassing elements of biology, chemistry and physics and pupil progress is good. At Key Stage 3 teachers are expected to teach across the three science disciplines. Many of our students make more than the expected progress at KS3.

At KS4 students are taught Biology, Chemistry and Physics by three specialist teachers. Teachers are not expected to teach outside their specialism. We currently offer Triple Award and Double Award Science (both AQA). GCSE results are consistently good and in 2016 70% of our students achieved at least 2 A\* to C passes.

At KS5 we currently offer Biology (AQA), Chemistry (OCR) and Physics (AQA) and are pleased that uptake of these courses is increasing; Physics has taught two groups for a number of years. A recent journey to the research facilities at CERN in Geneva was particularly popular. Biology field work is undertaken at recognised field study centres. Use has been made of the wide range of science experiences available in the London museums.

The Science department, enjoys the use of a suite laboratories and prep rooms which are awaiting a major reconstruction and refurbishment programme to be carried out in January 2018. There is a science staff work room for lesson preparation and assessment to be completed. Each laboratory has an IWB & digital projector. In addition we have access to computer suites around the school on a booking system and access to a wide array of multimedia resources. We make use of 'Doddle' electronic resources at KS3 and KS4. These are exciting times for the department. We are reviewing and updating the way we provide a challenging and enjoyable Science experience to our students across the key stages and new facilities will enhance the total experience we are able to provide. Opportunities always exist for colleagues to take a role in helping the department to take forward new initiatives and to contribute to the curriculum offered.

May 2017



## Chemistry

When making an application candidates should complete a copy of the Catholic Education Service (CES) Application Form for Teachers. Regretfully, CV's cannot be considered. To access the latest version of the application form please either go to the St Joan of Arc Catholic School website: [www.joa.herts.sch.uk](http://www.joa.herts.sch.uk) and select the 'Vacancies' Link. Here you will find the CES Application Forms link which will take you directly to the CES website. Alternatively, please go to [www.catholiceducation.org.uk](http://www.catholiceducation.org.uk)

The following documents should be completed:-

- **Teacher Application Form**
- **Recruitment Monitoring Form**
- **Rehabilitation of Offender Act 1974 Disclosure Form**

Please also read the 'Notes to Applicants' available on the CES website.

A supporting statement (letter of application) of no more than 2 sides of A4 should be submitted with your application.

Documents may be returned electronically to: [vacancies@joa.herts.sch.uk](mailto:vacancies@joa.herts.sch.uk) or posted to: **St Joan of Arc Catholic School, High Street, Rickmansworth, Hertfordshire, WD3 1HG.**

Please note that references will be obtained before interviews take place.

If you require further information regarding the post or your application please contact School Reception on **01923 773881** or email [vacancies@joa.herts.sch.uk](mailto:vacancies@joa.herts.sch.uk)

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