

Cambridge Tutors College

Teacher of Chemistry/Head of Department (Part-time)

We are seeking to appoint a skilled and enthusiastic teacher for September 2019 or January 2020. Candidates should preferably be graduates in Chemistry with a proven record of A-level teaching success. For a suitably qualified applicant the post of HOD is available. Salary will be in line with qualifications and experience. The College is a member of the Teachers' Pension Scheme.

The College

Cambridge Tutors College is a leading international A level and GCSE college, founded in Warlingham, Surrey in 1958 and which now occupies a pleasant park side location in South Croydon. Approximately 80% of the 110 students come from overseas countries including China, Latvia, Malaysia, Myanmar, Russia, Singapore and Vietnam. The college has built up a strong reputation for excellence in teaching all subjects with particular emphasis on science, mathematics and economics. In June 2017, we achieved an A level A* to C rate of 89% (46% grade A*/A) with half of our leavers gaining either 3 or 4 A/ A* grades. Two thirds went on to a Russell Group university. We have been placed in the top 10% of the FT Top 1000 Colleges list for the last 10 years. In March 2014, in its Social Care Inspection of the college, ISI described CTC as a well-run institution which takes good care of its students' needs, finding evidence of excellent practice throughout. In March 2017, the college was inspected by the ISI (Independent Colleges Inspectorate) whose main findings reported the following areas as outstanding or excellent:

- Students' levels of performance and progress
- Much of the college's teaching
- The college's assessment system
- Students' personal development
- The college's governance and management
- The ethos among staff and students
- Leadership at all levels
- The commitment of the staff to the college's vision

The Chemistry Department

The Department is made up of one full time teacher and up to two part time teachers. Students often choose to study Chemistry alongside other sciences including Mathematics and Further Mathematics and they achieve outstanding results on a regular basis. As with all subjects at CTC, students are taught in groups with a maximum of nine students and are tested each week under examination conditions. Students take the Edexcel examination for the full A Level.

Applications

Please send a letter of application addressed to the Principal, along with your completed application form to info@ctc.ac.uk by Friday 21st June 2019 at 5pm. Interviews are scheduled to take place the week after.

Chemistry Teacher Job Description

This appointment is subject to the current conditions of employment of teachers contained in the College Teachers' Pay and Conditions Document, the Education Act 1997, the required standards for Qualified Teacher Status, other current educational legislation and the college's articles of governance.

This college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description may be amended at any time following discussion between the Principal and member of staff, and is reviewed during appraisal.

Line Manager: Principal

General Responsibilities:

A Strategic Direction and Development of Curriculum Provision in the College

- Contribute to a positive ethos in which all students have access to a broad, balanced and relevant curriculum;
- Analyse and interpret relevant college, local and national data relating to the classes they teach and advise the senior management on the level of resources required to maximise achievement;
- Liaise with staff, parents/carers, external agencies and other colleges to co-ordinate their contribution, provide maximum support and ensure continuity of provision within the classes they teach;
- Consider the views of both students and parents/carers and to respond appropriately.

B Teaching and Learning

- Develop a classroom environment and teaching practice which secures effective learning across the breadth of the curriculum and provides a professional model, clearly demonstrating effective teaching, classroom organisation and high standards of achievement, behaviour and discipline;
- Support the identification of, and provision for students with additional educational needs within the classes they teach;
- Regularly monitor progress of students within the classes they teach which is then reflected in teaching plans;
- Regularly evaluate the effectiveness of their teaching and learning as part of the appraisal process;
- Ensure setting of realistic and challenging expectations of students in the classes they teach;
- Liaise effectively with staff to ensure the successful transition of students through the college;
- Contribute fully to meetings, discussions and management systems necessary to co-ordinate the work of the college as a whole.

C Relationships with Staff

- Achieve constructive working relationships with all staff;
- Direct, organise and manage the work of support staff within the classes they teach;
- Provide regular information to senior staff on student progress.

D Effective Deployment of Staff and Resources

- Maintain and develop class resources, co-ordinate their deployment and monitor their effectiveness in meeting teaching objectives;
- Participate in the appraisal system and agree objectives based on the college improvement plan, borough and nationally determined targets.

E General

- Promote the college's mission, aims, values, ethos, behaviour policy, and other policies;
- Perform the role of Personal Tutor (Form Tutor) and carry out its attendant responsibilities;
- Participate in the designated guidance and direction of students, including progress reviews and target setting meetings;
- Contribute to the delivery of the Personal, Social and Health Education (PSHE), Careers programme;
- Attend assemblies, designated college functions (such as parents evenings, Prize Giving etc.) and register the attendance of students on iSAMS;
- Provide cover according to the terms of the nationally agreed framework;
- Contribute to the college's complementary curriculum;
- Take on any additional responsibilities which might, from time to time, be determined.

The following are the key management responsibilities:

Management responsibilities

- Promote Chemistry and the activities of the Department throughout the college.
- Oversee the development and maintenance of schemes of work and lesson plans.
- Implement and ensure compliance with the requirements of the examination boards.
- Compile and maintain the Department handbook and development plan.
- Draw up and manage the budget requirements for the Department.
- Liaise with the Learning Support Department as necessary.
- Liaise with the English as an Additional Language Department (IELTS) as necessary.
- Attend Heads of Departments' meetings on a twice-termly basis.

Person specification

- promote high standards of education, care and behaviour
- be able to use ICT for a range of administrative and teaching purposes
- be an excellent oral and written communicator
- be well-organised and have the ability to plan effectively, clearly and well ahead, whilst being able to juggle successfully multiple tasks of varying size and importance
- show commitment to personal development and innovation
- be flexible and adaptable when going about his/her work
- have energy, commitment and stamina
- have a good sense of humour and be able to work effectively as part of a team
- be able to co-operate and work collaboratively with colleagues, students and parents
- be sympathetic towards the ethos of a busy boarding and day college

The college is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks