



## JOB DESCRIPTION and PERSON SPECIFICATION

### SUMMER SCHOOL SCIENCE TEACHER (CHEMISTRY/ BIOLOGY OR PHYSICS)

#### Introduction

Concord College is one of the UK and the world's premier international colleges. This reputation is based upon a combination of academic excellence, care for the individual student and professionalism amongst its staff.

Unlike some summer schools, Concord's is run by the school in which it is hosted. The Summer School offers a range of academic courses, as well as English Language and Science courses for students aged 11-16 years during the summer period from July to August.

All Summer School staff are expected to actively contribute to and promote the College's ethos of harmony, decency, trust and mutual respect. Our goal is to provide a high quality teaching programme along with a range of recreational activities to ensure students have an enriching and enjoyable experience within a safe and caring community.

#### Course dates

**Session 1: Tuesday 25<sup>th</sup> June –Tuesday 16<sup>th</sup> July 2024**  
**Session 2: Wednesday 17<sup>th</sup> July – Tuesday 6<sup>th</sup> August 2024**

***Please note: The above dates include induction training days, which are paid contracted days and attendance is mandatory for all Summer School staff.***

#### Purpose of the role

The Teacher will plan and present high quality lessons in their chosen subject, teaching in an engaging and motivational way. Teachers should prepare work aimed at the appropriate level of the students. As they come from a variety of countries and educational backgrounds, extension work should be available for those students who might have covered some work previously.

The post holder will report directly to the Head of STEM and Assistant Director (Academic Studies). The postholder will be assigned one subject area based on relevant experience, but may be required to teach other general science subjects.

In addition, the postholder will also undertake duties to support the Social Programme and organised activities and events.

#### Qualifications/experience

Teachers should hold a good quality degree in their chosen subject (Biology, Chemistry, Physics) and preferably have a PGCE in that discipline along with at least one year's teaching experience.

***A proficient level of English (both written and spoken) is essential to the post, as is experience of living or working in the UK.***

**Other desirable requirements:**

A valid First Aid Certificate

A full British driving licence with D1 category along with a willingness to drive a minibus.

<b>Course details</b>
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**General Science (aged 11- 12 years)**

The General Science course for 11 to 12 year olds contains elements of Chemistry, Biology and Physics. It will involve 'safe' practical work for students of this age, eg limited access to boiling water, concentrated acids, etc. Our normal Summer Science emphasis on practical work will also apply to this group.

**General Science (aged 13- 16 years)**

This course is aimed at 13 to 16 year olds and is designed to provide an introduction to GCSE standard or equivalent content in Science. The topics covered are varied and comprise fundamental theoretical topics accompanied by extensive practical work. The content is designed to prepare students for study at secondary level, in line with the UK GCSE syllabus.

The three disciplines of Biology, Chemistry, Physics will be carefully planned to cover core topics whilst complementing each other and providing students with extended learning opportunities throughout the course. It will provide students with the opportunity to embed their skills and knowledge in a range of practical activities linking theory to reality.

<b>Main responsibilities/duties:</b>
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- thoroughly planning lessons and organising materials;
- taking registration at the start of each lesson;
- informing the Assistant Director (Academic Studies) and Assistant Director (Pastoral) immediately of any student absences from registration or later classes through the required safeguarding channels;
- managing student behaviour and promoting good conduct both in and outside the classroom;
- being mindful of students' attitude, performance and conduct in order to ensure their physical and emotional well-being and informing the Assistant Director (Pastoral) and Pastoral team of any concerns;
- attending and participating in scheduled staff meetings as instructed by Assistant Director (Academic Studies) and Director of Summer School;
- testing students on work covered at the end of each week and at the end of the course;
- writing a report for each student at the end of the course on topics covered and identifying each student's progress, strengths and areas for improvement by the deadline requested by the Director of Studies/Head of STEM;
- attendance at the end of course ceremony;
- attendance at trip and activity briefing meetings;

- assisting with delivery of Social Programme activities and events, including arrival and departure activities such as airport transfers; evening activities; supervising students on half day and full day excursions;
- carrying out specific duties, as allocated by the Summer School Director.

Further details and guidance on the responsibilities of the role will be provided during induction.

#### **Personal attributes/skills**

- Energetic and enthusiastic;
- Reliable and demonstrates initiative;
- Ability to work under pressure;
- A team-player;
- Flexible and adaptable;
- Excellent communication skills;
- Good organisational skills;
- Strong attention to detail.

#### **Hours of work**

A typical working week for Science is x 5 days of teaching and preparation work between 9am – 5pm each week.

The general timetable includes a maximum of 21 hours of lessons for senior students and 23 hours of lessons for junior students between 9am and 3pm; during a Summer School session.

The maximum teaching hours expected are up to 44 hours in each session.

In addition, the post will contribute to the Enrichment and Social Programme and other specific duties as instructed by the Summer School Director, which includes evening and weekend work to be confirmed on a rota basis.

In the event of staff absence, which is beyond the control of the College, help with providing cover for colleagues may be requested.

A minimum of one day each week will be off duty.

#### **Remuneration**

Salary is subject to tax and National Insurance deductions, as applicable. Staff will be paid at the end of the contract period by BACS and should ensure they have a bank account which will accept a transfer in pounds sterling drawn on an English bank.

In addition to salary the College provides accommodation (a single study bedroom, similar to those found in a university hall of residence), a laundry service and three meals a day. Accommodation requests should be made at time of acceptance of offer.

#### **Holiday entitlement and pay**

All staff accrue paid holiday during their period of employment based on holiday entitlement of 5.6 weeks per annum pro-rata and entitlement is calculated based on full attendance during the course. It is possible to request one day's leave of absence (but no additional days) during the course for

attendance at a graduation ceremony, job interview, family wedding or funeral, which must be agreed during interview or at the earliest possible opportunity with the Summer School Director. Pay may be reduced accordingly.

<b>Special conditions</b>
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***All staff are expected to behave in a professional manner at all times and to make the welfare of the students in our care a priority.***

All successful applicants and returning staff must undergo Child Protection screening which includes checks with past employers and the Disclosure and Barring Service. Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prior to an appointment being confirmed completed DBS checks and/or overseas police check documents which are satisfactory to the College **must** be provided. Original forms of identity documents, in accordance with DBS requirements, must be brought to interview by applicants.

Summer School staff must comply with Concord's policies and procedures, including those relating to Staff Conduct, Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and report any concerns.

**Please note:**

Applicants must have a right to work in the UK. The College does not apply for work permits, visas or offer sponsorship.

***The post of Summer School teacher can be very demanding but also very rewarding and many teachers return to us year after year.***