



King Edward's

WITLEY

Job Description – Full time Teacher of Chemistry

Overall Purpose

To assist the Head of Department with the School's delivery of subject teaching which is effective, engaging and interesting and supports the School's aspiration to provide outstanding teaching and learning for its pupils. To safeguard and promote the welfare of children.

Reporting to: Head of Chemistry

Location: King Edward's Witley

Direct reports: Nil

Hours of work: Full Time

Knowledge and Understanding

- Have a secure knowledge and understanding of the concepts and skills in their specialist subjects, including health and safety requirements, ICT, literacy and numeracy.
- Develop an extensive library of teaching strategies that inspire enthusiasm and confidence in our pupils.
- Teach the timetable allocation of groups across the age and ability range as agreed with the Head of Department, at KS3, GCSE and A-level/IB.
- Ensure that pupils are taught according to their individual needs and abilities, following the syllabus and the schemes of work set by the Head of Department.
- Have an understanding of the progression of the pupil's acquisition of knowledge, skills and understanding.
- Understand how the pupils' learning is affected by their intellectual, emotional, physical and social development.

Planning, Teaching and Classroom Management

- Contribute to the development of the schemes of work and curriculum within the department.
- Contribute to the development of teaching and learning materials for use by the departmental team.
- Plan their own teaching to maximise progression in pupils' learning and self-development by identifying clear objectives, setting demanding expectations to challenge pupils, and by sharing clear targets for pupil learning, which build on their previous learning experiences.
- To promote active and independent learning that enables pupils to think for themselves and to plan and manage their own learning.
- To have high expectations of pupils and build successful relationships centred on teaching and learning.

- Make effective use of the assessment information on students' attainment, learning styles and progress, to plan future lessons and to identify individual needs.
- Liaise with individual pupils' Learning Support Teachers where relevant to support their progress.
- Prepare pupils for examinations and provide evidence of their progress toward their expected grades to the Head of Department.
- To take responsibility for adherence to the King Edwards standards of behaviour in classrooms by maintaining high standards of discipline. Where necessary using the recognised system of sanctions.
- Develop positive, productive relationships to nurture self-belief and confidence in pupils.
- To plan for the effective deployment of any support staff who are contributing to pupils learning.
- Produce displays of work for Departmental areas and classrooms.
- Protect the fabric of the classroom, furniture and display areas. Ensure that classrooms are left tidy after each lesson.

Assessing Pupil Performance

- Utilise the wide range of assessment tools, recognised by the school to effectively measure pupil performance.
- Be aware of any special educational needs and any benchmark data that is available for each pupil.
- Work with the Head of Department to establish expected grades for each pupil.
- Set Prep according to school policy and follow the prep timetable.
- Mark pupil's work with detailed comments, both oral and written in accordance with school policy.
- Keep records of work covered and the standards achieved by each student.
- To write and complete reports adhering to the deadlines set by Senior Management Team.

Co-curricular

- To contribute fully to the wider academic, co-curricular and pastoral life of a busy boarding school according to skills and enthusiasm be that in sports, arts, community and other activities.
- Tutoring - to take responsibility for the academic progress and overall welfare of a group of approximately 16 students
- To contribute to the wider academic life of the school via enrichment activities, subject clinics and revision groups.
- Although there are no lessons on Saturday mornings, the weekend programme is a busy one and all teaching staff participate in one way or another.

General

- To make a positive contribution to the department by attending departmental and staff meetings.
- To make a positive contribution to the School and strengthen the partnership with parents by attending meetings as required i.e. 'whole school' INSET days, chapel services and parent conferences.
- To use the school's information system, currently ISAMS, according to school policy to keep accurate attendance and assessment data, as well as a record of Rewards and Sanctions.
- To maintain own continuing professional development, keeping up to date with legal requirements.
- To maintain appropriate confidentiality of information relating to the School and its staff and maintain compliance with the Data Protection Act.

- To adhere to the School's Company Health, Safety and environmental Policy at all times.
- To actively promote the School's safeguarding Policy and beware of personal responsibilities.
- To carry out any other reasonable duties as required.

The above is not intended to be an exclusive list of tasks and only outlines the primary tasks expected. Any other duties may be expected as appropriate to the post holders grading and ability. This post is subject to an annual performance review. This job description will be reviewed as appropriate in consultation with the post holder, the post holder should expect some further adjustments to responsibilities to account for the integration of Barrow Hills School.

Person Specification

Essential

- An honours degree in Chemistry or closely related discipline
- A teaching qualification, such as a PGCE or recognised equivalent is desirable, although candidates seeking to qualify during employment will be considered.
- The ability to teach Chemistry from Key Stage 3 to Oxbridge level
- Comfortable with the delivery of the curriculum through IT
- Enthusiasm and commitment to high quality, inspiring teaching
- Demonstrable enthusiasm and passion for the subject
- Willing to contribute fully to the wider academic, co-curricular and pastoral life of a busy boarding school
- Knowledge of the legislation regarding schools related to the role of the post holder.
- Excellent verbal, written and numeracy skills.
- Ability to work on own initiative.
- Ability to manage workload and priorities as well as tracking progress on a wide range of tasks.
- Ability to prioritise and work to deadlines with a 'can do' attitude.
- Knowledge of the Data Protection Act 1998.
- Excellent interpersonal and communication skills.
- Unflappable and highly flexible, a team player with a good sense of humour.
- An appreciation and dedication to the importance of the safeguarding agenda.
- Enthusiasm for the sympathy with an educational environment and the aims of KESW in particular.

Desirable

- The ability to offer a second science subject such at Key Stages 3 and 4
- Previous experience of teaching IB would be an advantage

The Department: -

Currently the Chemistry department consists of two full time teachers, within a Science faculty of nine assisted by three technicians. Chemistry is also offered as part of IGCSE Coordinated Science (dual award), IGCSE Chemistry as one subject in Triple Science, at IB Higher and Standard Levels as well as A Level.

There are two dedicated chemistry laboratories with associated preparation areas as well as some general purpose laboratories. There is a strong emphasis on practical work throughout the teaching. This is augmented by extensive use of ICT. The department offers a rich enhancement programme including links with local establishments, visits and lecture programmes. A willingness to assist in Science enrichment activities would be seen as an asset.

The Post: -

The School offers the IB Diploma and A Level in the 6th Form, and while the ability to teach to 6th Form Level is essential, prior experience of both the IB and A-level is not required as full specific training will be given. The ability to teach another Science subject to GCSE would be an advantage. Full-time teachers have a normal teaching timetable of 46 (out of 60) periods per fortnight. All teachers contribute to the wider academic life of the school via enrichment activities, subject clinics and revision groups and the like. We are particularly looking for a teacher who will stimulate and inspire those of our pupils who want to pursue STEM careers. Additionally, all full-time teachers have responsibility for a tutor group of around 16 pupils; in the Middle School (Y9 and above) a vertical tutoring system operates where tutor groups contain pupils from Years 9,10 and 11. All full-time staff also contribute to the co-curriculum according to their skills and enthusiasm: at King Edward's a very wide range of sports, arts, community and other activities is offered. Although there are no lessons on Saturday mornings, the weekend programme is a busy one and all teaching staff participate in one way or another.

Terms and Conditions: King Edward's has its own salary scale, which provides generous remuneration. Single or family accommodation may be available at favourable rents; currently around 50 teaching staff live in school accommodation. Children of staff may be educated at King Edward's and Barrow Hills Schools as day pupils at a very significantly reduced rate of fees, subject to household means-testing. Teaching staff are members of the Teachers' Pension Scheme.

FURTHER INFORMATION:

The School: Founded in 1553 by Royal Charter in the City of London, the School is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £20m which provides for children in need of a boarding style of education. In 2016-17 the foundation provided support to over 100 pupils to attend the School.

King Edward's School is a co-educational boarding and day school for around 420 pupils, around 62% of whom are boarders. It caters for broadly equal numbers of boys and girls, with main entry points at 11+, 13+ and Sixth Form.

Around 35% of students are from abroad, from over 40 different countries. There is a Sixth Form of 170, most of who go on to universities, including Oxford and Cambridge. At the same time the curriculum is deliberately broad and suitable for pupils of differing abilities. The School has become known for its innovative approach, including in 2010 a move to the International Baccalaureate as its sole Sixth Form curriculum, only recently reversed with the advent of the reformed linear A-levels: King Edward's is among the top 10 co-educational IB schools in the country and the Headmaster is a member of HMC. In its most recent inspection in 2015 the School was judged by ISI to be "Excellent" in all areas.

Further details of the School are to be found in the Independent Schools' Year Book, or on our website www.kesw.org.

The Area: King Edward’s Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by taxi from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

Child Protection: King Edward’s School Witley is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Signed by (post holder) ----- Date -----

Signed by (manager) ----- Date -----

Job Level:

Job Function: