

JOB DESCRIPTION**TEACHER OF PHYSICS
FOR SEPTEMBER 2025**

Reports to:	Head of Physics
Responsible to:	The Warden
Relates to:	Pupils, other teaching staff, non-teaching staff and parents
Contract:	Permanent, term-time only
Salary:	DOE

1. Role Purpose

The Physics Department consists of a Head of Department and five 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. The department is exceptionally well resourced with an extensive range of modern and traditional practical equipment and IT resources. Pupils all have a Microsoft surface device, with which they can use web-based data logging software to complement our equipment. Innovation and experimentation is encouraged and supported, and members of the Department are expected to keep up to date with current best practice.

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 set into two bands based on ability. Learning is focused on consolidating prior knowledge and ensuring a good foundation of both practical skills and conceptual understanding, with room for stretching the brightest through more rigorous mathematical practice. We encourage practical work including data-logging, video analysis and computer simulations. In the GCSE years pupils are streamed into sets, with most taking the triple award IGCSE. The A-level course follows the AQA syllabus (Turning Points) and there are separate sets for Standard and Higher Level IB. Our current lower sixth pupil roll is 31. PhysSoc runs weekly and stretches the most able pupils through BPHO and PAT prep, lectures given by staff and external speakers, use of the Turing Tumble marble-powered computers and time spent in the observatory on the telescope.

This post brings with it no responsibility for a budget nor for supervision of staff.

2. Main Duties and Responsibilities

- To deliver well-planned, engaging and challenging lessons in accordance with the schemes of work.
- To engage positively with personal professional development.
- To adhere to all departmental and school policies relating to assessment, tracking and monitoring of progress, including regular reporting to parents and tutors.

- To be fully aware of Health and Safety regulations relating to all activities which are undertaken.
- To play a full part in the wider life of the school community.
- To act as an academic tutor to a small group of pupils, carrying out regular 1:1 tutorials.

Safeguarding

- 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 able to access a copy on Teams. Training in these procedures and policies forms part of new teacher induction, as well as on-going staff development.

Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date issued. It will be reviewed from time by the Warden to ensure that it remains current and the School reserves the right to make reasonable changes.

3. Person specification

The person appointed will be a well-qualified Physics teacher with a good degree from a recognised university, experience of working with children or young people, and, in most cases, a post-graduate teaching qualification. The successful candidate will be happy to contribute to ToK, EE or EPQ candidate supervision. Experience of teaching IB, while desirable, is by no means essential. He or she will be fully supportive of the School's academic vision and pedagogical principles.

Qualifications

A good Honours degree in a relevant subject	Essential
Educational qualifications (PGCE, M.Ed)	Desirable

Knowledge and Experience

Outstanding practice in the classroom	Essential
Safeguarding and the protection of young people	Essential
Working in a coeducational environment	Desirable
Working in a boarding environment	Desirable

Abilities and Skills

Outstanding communication skills, with the ability to relate sensitively to pupils, parents and staff	Essential
Excellent organisational and administrative skills	Essential
Excellent IT skills	Essential

Personal Qualities

A proven track record of building and maintaining good relationships with pupils	Essential
A proven track record of building and maintaining effective working relationships with colleagues	Essential
Commitment to safeguarding children and young people	Essential
Commitment to professional development in teaching and learning	Essential

Willingness to commit to the School's aims and values, and to be involved in its boarding community	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential

4. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's Office (ICO) for the purposes of UK General Data Protection Regulation (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

5. 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 and Barring Service (formerly CRB).

6. Health and Safety

The School is obliged, so far as is reasonably practicable, to provide safe and healthy conditions and systems of work for all employees, which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees 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.

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About the selection process

The deadline for applications is 12 Noon on Thursday 8 May 2025. Interviews will take place on Wednesday 14 May 2025. The interview process will include an observed lesson. References will be taken up once candidates are short-listed, unless the candidate explicitly requests a delay. Social Media and online checks will also be made at this stage.

The 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. Any discrepancies or anomalies in the application form will be addressed at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether their name is given as a referee or not.

References will be taken up once interview offered unless the candidate explicitly requests a delay. The interview process will include an observed lesson. Candidates may be invited to attend a preliminary online meeting before the in-person interviews.

Application forms can be found on the School website: www.stedwardsoxford.org. Candidates should send their completed forms by email or by post to wardenpa@stedwardsoxford.org. For further information please contact 01865 319323 or for an informal conversation about the role, please contact the Head of Physics, Mrs Heather Murphy, by email (murphyh@stedwardsoxford.org).

March 2025