

JOB DESCRIPTION – Teacher of Psychology

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

JOB SPECIFICATION	
Title of Post	Teacher of Psychology
Purpose of Role	To teach Psychology to IB Diploma (Years 12-13) and possibly Pre-IB students (Year 11)
Overview	<p>Humanities courses (known as “Individuals and Societies” courses by the IB) are an integral part of the IB diploma programme. All students must take at least one I&S subject, although many opt to take two. Psychology is offered at both Higher and Standard Level and is a very popular subject often with in excess of 45 students per year choosing it. IB Psychology results are consistently excellent, and many students go on to study the subject at leading universities both in the UK and overseas. Class size is a maximum of 15 students, and most sets have fewer than 12. The students are invariably well-behaved and keen to learn. There are currently around 230 students across the two IB diploma year-groups.</p> <p>The Pre-IB course is a college-devised programme which offers up to one year of preparation for the IB diploma in a range of subjects, with particular focus on improving English. Whilst some students come for the whole year, others join the programme for one or two terms. The Pre-IB humanities course has a trimester structure, with students choosing a different subject each trimester. Humanities classes have 4 allocated hours per week, and trimesters are either 11 or 12 weeks long. Students sit formal examinations at the end of each trimester, and the results provide guidance as to whether the subject will be a suitable choice in the IB diploma. Class sizes are a maximum of 15 students, although once again many sets are smaller. There are currently around 40 students enrolled in our Pre-IB programme.</p> <p>The successful candidate can expect to teach on both courses.</p>
Department	<p>Psychology as a subject is part of the Humanities Department which oversees the teaching of Geography, History, Global Politics, Environmental Systems & Societies, Business Management, Economics and Psychology.</p> <p>There are currently three teachers of psychology: the incumbent who is also Head of Psychology and is retiring after 20 years of distinguished service, a part-time teacher of Psychology and the Vice-Principal Academic who teaches one set per year.</p>
Reporting Structure	The role is managed by the joint Heads of Humanities and is ultimately responsible to the Vice-Principal Academic. The post of Head of Psychology is available for a suitably qualified individual.
Key Responsibilities	<p>Teaching Psychology (see schedule of duties).</p> <p>The person appointed would also act as a Personal Tutor to approximately 12 students. The role of personal tutor carries an additional allowance of £3,914 per annum.</p> <p>All teachers are expected to lead an extra-curricular CAS activity group.</p>
TERMS AND CONDITIONS	
Terms of Employment	<p>Permanent full-time to start September 2022 (ideally) or January 2023.</p> <p>The college will also consider part-time applicants who are willing to teach at least 75% of a full timetable.</p>

Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	Classes are timetabled between 9.00 and 16.30 and meetings can last up until 1800 on some nights. The academic year is 35 weeks, from late August until mid-June, with breaks at the end of term and mid-term in October and February.
Probationary Period	6 months
Notice Period	3 or 6 months depending on the leave date
Salary/Pay	For an experienced teacher (5+ years), this is likely to be £41,944 per annum. The personal tutor allowance is additional to this. The post of Head of Psychology is available for a suitably qualified and experienced applicant and carries an additional responsibility allowance 'B' of £2,372
Pension	The teacher will be enrolled into the Teachers' Pension Scheme. The teacher's contribution is a tiered contribution, based on pensionable earnings which, from April 2022 is 7.4 – 11.7% of pensionable salary.
Life Assurance	Death in Service cover is provided
Meal	A free lunch is provided in the College dining hall on working days and when students are in residence.
PERSON SPECIFICATION <i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	<ul style="list-style-type: none"> • Relevant degree (E) • PGCE or equivalent (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> • ability to teach your subject to IB level (or A2 level, or equivalent) (E) • experience of working in an international environment (D) • experience of teaching IB psychology courses (D) • successful record of supporting students with excellent progress and results (D) • experience of working with students of different language / educational backgrounds (D)
Personal skills and attributes	<ul style="list-style-type: none"> • An excellent and innovative classroom practitioner (E) • Willingness to contribute to the life of a busy boarding school (E) • Willingness to contribute to the development of the humanities department (E) • Efficiency, enthusiasm, flexibility and team spirit (E)
References and Pre-employment Checks <i>St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.</i> <i>Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.</i>	
References	<i>Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.</i>
Identity, right to work and qualifications	<i>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</i>

	<p><i>Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.</i></p> <p><i>If you don't already have the legal right to work in the UK, we strongly recommend that you use the Home Office website to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.</i></p>
Police checks / DBS	<p><i>Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.</i></p>
Health questionnaire	<p><i>Satisfactory completion of a health questionnaire.</i></p>

HOW TO APPLY	
Applications	<p>Applications must be made using the College's standard application form which can be found on the College website at https://www.stclares.ac.uk/contact-us/recruitment-and-careers/</p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p>
Email	<p>Applications should be submitted by email to recruitment@stclares.ac.uk</p>
Contact us	<p>Email: recruitment@stclares.ac.uk Tel: 01865 552031</p>
Deadline for applications	<p>This role will close 9am Friday 20th May 2022. The college reserves the right to interview and offer the role before the closing date. An early application is encouraged.</p>
Selection Process	<p>Short-listed candidates will be invited for interview and will also be asked to teach a lesson on an agreed topic. Interviews will be arranged as soon as suitable applications are received.</p>