



**REED'S**  
School

Candidate Information  
Head of Physics



# INTRODUCTION

## The School

Reed's School is a leading HMC independent day and boarding school, providing an education for around 700 pupils between the ages of 11 and 18 years, with girls joining in the Sixth Form. Reed's is predominantly a day school with approximately 100 boarders spread throughout the year groups.

Although primarily day, the School benefits from all the facilities of a boarding school which provide the welcoming community feel that embodies the ethos and character of the School.

The School is well-known for its innovative approach to STEM learning, through our FutureTech programme, outstanding Arts and Music provision, and National and World class sports teams. Our staff are recognised for their inspirational and dynamic approach to learning. The vast majority of our pupils go on to attend their first choice universities, with Russell Group universities being the most popular destinations. The ISI awarded the School "excellent" in all categories during its most recent inspection.

Situated on over forty acres in Cobham, Surrey, Reed's School benefits from excellent transport links by rail, road and air. The school is a ten-minute walk to Oxshott Station, and a thirty minute journey into Central London while the A3 is a four minute drive away with excellent links to Gatwick and Heathrow airport and the M25.

## History of the School

Reed's School was established in 1813 by the prominent philanthropist and social reformer Reverend Dr Andrew Reed as a school for orphaned children. His belief that philanthropy and education have the power to transform the lives of children remains central to the ethos of Reed's. Through our Foundation the School continues to offer bursaries to over 75 children who have lost the support of one or both parents.

Since its founding the School has benefited from a Royal Patron and Her Majesty the Queen Elizabeth II is the current Royal Patron of the School, having visited as recently as 2014.

Although much has changed since the School was founded, our values-driven approach to education has remained the same. Through our core values of Integrity, Compassion, Curiosity, Resilience, Responsibility and Independence we are able to create a dynamic, exciting, and yet still warm environment where our pupils and our staff thrive.





# THE ROLE & THE DEPARTMENT

The Head of Physics is responsible for leading, managing and co-ordinating the development of Physics within the School and be responsible to the Head of Science.

The role-holder will be accountable for student attainment and progress in Physics, ensuring that every student achieves and exceeds their potential.

The Physics Department consists of 6 teachers with the support of a full time technician. There are four labs in the department which are very well resourced and each lab has a computer, projector and interactive whiteboard.

All the Sciences are taught as separate subjects and pupils can choose either 2 or three Science GCSEs. Maximum class size at GCSE is 24, although this number will decrease over the next few years. Sixth Form sets usually number 12-14 candidates.

We would expect approximately 70 pupils each year to take GCSE Physics with between 30-40 pupils taking the subject at A Level.

All members of the teaching staff are involved in the school's tutorial and pastoral systems and are expected to be involved in the Activities Curriculum provided to the pupils.



## JOB DESCRIPTION

### Main Duties and Responsibilities:

- Ensure that the importance of Physics, in all aspects, is recognised and celebrated within the school and encourage pupils to take up the subject at GCSE, A and AS Level.

- Ensure that the teachers of Physics deliver effective and stimulating lessons, enable examination success for their students and provide equal opportunity for all students within their lessons.

- Ensure that the teaching environment for all students in Physics classrooms is safe, attractive and appropriate.

- Support and encourage innovation with regard to teaching and learning in this subject.

- Oversee the running (setting, marking and recording) of tests and examinations and report to the Headmaster and the Deputy Head (Academic) about internal and external examination results.

- Ensure that the team share information, skills, knowledge, experience and support each other in their teaching of this subject.

- Ensure that ICT is appropriately used to the maximum benefit in teaching and learning within the Department.

- Carry out appraisals for the teachers of Physics and produce an annual departmental development plan. Oversee the appraisal process for the Department.

- Be responsible for the Physics allocation within the overall budget, planning and controlling expenditure.

- Liaise regularly and effectively with the Senior Leadership Team on departmental matters.

- Hold regular, minuted Department meetings.

- Attend Heads of Department Meetings.

- Update the Department Handbook annually.

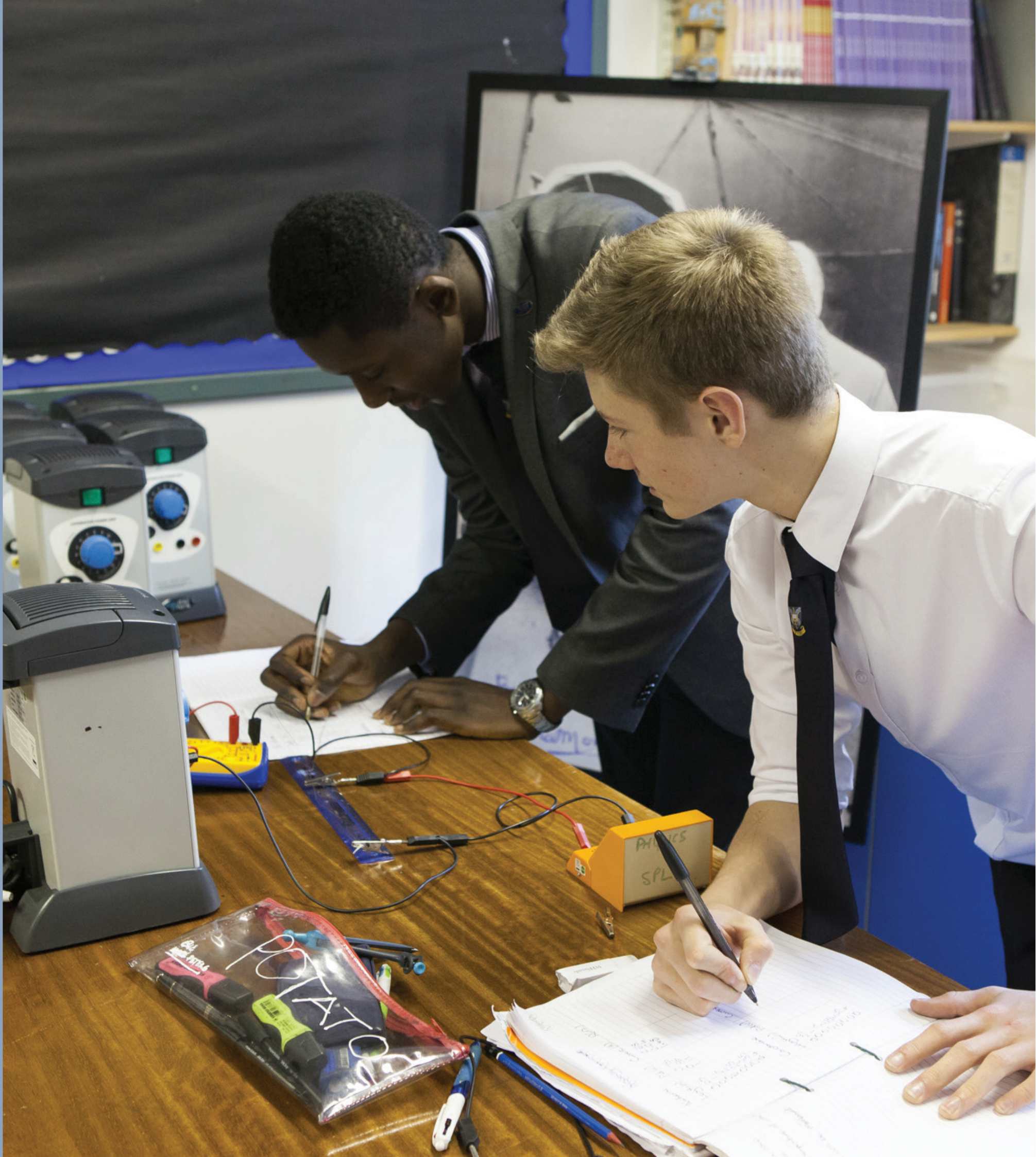
- Update and maintain knowledge, including the teaching methods within the subject area.

- Encourage staff training and provide opportunities for the members of the team to widen their teaching experience.

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

- Undertake such other comparable duties as the Headmaster requires from time to time.





# PERSON SPECIFICATION

## Qualifications

*ESSENTIAL*

- Educated to Degree level in Physics or other relevant Science subject.

*DESIRABLE*

- QTS

## Experience

*ESSENTIAL*

- Experience of teaching Physics at all levels, inclusive of GCSE, AS and A Level.
- Previous experience of supervising or managing a team would be an advantage.

*DESIRABLE*

- Experience of teaching successfully at all levels and to differing ability needs
- Ability to demonstrate success across the ability range.
- Ability to demonstrate creative and innovative approaches to enthusing and challenging pupils.

## Skills

*ESSENTIAL*

- Good planning and organising skills.
- Initiative and vision towards improving personal and departmental standards and results.
- Ability to use a range of ICT to gain participation and encourage learning, including the School's Virtual Learning Environment (VLE).

*DESIRABLE*

- Ability to set effective, realistic and challenging lesson objectives and appropriate homework.
- Experience of gathering, evaluating and using assessment data.
- Experience of creating/reviewing schemes of work, exams and assessments.

## Knowledge

*ESSENTIAL*

- Excellent subject knowledge and enthusiasm for Physics.
- Insight into student learning needs.

## Personal competencies and qualities

*ESSENTIAL*

- Motivation and enthusiasm to work with children and young people
- Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct

*DESIRABLE*

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Positive attitude to use of authority and maintaining discipline.
- Ability to maintain consistency and fairness.



# ISI INSPECTION REPORT JANUARY 2015

*“Excellent in all categories”*

“Pupils are intellectually curious, self motivated, and have high aspirations, both inside and outside the classroom.”

“Pupils’ achievements in extra-curricular activities are outstanding and reflect the wide range of their interests, the development of their talents and their determination to make the most of the opportunities offered.”

“Pupils are taught in a nurturing environment by highly committed teachers. Relationships between pupils and teachers are very strong and result in positive attitudes to learning.”

“Pupils are noticeably proud of their school community and take every opportunity within it to further their personal development with the result that this is highly developed by the time they leave the school.”

“There is a relaxed and positive atmosphere in school with excellent relationships between pupils and staff.”

## THE APPLICATION PROCESS

If you would like to find out further information regarding the role, please contact Lisa Lopez (HR and Compliance Manager) by email at [hr@reeds.surrey.sch.uk](mailto:hr@reeds.surrey.sch.uk) or by telephone on 01932 869043.

Applicants should send a completed Reed’s application form accompanied by a covering letter (addressed to the Headmaster) which explains their motivation for applying to Lisa Lopez (HR and Compliance Manager) at the contact email address above.

All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact the HR team by telephone using the contact number above.

**The closing date for applications will be midday on Friday 2nd December 2016.**

## SAFEGUARDING & CHILD PROTECTION

Reed’s School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.