



JOB DESCRIPTION AND PERSON SPECIFICATION

TEACHER OF CHEMISTRY

Introduction

Academic staff are expected to teach to the highest possible professional standards and support and uphold the ethos, aims and objectives of the college. All teachers must familiarise themselves with, and adhere to, the many and various policies and systems by which the college is managed and students are cared for.

Teachers at the college are expected to be expert classroom practitioners who are able to enthuse their students and draw out of them the finest examination performances. Staff are in sympathy with the boarding ethos of the college, assisting with supervisory duties and also contributing to the broader cultural and/or sporting life of the college. Most teachers also take on the role of Personal Tutor.

Teachers report to the Head of Department, and ultimately the Principal.

Main duties and responsibilities include:

- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;
- evaluating and grading students' work, giving appropriate feedback and maintaining records of students' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials as directed by the Head of Department;
- selecting and using a range of different learning resources and equipment;
- preparing students for qualifications, including external examinations and as required;
- managing student behaviour in the classroom and on college premises;
- participating in regular departmental meetings, INSET, college training events, observation and professional review in order to maximise the quality of teaching;
- acting as personal tutor to a group of students as directed by the Head of House or Head of Year and Vice-Principal (Academic) or Head of Lower School;
- use of the SIMS database;
- supervising and, so far as is practicable, teaching any students whose teacher is not available to teach them;
- writing regular, informative and individual reports on students;
- promoting the general well-being of students and communicating with heads of houses, house parents and/or personal tutor responsible;
- participating in and organising extracurricular activities as appropriate and as required by the Head of Department and Senior Management;
- complying with policies and procedures, including the Staff Code of Conduct and those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns.

Qualifications:

- a high quality degree with Chemistry as the sole or significant focus
- a formal teaching qualification may be an advantage

Skills and Experience:

- the capability of teaching Chemistry expertly and confidently to all age groups 13-18, being up-to-date in his/her subject;
- a willingness to accommodate the needs of students from a variety of linguistic backgrounds is essential;
- confidence in IT and good IT skills, being able to pick up new procedures and routines quickly;
- effective and efficient administrative skills;
- the ability and willingness to contribute to the teaching of another science subject will be an advantage;
- the ability to contribute to the extra-curricular life of the College is essential;
- a background in boarding education may be an advantage;
- relevant experience in teaching, examining or in the commercial sector will be taken into account.

Personal Attributes:

The successful applicant should:

- be a passionate advocate of his/her subject;
- have good interpersonal skills and have the ability to work as part of a team;
- be generous in spirit – the role is likely to require hard work and a professional attitude to the commitment required in a boarding school;
- be able to communicate fluently and accurately in spoken and written English;
- be confident in handling students at both ends of the Concord academic spectrum;
- be flexible in outlook and amenable to change.

Hours of Work

Teachers are expected to work the hours necessary to fulfil their role to the highest possible professional standards, and be available for all scheduled lessons, duties, meetings and other associated activities. Academic staff are also expected to actively support college events as far as possible, and contribute to the broader life of the college.

Remuneration and Benefits

Details of remuneration and benefits are given in formal offer letters and contracts of employment.

Salary will be in accordance with the Concord Teachers' Pay Scale, which is significantly above Main Scale. Successful candidates are offered a point on the salary scale which is appropriate to their qualifications and experience.

Induction of New Staff

There is a thorough induction programme for new staff. One or more visits may be arranged during the term prior to commencement. The main induction takes place just prior to the start of the new academic year at the beginning of September.

THE SCIENCE DEPARTMENT

Staff

There are currently 26 experienced teachers within our highly successful and well-resourced Science department, 8 of whom are full time Physics teachers. Our Head of Science for the academic year 2017/18 is Mr Barry Brown. Head of Chemistry is Dr Stuart Beech and Head of Physics is Dr Lee Garland. The teaching staff are supported by an experienced team of 5 laboratory technicians.

Members of the department work as a team when preparing materials and everyone shares in the writing of weekly tests which are then used as common assessments. Each individual teacher is assisted to maximise the quality of their teaching. Regular departmental meetings, INSET, lesson observation and professional review all form part of this process.

Facilities

There is a strong tradition of Science teaching at the College, which was ranked second in the country last year on the basis of STEM A-Levels results. Science facilities have recently undergone an £11 million transformation into stunning new state-of-the art accommodation. This comprises twenty-one laboratories, one dedicated research lab for ongoing projects and experimental EPQs and a further four classrooms. The Science Department is leading the college in the trial of new ICT facilities. All rooms are equipped with new smart data projectors, networked PCs with internet access, but in addition to this each member of staff is provided with a Microsoft Surface-Pro and Office 365. Most teaching staff have ownership of their own laboratory, in addition to which there is a spacious Science staff room with copy room and kitchen facilities. A wide range of data-logging and other specialist equipment is also available.

Courses

Chemistry is a popular subject at AS and A2 level with many students applying to study medicine, engineering or maths based courses at University. In recent years the number of successful applications to Oxbridge across the college has averaged 20 per year. At present there are 119 students studying AS Chemistry across 11 sets, with 108 students studying A2 Chemistry across 11 sets. At GCSE there are approximately 80 students organised into 5 sets per year group. GCSE students follow separate courses in Biology, Chemistry and Physics. In Biology and Chemistry the AQA GCSE Specifications (8461 and 8462) are followed while in Physics the students study the CIE IGCSE. Consequently, a substantial proportion of the Chemistry lessons taught at Concord are at A level. We have an intake of students in September and a further intake (of mainly Malaysian students) to year 12 in January. Students follow the OCR Chemistry A specification (H432) which has a centre assessed practical skills component. Teaching of A level classes is not usually shared between teachers.

Academic Results can be found on our website – www.concordcollegeuk.com

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.