

# ABBNEY COLLEGE CAMBRIDGE

## Job Description

**Job Title:** Teacher of Chemistry

**Reports to:** Vice Principal Academic

**Location:** Abbey College Cambridge

**Contract Type:** Temporary, part time

**Salary:** £1250 per week

**Hours:** Full time hours are 9:00 – 17:30 Monday to Friday.

## **Main duties and Key Responsibilities**

- Responsible for the delivery of high-quality instruction to help students consolidate learning and prepare for exams.
- Tailor your teaching to individual student needs and provide targeted support
- Create a positive, engaging, and motivating classroom environment
- Undertake all duties in a responsible and professional manner.
- Always seek to encourage students and provide specific and helpful feedback.
- Deal promptly with any aspect of student behaviour that is to the detriment of the development of other students in the group or the college as a whole.
- You will record the attendance of each student at the beginning of each class in the attendance register.
- You should set excellent standards of punctuality.
- Ensure the classroom is always neat, tidy, safe and a pleasant place to work in.
- Collaborate with a dedicated team of educators and academic staff
- Support the smooth running of the college by performing lunch/break time duties.
- Comply with all policies of Abbey College Cambridge and Alpha Plus Group Ltd. These documents are available on the staff portal.

## **Hours**

Full time hours are 9:00 – 17:30 Monday to Friday.

## Safeguarding

We are committed to safeguarding and promoting the welfare of children and young people and as an employee of APG you will be expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles of our organisation.

## Equal Opportunities

We are committed to equality of opportunity for all staff, individuals are supported regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. You will provide a service which ensures equality of opportunity promoting and demonstrating the principles of equal opportunity, including encouraging diversity and tackling discrimination and sensitivity to the environment.

The above lists are not exhaustive and you are required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post and Abbey College Cambridge.

## Checks and Training

All staff require, or will receive, the following training/security checks:

- Enhanced DBS Checks to prove their suitability to work with children in and out of the home environment
- Three written & verbal references from previous employers asking for suitability for the role
- Full employment history with any significant gaps explained and proof of any relevant qualifications
- Child Protection Training
- On-going training

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## Person Specification

### Qualifications

#### *Essential:*

- A good honours degree in an appropriate subject.
- Teaching qualification.

#### *Desirable:*

- Other post graduate qualification.

### Experience

*Desirable:* Experience of teaching international students.

### Knowledge

*Essential:* Suitable subject knowledge.

#### *Desirable:*

- Knowledge of alternative examination boards for this subject.

- Knowledge of other associated curricula.

### **Personal skills and qualities**

#### *Essential:*

- Good communication, presentation, planning and organisational skills.
- Commitment to on-going professional development and training to develop outstanding classroom practice.
- A high degree of personal accountability and the capacity to use judgement and initiative.

#### *Desirable:*

- A proficiency in ICT and its application to learning and teaching.
  - An ability to relate to students from a wide range of backgrounds and cultures.
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