



A thriving Catholic co-educational day and boarding school for pupils aged 3 -18

# ST EDMUND'S COLLEGE & PREP SCHOOL

## A Career at St Edmund's College

**TEACHER OF CHEMISTRY, PHYSICS or SCIENCE (Maternity Cover) - with the possibility of a full-time position thereafter**



**Closing Date for Applications:**

As soon as possible

**Interviews to take place:**

As soon as applications are received

St Edmund's College,  
Old Hall Green, Ware,  
Hertfordshire, SG11 1DS

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Email: [hr@stedmundscollege.org](mailto:hr@stedmundscollege.org)  
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**Education for the whole person:  
Intellectual, physical, emotional and spiritual**

Leading  
Independent  
Schools

**HMC**



# ST EDMUND'S COLLEGE & PREP SCHOOL

April 2021

Dear Colleague,

Thank you for expressing an interest in the position of Chemistry, Physics or Science Teacher at St Edmund's College. This is a temporary position to cover a maternity leave, although there is the possibility of a full-time appointment thereafter. I hope that this brochure will give you a sense of what we are looking for, as well as a flavour of this wonderful school.

Half an hour from London, yet nestled in 450 acres of breathtakingly beautiful Hertfordshire countryside, St Edmund's is a lovely place to live and work. We are 452 years old, and yet a forward-thinking, imaginative and lively school. Numbers are very sound with over 834 pupils from 3 – 18, of whom some 634 are in the College (11 – 18) and 200 in the Prep School on site. We remain selective (there are typically about two applicants for every place in Year 7), but selection is based on character and all-round potential as well as academic prowess. Numbers are projected to increase in September 2021.

If you would like to discuss the post informally at any stage, please feel free to get in touch.

In the meantime, we very much look forward to receiving your application.

With all best wishes,

Yours faithfully,



Matthew Mostyn  
Headmaster



# ST EDMUND'S COLLEGE & PREP SCHOOL

## Our Community



The College has an incredible sense of community among its staff which can be felt immediately. The fascination of our setting is lasting and the Good Schools Guide describes the College as: "A successful, flourishing, dependable school with real spiritual heart."

Our 400 acre site with its large leafy grounds, impressive playing fields and attractive school buildings offers modern facilities in a country setting, providing a safe and stimulating environment for young minds. With excellent transport links and only 30 minutes by train to central London stations, the College is 20 minutes' drive from junction 25 of the M25, immediately off the A10. Also within easy access is London Stansted airport, which is a 20-minute drive.

At St Edmund's we strive to:

- Provide a rounded education for the whole person – intellectual, physical, emotional and spiritual.
- Encourage students to demonstrate care and concern at home and in the wider community.
- Reflect the scholarship of St Edmund with a balanced and challenging curriculum for each individual.
- Show concern for all within the College community, demonstrate our collective commitment to be truly Christ-centred in all we do, and ensure that the students' experience of relationships within the College reflects the Gospel maxim, "Love thy neighbour as thy self".
- Build on our enriching Catholic heritage, making prayer, worship and liturgy a central part of our lives and our community.
- Create meaningful interaction between the College, home and the wider community and prepare our students to make their way in the world while making a difference to the world.

The ISI regulatory compliance inspection in November 2019 recorded that all eight parts of the standards were met.

Rooted in Christ and Catholic tradition and under the guidance of our patron, St Edmund, we aim to realise the God-given potential, in body, mind and spirit, of all members of our community through service and leadership.





# ST EDMUND'S COLLEGE & PREP SCHOOL

## Our History

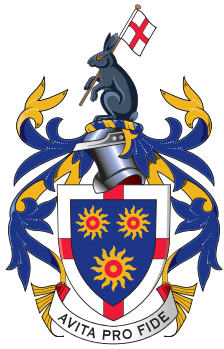


Founded in 1568, St Edmund's College is the oldest Catholic school in England, offering an all round co-education for students from 3 to 18. Our community values both academic excellence and the achievement of one's personal best, right through from our Prep school, to Sixth Form and beyond. We are proud of our academic achievements at GCSE and A Level.

Originally located in Douai, France as a seminary to train priests, the College also became a Catholic school for boys. During the French Revolution, it transferred to England and found its present home on the beautiful site of Old Hall Green in 1793.

In 1874 the junior boys were separated from the rest of the College into St Hugh's Preparatory School, which became St Edmund's Prep in 2010, and in 1974 girls from the adjacent Poles Convent were admitted to Rhetoric as the first stage towards co-education, which was accomplished by the closure of Poles in 1986.





# ST EDMUND'S COLLEGE & PREP SCHOOL

## Five Year Strategic Plan



Reflecting  
the scholarship  
of St Edmund  
with a balanced  
and challenging  
curriculum

Educating the  
whole person:  
mind, body  
and spirit

A Christ-centred  
education

Demonstrating care  
and concern at home  
and in the wider  
community

Building  
on our  
Catholic heritage



The Governors' and Headmaster's aim is to raise our standards even further, with continued investment in staff, buildings and resources, and they have developed a Five Year Strategic Plan, which is inspired by the College's Five Mission Aims:

- Christ Centred Education
- Scholarship of St Edmund
- Education of the Whole Person
- Home and the Wider Community
- Catholic Heritage





# ST EDMUND'S COLLEGE & PREP SCHOOL

## What Advantages do our Staff Enjoy?



There are many advantages enjoyed by most independent schools and their staff: a disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom for all members of our staff community. Relationships between students and staff, both teaching and non-teaching, are extremely strong.

We hold professional development to be of the utmost importance, and have a generous training budget for that purpose, as well as an established appraisal system.

The College offers the following benefits:

- Excellent catering facilities including school lunches during term time when the kitchens are open, cakes and biscuits during break times in the staff common room and hot drinks machines.
- Use of the College sports facilities when not in use by students, including the gym and swimming pool.
- For children of staff:
  - Discretionary discount on College Fees, subject to completion of the admissions process.
  - After school club and breakfast club charged at cost.
  - Parties for children of staff including at Easter and Christmas.
- Free parking.
- Cycle to Work Scheme.
- Access to free counselling and health advice helplines.
- The College has its own pay scale, above national averages.
- Membership of TPS.



A Career at St Edmund's College	
Chemistry, Physics or Science Teacher (Maternity Cover)	
Job Description	
Reporting to:	Head of Science and KS Coordinators
Summary of the role:	To teach all 3 sciences to KS3 and chemistry or Physics to at least GCSE would be an advantage. To teach chemistry or Physics to A Level would also be an advantage. All classes are set according to their ability in common with the policy of the College. Data is extensively used to track, monitor and inform intervention for all students.
Main duties and responsibilities:	<ul style="list-style-type: none"> <li>Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>Teaching classes as allocated by the Head of Department following whole school and departmental policies.</li> <li>Ensuring that you meet the entitlement of all students to have access to a rigorous learning experience, which is differentiated to their needs.</li> <li>Ensuring that assessment is an integral part of your everyday teaching and that you keep full records of work done, including evidence and student's self-assessments.</li> <li>Contributing to the departmental development of the curriculum and organisation of resources and to the review of whole school policies.</li> <li>Maintaining standards of student behaviour and discipline within the classroom and elsewhere in school.</li> <li>Helping to maintain the highest possible standards of order, efficiency, stimulation and attractiveness in the learning environment particularly in your classroom(s).</li> <li>Being responsible for implementing the Science H&amp;S policy in every laboratory, completing a risk assessment before every practical activity undertaken.</li> <li>Contributing to the provision of student enrichment activities within the Science department.</li> </ul>
Other	<ul style="list-style-type: none"> <li>You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team and Head of Department.</li> </ul>
	St Edmund's College and Prep Old Hall Green, Ware, Hertfordshire, SG11 1DS Telephone: 01920 824335 Email: <a href="mailto:hr@stedmundscollege.org">hr@stedmundscollege.org</a>
The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.	

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.





## A Career at St Edmund's College

### Teacher of Chemistry, Physics or Science

#### Personal Specification

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Good (Honours) Degree in Science with Chemistry or Physics as a major component.</li> </ul>	<ul style="list-style-type: none"> <li>Post Graduate Qualification in Education or QTS.</li> </ul>	Production of the Applicant's certificates
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of teaching Science to KS3.</li> <li>Experience of working with young people in a school setting.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of teaching Chemistry or Physics to GCSE.</li> <li>Experience of teaching A Level Chemistry or Physics</li> </ul>	Production of the Applicant's certificates
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Demonstrates good knowledge of a wide range of teaching materials and to implement these in the classroom.</li> <li>Has a record of sustained outstanding classroom practice.</li> <li>Shows commitment to ongoing research into teaching and learning strategies.</li> <li>Treats everyone with respect.</li> <li>Possesses effective communication skills, both written and spoken, for dealing with pupils, parents and staff.</li> <li>Possesses good organisational skills.</li> <li>Has the ability to work with flexibility &amp; with initiative.</li> <li>Works well within a team.</li> <li>Sets high standards for self and others.</li> <li>Has the ability to listen/observe/acknowledge.</li> <li>Shows attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of implementing strategies for improving the quality of teaching and learning, including promoting excellence and challenging poor performance.</li> </ul>	Contents of the application form  Interview  Professional references

Personal competencies and qualities	<ul style="list-style-type: none"> <li>• Can motivate others.</li> <li>• Is accountable and reflective.</li> <li>• Has the ability to engage in the wider life of the school.</li> <li>• Has an understanding of the impact of decisions.</li> <li>• Shows an awareness of the appropriateness and practicality of options.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Is motivated to work with children and young people.</li> <li>• Can form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Shows emotional resilience in working with challenging behaviours.</li> <li>• Displays a positive attitude to the use of authority and maintains good discipline.</li> <li>• Is fully committed to the department and can contribute to the departmental plan.</li> <li>• Is responsible, honest &amp; reliable.</li> <li>• Is personable, willing &amp; helpful.</li> <li>• Is independently strong and confident, as well as being a team player.</li> <li>• Can work calmly and under pressure with a professional disposition.</li> <li>• Is willing to communicate and resolve difficulties at the earliest moment.</li> <li>• Has a "Can do" attitude.</li> <li>• Is pragmatic.</li> <li>• Is adaptable.</li> <li>• Has good time management skills and can prioritise.</li> <li>• Has a sense of humour.</li> </ul>		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

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