



Shanghai Concord Bilingual School
上海康德双语实验学校

JOB DESCRIPTION AND PERSON SPECIFICATION

HEAD OF PHYSICS

Introduction

Academic staff are expected to teach to the highest possible professional standards and support and uphold the ethos, aims and objectives of the School. All teachers must familiarise themselves with, and adhere to, the many and various policies and systems by which the School is managed and students are cared for.

Teachers at the School are expected to be expert classroom practitioners who are able to enthuse their students and draw out of them the finest examination performances. Staff are to be in sympathy with the ethos of the School, assisting with supervisory duties and also contributing to the broader cultural and/or sporting life of the School. Most teachers will also take on the role of Personal Tutor.

The successful candidate will be expected to combine the ethos and culture of Concord College, UK within the framework of the Chinese education system. This will require an awareness of and sensitivity towards cultural differences. Experience of teaching overseas students is therefore a considerable advantage.

The Role

The Head of Physics will report to Principal, although as the School increases in size it is intended to appoint a Head of Science, at which point the line of management will alter accordingly.

The post holder will lead a team of specialist subject teachers, which is expected to grow in size considerably as student numbers increase. He/she will be responsible for the development of that subject at all levels throughout the School. He/she needs to possess good organisational skills and also be an enthusiastic, energetic and innovative teacher who can lead by example, who is committed to flexible and varied styles of teaching and is in sympathy with the aims and objectives of the School.

Main duties and responsibilities include:

Academic management

- reviewing curriculum needs and, in consultation with other staff and the Senior Management, choose courses that are appropriate to the needs of our students;
- initiating, overseeing and regularly updating the development of agreed schemes of work for all courses;
- developing and managing coursework and practical assessments in line with exam board specifications, including preparation of such and supervision of students during such assessments;
- leading regular subject meetings of Physics staff at which curriculum planning, student progress, and teaching and learning needs should be discussed and good practice can be shared;
- managing physical resources effectively and advising the Principal and in subsequent years, the Head of Science of requirements;
- line managing subject teachers including conducting professional review interviews and regular lesson observations as agreed within the department and in consultation with the Principal or Head of Science;
- disseminating information regarding new resources and professional development courses to staff;
- managing and implementing the department's Health and Safety policy, including the development and updating of all relevant risk assessments;
- contributing to the selection for appointment of new members of the department, including the induction and assessment of probationary teachers when appropriate;
- establishing and monitoring departmental targets and producing a self-assessment report each year;
- working with other subject leaders to develop departmental policies and to ensure that existing policies are implemented effectively;
- liaising with Senior Management, as appropriate, to ensure that departmental documentation is up-to-date and fit for purpose (for instance, subject descriptions for the GCSE and A level booklets);
- ensuring that students hoping to study Physics or Engineering at university have an additional programme of study that will prepare them for university interviews and pre-tests;
- ensuring that able students are entered for external subject-related competitions as appropriate to the subject;
- enriching the curriculum in the subject – this might mean inviting speakers to the college or taking students to university lectures;
- recommending students for subject prizes to the Senior Management at the requisite times of year;
- liaising with the Principal and Senior Management as appropriate, over issues of mutual interest.

Teaching

- thorough planning, preparation and clear presentation of lessons;
- initiating, facilitating and moderating classroom discussions;
- evaluating and grading students' work, giving appropriate feedback and maintaining records of students' progress and development;
- researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials;
- selecting and using a range of different learning resources and equipment;
- preparing students for qualifications, including external examinations and as required;
- managing student behaviour in the classroom and on college premises;
- participating in regular departmental meetings, INSET, school training events, observation and professional review in order to maximise the quality of teaching;
- acting as personal tutor to a group of students as directed by the Principal and Senior Management
- responsibility for developing the use of the SIMS database within the Physics Department;
- writing regular, informative and individual reports on students;
- promoting the general well-being of students and communicating with heads of houses and/or personal tutor responsible;
- participating in and organising extracurricular activities as appropriate and as required by the Senior Management;
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and reporting any concerns.

This list is not intended to be exhaustive. The nature of teaching and of education is that change is likely, either externally prompted (for instance a government or exam board reform) or as a result of our School-based initiatives. The Head of Physics should therefore expect to undertake any other reasonable duties for the further development of the subject within the School and of the School's academic ethos in general.

Qualifications:

- a high quality degree with Physics as the sole or significant focus;
- a formal teaching qualification may be an advantage;
- an interest in further training and development.

Skills and Experience:

- the capability of teaching Physics expertly and confidently to all age groups 11-18, being up-to-date in his/her subject;
- a willingness to accommodate the needs of students from a variety of linguistic backgrounds is essential;
- confidence in ICT and good ICT skills, being able to pick up new procedures and routines quickly; particularly in respect of the SIMS database system and the anticipated development of the VLE;
- effective and efficient administrative skills;
- the ability and willingness to contribute to the teaching of another science subject will be an advantage;
- the ability to contribute to the extra-curricular life of the School is essential;
- relevant experience in teaching, examining or in the commercial sector will be taken into account.

Personal Attributes:

The successful applicant should:

- be a passionate advocate of his/her subject;
- have good interpersonal skills and have the ability to work as part of a team and lead a team of teachers;
- be generous in spirit – the role is likely to require hard work and a professional attitude to the commitment required in a developing school;
- be able to communicate fluently and accurately in spoken and written English;
- demonstrate foresight and good judgement in the execution of managerial tasks;
- be confident in handling students at both ends of the Concord academic spectrum;
- be flexible in outlook and amenable to change.

Hours of Work

Teachers are expected to work the hours necessary to fulfil their role to the highest possible professional standards, and be available for all scheduled lessons, duties, meetings and other associated activities. Academic staff are also expected to actively support college events as far as possible, and contribute to the broader life of the college.

Remuneration and Benefits

Details of remuneration and benefits are given in formal offer letters and contracts of employment.

Salary will be in accordance with the Shanghai Concord Teachers' Pay Scale, which is above Main UK Scale. Successful candidates are offered a point on the salary scale which is appropriate to their qualifications and experience. Housing allowance, return flights, relocation allowance and full personal insurance are included in the package.

The Head of Physics can expect a timetable reduction, in recognition of the additional workload associated with the post.

Induction of New Staff

There is a thorough induction programme for new staff. The main induction will place just prior to the start of the new academic year at the end of August. But other visits may be arranged if desired.

THE SCIENCE DEPARTMENT

Staff

The Science Department will initially be a small, but well qualified team of 4 teachers. Over the coming years it is planned for the college to grow rapidly and the Head of Department will be directly involved in the recruitment and development of the team. It is an exciting opportunity for a forward looking and energetic teacher

Members of the Department will be expected to work as a team when preparing materials and to share in the writing of weekly tests which will then be used as common assessments. Each individual teacher will be assisted to maximise the quality of their teaching. Regular departmental meetings, INSET, lesson observation and professional review will all be developed to form part of this process.

Facilities

There is a strong tradition of Science teaching at Concord College in the UK and it is anticipated that this will also be the case in Shanghai. Science teaching will take place within dedicated Science laboratories. All classrooms and laboratories are equipped with a data projector and whiteboard. An experienced laboratory technician will service the needs of the whole department. However, in 2020 it is intended that the school will relocate to a purpose built site in the same district of Shanghai. The Head of Physics will be directly involved and consulted in the development of the new school laboratories and the facilities required.

Courses

Intake of students in the first year (2017) was restricted to pupils in Years 6 and 10 in the Chinese system (ages 11 and 15). The youngest students follow the compulsory Chinese curriculum, alongside an intensive English and bilingual extension courses. It is intended that this will lead to IGCSE Physics courses in Year 10. In 2018 A level Physics will be added for those students progressing to Year 11. Physics is a popular subject in Concord College UK, with many students applying to study engineering or related courses at university with several going to Oxbridge each year. It is our aim that the students at SCBS will aspire and reach the same exceptional standard in Physics.