



ST MARY'S
SHAFTESBURY

2019

Teacher of Physics





JOB DESCRIPTION
TEACHER OF PHYSICS (FULL TIME)
FOR SEPTEMBER 2019

INTRODUCTION

Do you have the natural ability to fully engage pupils and help them develop a passion and fascination for all things Physics: from motion and forces, electric and magnetic fields to nuclear and thermal physics? If so, then St Mary's would like to hear from you.

St Mary's wishes to appoint a full-time Teacher of Physics for September 2019 to join our successful Science Department. We welcome applications from either experienced teachers or those newer to the profession. The successful candidate will have a genuine passion for physics and a desire to inspire this in others. They must be eager to develop their own teaching skills as well as being keen to share ideas with their colleagues within this dedicated team.

The school is also recruiting for a Head of Science and suitably qualified and experienced applicants may wish to be considered for this exciting role.

ABOUT ST MARY'S

St Mary's Shaftesbury is a Roman Catholic independent girls' school which sits in a stunning 55 acre site in the beautiful county of Dorset. There are 200 pupils aged 9 to 18. Two thirds of the girls are full boarders and one third day pupils, with a good balance of local and international students. Based on its 2016 A level results St Mary's was recently placed in the top 25 girls boarding schools in the UK. We pride ourselves on our exceptionally high standards and strive for excellence throughout the school, a practice which was recently rewarded with the achievement of 'Outstanding in all Areas' in a school inspection which took place in November 2016.

St Mary's is non-selective which brings a fantastic balance of diversity to the school. Being a smaller school, we pride ourselves on our unique family atmosphere and strong nurturing ethos. St Mary's makes a commitment to each child on joining the school that we will ensure that they reach their full potential. We focus on the individual progress of all our students ensuring that they perform to the very best of their ability. By valuing the academic progress of our pupils equally, a culture of enthusiasm for all learning is engendered.

We demand academic rigour, but alongside this we also help our girls to focus on individual growth, and self-discovery. Their spiritual development is supported through a strong moral code which they will take forward into their adult lives.

Originally a convent school under the direction of the Congregation of Jesus (formerly the Institute of the Blessed Virgin Mary), the school is now independent and is owned and managed by a Charitable Trust. Lay staff have replaced religious staff and the Trust has purchased the freehold of

the property. The ethos of the school, upon which Governors place great importance, remains in the tradition of the CJ, founded by Mary Ward. The aim is to educate Catholic girls, and those of other faiths, in an environment which nurtures Christian values and prepares them for any walk of life.

Since 1945, St Mary's has been situated near Shaftesbury in Dorset on a small country estate. Over the last ten years alone developments have included a purpose built music school, an indoor swimming pool, new staff housing and an extended Upper Sixth House. More recent additions include a new academic facility, housing English, Geography, History and Learning Support with a large Conference Room, which opened in 2013 – and a new purpose-built Art complex which opened in September 2014. The Governors support a clear vision of development for the future.

St Mary's enjoys a reputation for all round excellence, pastoral care and traditional values. Almost all of the Sixth Form continue to higher education.

WORKING AT ST MARY'S

At St Mary's our staff work in an environment which is utterly dedicated in its holistic approach to the development of our pupils to achieve beyond all expectations.

It is our responsibility to know every single one of our students, in the classroom, on the sports pitch and through broad co-curricular opportunities, and know how we can help them be the best that they can be.

We are extremely proud to live by this ethos at St Mary's and believe that all of our pupils should be ***individually known and individually nurtured.***

Our Mission Statement is:

St Mary's is a Roman Catholic Girls' School, Boarding and Day, founded on the principles of Mary Ward. Her vision and our mission is to educate each individual to the highest standards through fostering traditional values in the spirit of the Gospel. We are concerned with all that a girl is and could become.

THE SCIENCE DEPARTMENT

Science is the largest department in the school. We currently have 7 full and part-time teachers together with two technicians. There are five science laboratories a dedicated ICT suite in the department and an office for science staff.

Irrespective of ability level, pupils at St Mary's are enthusiastic and positive about science. The ethos of the department is to develop a good understanding of the science concepts introduced and encourage an inquisitive and interested approach. It is expected that all pupils should be exposed to a range of teaching styles, including the innovative use of ICT and investigative tasks. In addition, the most enthusiastic scientists are extended through participation in various national and international scientific competitions, in which St Mary's consistently performs strongly.

In Years 7 and 8, pupils are taught science as a combined subject which is based on the National Curriculum but with added activities and topics to help foster an investigative approach to the subject and foster a fundamental love for the sciences.

From Year 9, science is taught as separate subjects by specialist teachers. The department follows the Edexcel GCSE specification which begins in Year 9. In Years 10 and 11, pupils follow either Combined or Separate Science depending on aspirations, interest and ability.

Science subjects are very popular choices in the Sixth Form and, every year, many choose to continue their study at university including natural sciences, medicine and veterinary science. All three sciences follow the OCR specifications at A level.

The examination results for 2018 are listed below

| GCSE | 2018 |
|------------------|--------------------------------------|
| Biology | 9 (0) 8 (4) 7 (4) 6 (0) 5 (2) 4 (0) |
| Chemistry | 9 (3) 8 (5) 7 (1) 6 (0) 5 (1) 4 (0) |
| Physics | 9 (3) 8 (0) 7 (4) 6 (3) 5 (0) 4 (0) |
| Combined Science | 9 (1) 8 (1) 7 (7) 6 (10) 5 (4) 4 (1) |

| A Level | 2018 |
|-----------|----------|
| Biology | 2B 1C 1E |
| Chemistry | 1A 2B 1E |
| Physics | 1B 1D |

THE ROLE

Responsible to: Teacher of Physics

Responsible for: Teaching and supporting designated classes in physics and science

Core Role:

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for pupils.
- To monitor and support the overall progress and development of pupils as a teacher and tutor.
- To facilitate and encourage a learning experience which provides pupils with the opportunity to achieve their individual potential.
- To contribute to raising standards of pupil attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Teaching:

- To undertake a designated programme of teaching across all year groups.
- Teach consistently high quality lessons.
- Be a role model for pupils, inspiring them to be actively interested in your subject.
- To maintain appropriate records and to provide relevant accurate and up-to-date information as required.
- Prioritise and manage time effectively, ensuring continued professional development in line with the role.
- To follow the school policies and procedures.
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and study.
- Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of your subject in particular.
- Promote your subject learning through out-of-hours activities.

Assessment, Feedback and Tracking:

- To monitor and evaluate the assessment and feedback to pupils in line with whole school and department policies.
- To follow department monitoring and tracking systems relating to pupils attainment, progress and achievement, then use this to keep teachers and learning support staff informed.

- Mark, grade and give written/verbal feedback as appropriate.
- Undertake assessment of pupils as requested by external examination bodies, curriculum areas and school procedures.
- Assess, record and report on the attendance, progress, development and attainment of pupils and to keep such records as are required.
- Complete the relevant documentation to assist in the tracking of pupils.

Staff Development:

- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the PRD (Professional Review & Development) process.
- Participate in whole school CPD programmes. The school subscribes to Blue Sky and encourages active exploitation of this resource.

Responsibility of Tutor Role for Pupil Support and Progress:

- To be a Tutor to an assigned group of pupils as required.
- To promote the general progress and well-being of individual pupils and the Tutor Group as a whole.
- To liaise with the relevant Heads of School and Housemistresses to ensure the implementation of the Pupil Support system.
- To register pupils, accompany them to school and Chapel assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of pupils and keep up-to-date pupil records as may be required.
- To contribute to the preparation of Welfare Plans, Action Plans and other reports as required.
- To alert the appropriate staff to problems experienced by pupils.
- To communicate as appropriate, with the parents of pupils and with persons or bodies outside the school concerned with the welfare of individual pupils, after consultation with the appropriate staff.
- Meet with pupils over whom there are concerns and contact parents/guardians where necessary in conjunction with Head of Department.

Safeguarding:

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school.
- Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.

Communications, Marketing and Liaison:

- To communicate effectively with the parents/guardians of pupils as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, events with feeder primary or prep schools, etc.

Personal Responsibilities:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To support the school in meeting its legal requirements for worship.
- To actively promote school policies and procedures.
- To be responsible for own continued professional development.
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- To undertake duties as required by the Headmistress.
- To attend meetings scheduled in the school calendar punctually.
- To follow the 'Absent from Work Policy' which includes the requirements of setting cover work during any leave of absence.
- To adhere to the School's Safeguarding Policy.

PERSONAL SPECIFICATION – Teacher of Physics

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and a criminal record check with the Disclosure and Barring Service (DBS).

| | Essential | Desirable | Method of Assessment |
|--|--|--|--|
| Qualifications | <ul style="list-style-type: none"> Fully accredited Qualified Teacher Status or working towards this. | <ul style="list-style-type: none"> Evidence of recent significant further professional development (CPD). | Production of the applicant's certificates. |
| Experience: | <ul style="list-style-type: none"> Successful teaching within the age range for which the applicant is applying. Ability and willingness to contribute to other areas of the curriculum. An excellent record of attendance and punctuality. | <ul style="list-style-type: none"> Experience of using learning platforms. Experience of working in a Catholic School. Experience in a boarding school. | Contents of the Application Form. Interview. Professional references . |
| Skills | <ul style="list-style-type: none"> The ability to use a range of classroom management and teaching strategies. The ability to challenge and support all pupils to 'do their best'. Basic understanding and competence in ICT. The ability to be flexible in adapting to different methods of lesson planning, work presentation, classroom organisation and codes of behaviour management. | <ul style="list-style-type: none"> The ability to contribute to consultation processes. | Contents of the Application Form. Interview. Professional references. |
| Knowledge | <ul style="list-style-type: none"> A thorough and up to date knowledge of his/her subject specialism. Knowledge of the SEN Code of Practice and its application. A knowledge of child protection guidelines and procedures. Familiarity with curriculum developments in the subject area. | <ul style="list-style-type: none"> Knowledge and understanding of Positive Behaviour Management. Knowledge of current educational strategies; e.g. Assessment for Learning. | Contents of the Application Form. Interview. Professional references. |
| Personal competencies and qualities | <ul style="list-style-type: none"> Be able to communicate the teaching of the Roman Catholic faith and the mission and ethos of a Catholic school. An excellent communicator with pupils, parents and colleagues from a range of different environments. Possess excellent organisational skills and be reliable in fulfilling commitments. A positive attitude. Possess professional confidence and be able to work independently. Excellent presentation skills both oral and written. Excellent organisation and planning skills. Ability to work under pressure. Good team working, time management and problem solving skills. | <ul style="list-style-type: none"> An ability to accept responsibility for planning and sustaining his/her own professional development. Willingness to contribute to whole school initiatives and to support school improvement programmes and the school ethos. Be of the Roman Catholic faith or a practising Christian. | Contents of the Application Form. Interview. Professional references. |

ADDITIONAL INFORMATION

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment and include the following:-

To contribute to the pastoral life of the school by being, as required, a Tutor and by belonging to one of the four Houses. The latter includes being on duty in school for one whole day one weekend, or two half days two weekends each term.

To attend Parent/Staff meetings, Parents' Day, staff meetings, INSET days and other school occasions as required.

To participate in rosters for duties such as lunchtime and break supervision and cover for absences, also to supervise a weekly study period from 5.00 - 6.15 pm.

Any other duties that may reasonably be required by the Headmistress.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post and will be reviewed periodically.

Duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headmistress.

WORKING HOURS

This is a full-time position during term-time only. The standard school day is 0820 – 1645, however we do expect our staff to have a flexible approach to working hours. We have a variety of events that take place outside of the normal timetable as well as evening and weekend events that you would be expected to attend when necessary.

SALARY

An excellent package is available depending on experience.

BENEFITS

- Pension
- Death in service insurance
- Sports Centre Membership
- Meals provided during work hours

APPLICATION PROCESS

Applications through TES are accepted. Alternatively, an application is available to download from:
www.stmshaftesbury.uk

Applications should either be submitted via TES website; email: hr@stmarys.eu or sent to Micaila Vivier, HR Manager, St Mary's School, Shaftesbury, Dorset, SP7 9LP

Closing Date: 12 Noon on Wednesday, 20th March

Provisional interview date is: Tuesday, 26th March

Early applications will be welcome – the interview process may be staged and some interviews held in advance of the closing date if there is a large number of applicants for the role as the school reserves the right to interview and appoint prior to the deadline.