



JOB DESCRIPTION and PERSON SPECIFICATION

SUMMER COURSE SME TEACHER (SCIENCE / MATHS / ECONOMICS) (JUNIOR, PRE-GCSE and PRE-A LEVEL)

Introduction

Concord College is one of the UK and the world's premier international colleges. This reputation is based upon a combination of academic excellence, care for the individual student and professionalism amongst its staff.

Unlike some summer courses, Concord's is run by the school in which it is hosted. It is expected that Concord's Summer Course will reflect and reinforce the values and ethos of Concord College as a whole and of its Main Term provision.

The summer courses are British Council accredited English Language courses which run during the months of July and August for students aged 10 to 17 years. Science courses are also provided for students aged 10 to 17 years.

Our goal is to provide a high quality teaching programme along with a range of recreational activities to ensure students have an enriching and enjoyable experience within a safe and caring community.

Course Dates

Sunday 2 July to Thursday 27 July 2017

(3 days' induction will commence at 10am on Thursday 29 June)

Sunday 30 July to Sunday 20 August 2017

(2 days' induction will commence at 10am on Friday 28 July)

Please note: Induction training days are paid, contracted days and attendance is mandatory for all summer course staff.

Purpose of the Role

The Teacher will plan and present high quality lessons in their chosen subject, teaching in an engaging and motivational way. Teachers should prepare work aimed at the appropriate level of the students. As they come from a variety of countries and educational backgrounds, extension work should be available for those students who might have covered some work previously.

Qualifications/Experience

Teachers should hold a good quality degree in their chosen subject (Biology, Chemistry, Physics, Economics or Maths) and preferably have a PGCE in that discipline along with teaching experience.

A native speaking and writing level of English is essential to the post, as is experience of living or working in the UK.

Other desirable requirements:

A valid First Aid Certificate

BMB-D/KB/MP/NF/Jan 17

A full British driving licence with D1 category along with a willingness to drive a minibus.

Course Details

Junior Science

A General Science course for 10 to 12 year olds. This contains elements of Chemistry, Biology and Physics and will involve 'safe' practical work for students of this age, eg. limited access to boiling water, concentrated acids, etc. Our normal Summer Science emphasis on practical work will also apply to this group.

Students undergo an introductory test which gives an indication of any Scientific knowledge common to the group.

GCSE Level Science, Mathematics, Economics

This course is aimed at 13-15 year olds and is designed to reinforce or introduce topics up to GCSE level. Students will be able to choose 2 subjects to study from any two subjects:

- Biology
- Chemistry
- Economics
- Mathematics
- Physics

The syllabus will be interesting and stimulating with an emphasis on practical work that links to the theory covered. It is expected that students will have an English level sufficient to comprehend the work covered and instructions given.

The course will aim to introduce and enhance knowledge of key topics in each subject, together with important practical skills, harvesting and interpretation of data.

Up to 28 students will be recruited per subject and these will be split into 2 sets of maximum 14 students per set. The sets will be decided by a test on the first day of the course and generally will be by age and background knowledge in their chosen subjects as far as possible. All subject teachers will be involved in setting the tests.

Students often have limited practical experience and a strong feature of our courses is the follow-up to a theory topic with related practical work.

Laboratory Technicians are available to help with practical material and setting up practical work. Teachers are expected to plan lessons a week ahead and inform Technicians of their requirements at least 3 days ahead of a practical session. Some practical work may need more notice if the required preparation is over a period of more than 3 days.

Pre 'A' Level Science, Mathematics, Economics

The course is aimed at 15-17 year olds who have covered GCSE level work and are contemplating moving on to an 'A' level standard course in the future.

Examination of syllabi and past paper questions will be included so that students are prepared for the challenging standards required at 'A' level. Terminology in the syllabus specific to the subject should be discussed so students can read and comprehend syllabus material. Styles of examination papers should be studied with study skills appropriate to the types of question e.g. synoptic or essay questions. It would be useful if students could attempt a range of questions as theory material is taught. Theory should be taught in topics that are appropriate to the start of an A level course and which will 'bridge the gap' between GCSE and A level effectively. Mathematics concepts that will apply in A level should be introduced. The topics taught are not prescribed but can be at the discretion of the teacher for planning the scheme.

Main responsibilities/duties:

- administering a diagnostic test at the start of each course;
- thorough planning and organisation of materials for lessons. A workroom is set aside for lesson preparation and the Science, Maths and Economics Co-ordinator and Technicians will be available to offer guidance and support. The College has a considerable stock of teaching material and subject specific resources, a dedicated photocopier, laminator and good access to computers, the internet and printing facilities;
- taking registration at the start of each lesson;
- informing the Course Director or Assistant Course Director immediately of any student absences from registration or later classes via the intranet or using the prescribed routine;
- arriving promptly for each lesson and teaching until the bell;
- managing student behaviour and promoting good conduct both in and outside the classroom;
- being a positive role model for students and colleagues;
- being mindful of students' attitude, performance and conduct in order to ensure their physical and emotional well-being and informing the Course Director and/or Children's Safeguards Manager of any concerns;
- attending and participating in staff meetings – regular meetings are held, including a short staff meeting each weekday at 8.30am to enable any notices to be passed on to students during the first period;
- attending a minimum of one in-service training session;
- testing students on work covered at the end of each week, and at the end of the course;
- writing a report for each student at the end of the course on topics covered and identifying each student's progress, strengths and areas for improvement by the deadline requested by the Director of Studies/Science, Maths and Economics Co-ordinator;
- working as part of a duty team; duties will include general supervision, ensuring students leave recreational areas to return to their boarding residences for room check by 10.15pm, dealing with students' problems and supervising students on half day and full day excursions;
- supervising students during airport transfers.

Lesson observations will be undertaken by a member of the Academic Management Team on all teaching staff during the course. This forms part of the appraisal process.

Teachers are expected to dress appropriately for class to present a smart and professional appearance. Appropriate casual dress is allowed for recreational activities.

Teachers are expected to attend the prize-giving ceremony at the end of the course.

Further details and guidance on the responsibilities of the role will be provided in the Summer Course Staff Handbook and during induction.

Personal Attributes/Skills

- Reliable
- Adaptable
- Energetic and enthusiastic
- Ability to work under pressure
- A team player

- Tolerant
- Good communication skills

Hours of Work

Teaching a maximum of 28 x 45-minute lessons per week on the main timetable between 9am and 3pm; providing cover for the lessons of absent colleagues, as required. Each subject is allocated 14 lessons per week.

Contributing to the extra-curricular programme one afternoon or evening per week.

Carrying out specific duties, as allocated by the Course Directors, approximately once in every four days, in addition to half day and full day excursions on a rota basis.

Remuneration

Salaries and allowances are detailed on the attached rates of pay sheet. Figures are based on teachers working a full course and include holiday pay. The applicable breakdown is provided on contracts of employment.

A maximum of eight increments are awarded for an honours degree, a PGCE, each year of full-time teaching, for each summer's service with Concord and for other relevant qualifications. Teachers who are appointed as team leaders will receive an additional increment.

Salary is subject to tax and National Insurance deductions, as applicable. Staff will be paid at the end of the contract period by BACS or cheque, and should ensure they have a bank account which will accept a transfer or cheque in pounds sterling drawn on an English bank.

In addition to salary the College provides accommodation (a single study bedroom similar to those found in a university hall of residence), a laundry service and three meals a day.

Holiday Entitlement and Pay

All staff accrue paid holiday during their period of employment based on holiday entitlement of 28 days per annum pro-rata and entitlement is calculated based on full attendance during the course. It is possible to request one day's leave of absence (but no additional days) during the course for attendance at a graduation ceremony, job interview, family wedding or funeral, which must be agreed during interview or at the earliest possible opportunity. Pay may be reduced accordingly.

Special Conditions

All staff are expected to behave in a professional manner at all times, and to make the welfare of the students in our care a priority.

All teachers must undergo Child Protection screening which includes checks with past employers and the Disclosure and Barring Service. Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prior to an appointment being confirmed completed DBS checks and/or overseas police check documents which are satisfactory to the College **must** be provided. Original forms of identity documents, in accordance with DBS requirements must be brought to interview by applicants.

Teachers must comply with Concord's policies and procedures, including those relating to Staff Conduct, Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and report any concerns.

Please note:

Applicants must have a right to work in the UK. The College does not apply for work permits, visas or offer sponsorship to those applying from outside Europe.

The post of summer course teacher can be very demanding but also very rewarding and many teachers return to us year after year.