HEAD OF PHYSICS JOB DESCRIPTION
SEPTEMBER 2017

Reports to: Deputy Head Academic

Responsible to: Warden

Relates to: Pupils
Teaching staff
Non-teaching staff
Parents

Job Summary
Founded in 1863, St Edward's is an independent, co-educational boarding school situated in North Oxford. There are presently 680 pupils, of whom 82% are boarders.

The School has a strong academic record. Pupils usually take 10 GCSEs/IGCSEs, with 63% of pupils achieving A*/A grades in 2016. Over 70% of the exams taken at 16 are IGCSE. A few pupils will leave the School after GCSE, and around 30 pupils join our Sixth Form. In the Sixth Form, pupils study either A Levels or the International Baccalaureate Diploma Programme, in the current Lower Sixth the split is 50/50. In Sixth form our A*-B (IB 7-5) rate in 2016 was 74%. IB results were impressive, with an average score for the School close to 36. Over 95% of our leavers proceed to university.

The School exists to provide an excellent all-round education to each individual in its care. In terms of ability, we encourage a broad intake (the Common Entrance hurdle is 55%). We aim for pupils to gain the best academic results of which they are capable but further develop learning behaviours (collaboration, communication, reflection, thought and resilience) that allow each individual to flourish beyond university. The co-curricular life of the School is rich and highly valued and plays a full part in School life. Pupils are expected to pursue a wide range of interests monitored by a Director of Cultural Activities and a Director of Sports and Activities.

The school week includes lessons on Saturday mornings, although leave weekends or exeats (which occur about every three weeks) usually begin at lunchtime on Fridays. St Edward's is a traditional boarding school with most boarders in school on Saturday night. The majority of day pupils stay until 9pm on weekdays in order to benefit from a boarding education. Pupils take part in a wide range of sports and activities in the afternoons and at weekends. St Edward's has a national reputation for sport, both boys’ and girls’ teams have been county and regional champions in a variety of sports and at all ages.

Specific Information
St Edward's, Oxford is seeking to appoint a well-qualified and inspirational Head of Physics for September 2017. The job will require the successful candidate to be able to teach Physics at all levels, from Year 9 to Year 13 and preparation for Oxbridge entrance. The School's timetable operates on a two week cycle, and the successful candidate can expect to teach around 34 lessons of 55 minutes per cycle, out of a total of 56.

Pupils in Year 9 are taught three periods a cycle of Physics, while in Years 10 and 11 they are taught for five periods a cycle. Pupils are entered for the Edexcel IGCSE Triple and Dual Award examinations based on ability. Currently we have 4 classes of triple award and 3 of Dual in the 4th Form. The AS/A2 course follows the Edexcel specification with context led in the lower 6th and
concept led in the upper 6th and this year there are 66 pupils taking IB, AS and A2 Physics. The numbers in 6th form have been increasing every year and we now run 4 sets in both the Upper and Lower 6th form – 1 IB and 3 A level.

The Physics Department consists of a Head of Department and four full time teachers. There are five Physics laboratories and these are served by a full time, well qualified technician together with a part time technician shared with the Biology department. The department is well stocked with practical equipment and IT resources. Each laboratory has 12 PCs and an interactive whiteboard. Innovation and experimentation is encouraged and supported, and members of the Department are expected to keep up to date with current best practice. We have a huge range of practical equipment from a GPS telescope, hoverboard suitable for a pupil to large class sets of data-logging equipment. Teachers collaborate on new ways of improving learning and we strive to develop independence and intellectual curiosity in our pupils.

In the Shell year classes are mixed ability and we focus on learning and practical skills. We encourage and organise visits, practical work including data-logging, video analysis and computer simulations and part of the year’s assessment is based on a practical exam and coursework.

We encourage the gifted and able and all interested pupils through clubs and societies. In the Shell year we run an engineering club, in the 4th and 5th we take pupils to enrichment lectures in Oxford and we have a 6th form Physics society and Oxbridge application support. In the Science department we also run science extension seminars and a Café des Science.

Main tasks and responsibilities of a Head of Department

- to lead and inspire the learning and teaching in the School
- to lead and co-ordinate the work of their department
- to develop a department development plan that supports and helps deliver the school academic development plan
- to report to the Warden in the Autumn term with analysis of the previous year and present the department development plan for the current year
- to maintain a current scheme of work, suitable for pupils at all stages of the school, and make this available to the Deputy Head Academic, and Common Room
- to attend to administration in relation to the presentation of candidates for public exams, organise the setting, production and marking of internal examinations, and provide the Deputy Head Academic with lists of pupils’ marks and grades for school exams
- to assume responsibility for the ordering, maintenance, safety and development of departmental resources and for the planning, presentation and control of the departmental budget
- to oversee development and maintenance of current department intranet pages
- to track performance of all pupils and offer suitable guidance to pupils and staff to aid raising achievement
- to attend Heads of Departments meetings
- to hold and record regular departmental meetings
- to devise and maintain department policies
- to facilitate the exchange of ideas about, and approaches to learning and teaching
- to implement within the department, for each teacher, the school approach to professional development to incorporate:
  - monitoring the quality of learning, teaching, marking and record-keeping
  - coaching appropriate self-reflection
  - setting of appropriate professional development goals
  - encouraging the use of pupil feedback in self-reflection
  - providing personalised professional development training
  - allocating appropriate department tasks to support professional development needs
- to have overall responsibility for pupil discipline in their department
We are a full boarding school, and all teaching staff are given responsibility for a small tutor group of pupils (normally between 6 and 14), which involves some supervisory duties in the boarding house to which the pupils belong. Staff are also expected to contribute to the co-curricular life of the school according to their strengths and experience.

As a member of the school’s teaching staff the post-holder will have a responsibility in every circumstance to promote and safeguard the welfare of pupils in the School. The School’s procedures and policies for child protection and security are published in the Staff Handbook, of which all teachers are given a copy, and training in these procedures and policies forms part of new teacher induction, as well as on-going staff development.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This job specification is current at the date shown but, in consultation with the post holder, it may be changed by the Warden to reflect or to anticipate changes in the job commensurate with the grade and job title.

Salary
St Edward’s operates its own pay scale and teachers are entitled to be members of the Teachers’ Pension scheme. Other non-contractual benefits include private health scheme; membership of the Nuffield Health Fitness & Wellbeing Gym and death-in-service insurance.

Length of Appointment
Tenure as a Head of Department is normally for an initial period of five years. Appointments are reviewed before the end of this period and the Warden will make a decision as to whether or not it should be extended. If, at the end of the initial period, the appointment is not extended, the member of staff will revert to being employed solely as a Teacher.

Responsibility Allowance
During tenure as a Head of Department a responsibility allowance is paid as shown in the teachers’ pay scale. Allowances are reviewed annually with effect from 1 September.

Confidentiality and Data Protection
In the course of their employment, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School’s interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

Child Protection at St Edward’s
St Edward’s is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure & Barring Service.

Health and Safety
Under the Health & Safety at Work Act 1974 all staff must take reasonable care of their own health and safety and of others who may be affected by their actions or omissions at work and must comply with the School in its understanding of any relevant statutory provision. Staff must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.
**Selection Process**

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee at this stage.

The interview process will take place over one day, and will involve meetings with colleagues responsible for the various areas of the School’s activities. These interviews will seek to assess how well the candidate meets the requirements of the post, and will include an assessment of the candidate’s suitability to work with children. Candidates will be asked to teach a lesson. Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate’s present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact Matthew Albrighton, Deputy Head Academic, preferably by email: albrightonm@stedwardsoxford.org.

Early applications are encouraged and application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed or posted to wardenpa@stedwardsoxford.org / the Warden, St Edward’s School, Oxford OX2 7NN. Closing date for applications is 12 noon on 14th April 2017.

March 2017
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<th>Headings</th>
<th>Essential Qualities</th>
<th>Desirable Qualities</th>
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<td>Personal Circumstances</td>
<td>- St Edward’s is a full boarding school and a flexible attitude to working hours is vital</td>
<td>- The ability to coach games</td>
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<td>- The ability to take a full part in the general activities of the school</td>
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<td>- The ability to undertake a full teaching programme</td>
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<td>- The ability to undertake certain communal responsibilities of supervision, encouraging and organising societies, clubs and dramatic productions</td>
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<td>Personal Attributes</td>
<td>- Enthusiasm</td>
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<td>- High motivation</td>
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<td>- Exceptional classroom practitioner across the age and ability range</td>
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<td>- Ability to maintain confidentiality</td>
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<td>- Excellent organisational skills</td>
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<td>- A willingness to carry out a variety of tasks</td>
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<td>- Good people skills</td>
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<td>Educational qualifications</td>
<td>- Good first degree from a recognised university</td>
<td>- A post-graduate teaching qualification</td>
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<td>Skills, abilities and experience</td>
<td>- A proven track-record of working well in a team</td>
<td>- Experience of teaching IB</td>
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<td>- Good spoken and written English</td>
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<td>- Commitment to the use of current and emerging technologies</td>
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<td>- Ability to communicate easily, both orally and in writing to a variety of audiences</td>
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<td>- Ability to work under pressure</td>
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<td>Safeguarding</td>
<td>- Commitment to the protection of children and young people.</td>
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<td>- Willingness to work within the School’s Safeguarding guidance for staff and follow relevant organisational procedures.</td>
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