



**HAMPSTEAD SCHOOL**  
Learning together Achieving together



## HEAD OF FACULTY - SCIENCE APPLICATION PACK

- Head's Letter to Applicants
- Job Profile & Person Specification – Head of Faculty (Science)
- Application Form – *please download from the School's website*  
[www.hampsteadschool.org.uk/page/?title=Vacancies&pid=84](http://www.hampsteadschool.org.uk/page/?title=Vacancies&pid=84)



Dear Colleague

Thank you for your interest in this exciting post here at Hampstead School.  
Please look at the following documents:

- Copy of the Advert
- Job Profile and Person Specification
- Application Form – download from our website [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk)
- More information about the school can be found on our website:  
[www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk) .

### **The School and its Community**

Hampstead School is a London Borough of Camden maintained comprehensive School with 1280 students (including 240 in the Sixth Form). The school, with an admission number of 210, is very popular locally and oversubscribed. Founded in 1961 as a mixed comprehensive school, visitors often comment on the mutual respect which is evident amongst students and between students and staff, being the first secondary school in London awarded the UNICEF Rights Respecting School Award at the highest level.

The diversity of our students is a real strength of the school. Over 80% of students are of ethnic minority origin, with over 60 different languages spoken in the school. Around half our students have English as an Additional Language, with a significant number eligible for the Pupil Premium.

The school is currently being rebuilt as part of the Priority Schools Building Programme. Two new buildings opened last Autumn term, with another due to be refurbished by late spring.

### **Our Ethos**

Our school has undergone a period of rapid change over the past few years, reflecting what Ofsted recognised as our “*relentless drive for improvement*” underpinned, as ever, by the quality of relationships at all levels, evident every day. A laser-like focus on the highest expectations of achievement and a belief that every student can and will achieve, whatever it takes, means that Hampstead School’s reputation for creativity and inspiration is firmly rooted in rigour. The school is currently in a very strong position, with learners achieving above national expectations across the core and overall. In our Sixth Form, currently at record numbers, results improved even further in 2016. Challenge Partners (2015) cited our “*exceptional climate for learning*.”

Innovation is central at Hampstead School, reflected in just some of our successes and initiatives over the last couple of years:

- One of only seven UK schools recognised as an inaugural “Achievement for All” Ambassador School, building on our Lead Quality Mark in supporting our most vulnerable learners to attain in line with their peers
- Pearson/Communications Trust “Outstanding School of the Year” 2015

- Arts Mark Award (Gold) from the Arts Council for England
- Sportsmark
- Healthy Schools status
- International School Full Award
- Geography Quality Mark
- Sustainable Schools Award (Gold)
- Cultural Diversity Quality Standard (Gold)
- National Champions in the Model United Nations national debating competition
- Our work with New Arrivals recognised as best practice and disseminated to all schools in a DVD.
- A residency school for the Future Leaders programme over many years, developing the headteachers of the future, as well as involvement in Teaching Leaders and Teach First.
- Investors in People
- International visitors seeking good practice from Denmark, Pakistan, India, China, Norway (where we undertake support work), USA and Japan among others and residency teachers annually from Connecticut
- Diana Awards from the Prime Minister for our anti bullying and peer mentoring schemes
- Part of the National Association for Able Children in Education (NACE),

and so it goes on.


In 2017, Hampstead School is a very successful, dynamic and happy school.

We are very proud of what we have achieved, never complacent and with a genuine and positive determination to become exceptional in all areas. We relish our challenges, being fortunate in our excellent, committed and enthusiastic staff, all of whom work together for the benefit of our students. A sign of our success is that, within a stable staff, nearly all who leave do so for career promotion. Consequently, this creates great opportunities to appoint new colleagues with new ideas, enthusiasm, determination, moral purpose, skills and positivity.

*“Staff really like working at the school. They feel valued and very well supported. Leaders have ensured that they have very good opportunities for training and development, to which they contribute. Many staff have moved on to promoted posts internally and elsewhere. This is an exciting, dynamic place to work, and its vitality greatly benefits the pupils.”*  
(Ofsted October 2016).

I am very excited about developing the school further and working with colleagues with differing strengths, but who all share an unwavering passion for education, and a commitment to improving the life chances of all our students.

If you are one of these talented people, I'd love to hear from you.



Jacques Szemalikowski  
Head



**HAMPSTEAD SCHOOL**  
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**Head of Faculty: Science**  
**TLR 1d (£13000)**

Inner London pay range  
**Required for September 2017**

We are seeking an outstanding leader in Science who will have the presence, experience and vision to further develop this very successful faculty. Science is a hugely successful faculty, extremely popular and successful at A Level, with 2 groups per subject. The faculty moved into brand new purpose-built laboratories, on its own floor last November.

We need you to be:

- Committed to inspiring and motivating our students through the highest expectations
- A team player with excellent subject knowledge and ability to teach to A Level
- A strong communicator with leadership potential wanting the best for each student
- A cracking teacher, enthusiastic and optimistic in your approach.

*"Staff really like working at the school. They feel valued and very well supported. This is an exciting, dynamic place to work, and its vitality greatly benefits the pupils". (Ofsted Sept.2016)*

*"Fizzes with activity" (Good Schools Guide)*

*"An exceptional climate for learning" (Challenge Partners)*

Details and application form can be downloaded from our website.

Closing Date : Tuesday 21 March 2017

Interview Date: Friday 24 March 2017

The School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an enhanced DBS check. Checks will be made with previous employers.

**11 – 19 Mixed Comprehensive N.O.R: 1280 (200 in Sixth Form)**

Westbere Road, London, NW2 3RT - Head: Jacques Szemalikowski

Tel: 020 7794 8133 Fax: 020 7435 8260

Email: [vacancies@hampsteadschool.org.uk](mailto:vacancies@hampsteadschool.org.uk)

Website: [www.hampsteadschool.org.uk](http://www.hampsteadschool.org.uk)





### JOB PROFILE

Hampstead School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

<b>Post Title:</b>	<b>HEAD OF FACULTY SCIENCE</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To optimise standards of student attainment and achievement within the Faculty and to monitor and support student progress</li> <li>To be accountable for the quality assurance of student progress and development within the Faculty</li> <li>To develop, enhance and monitor the teaching practice of others</li> <li>To ensure the provision of an appropriately broad, balanced, relevant and personalised curriculum for students in the Faculty in accordance with school vision, aims and Governing Body policies</li> <li>To be accountable for leading, managing and developing the faculty curriculum area including staff, financial and physical resources</li> <li>To actively engender a high level of professionalism, shared sense of purpose and positive emotional climate in the school</li> <li>To create a vision, sense of purpose and pride in the Faculty</li> </ul>
<b>Direct Reporting :</b>	Senior Leadership Team assigned Line Manager
<b>Responsible for:</b>	All Faculty personnel
<b>Operational &amp; Strategic Planning</b>	<ul style="list-style-type: none"> <li>To lead the development of appropriate specifications, resources, schemes of learning, assessment and marking policies, and teaching for learning strategies in the Faculty</li> <li>The day-to-day management, control and operation of Faculty service delivery, including human and physical resources</li> <li>To systematically track, monitor and follow up student progress</li> <li>To implement and monitor School Policies and Procedures</li> <li>In liaison with colleagues to formulate aims, objectives and strategic plans for the Faculty which meet student need and have coherence and congruence with and contribute to the School Improvement Plan</li> <li>To liaise with colleagues to ensure that service delivery holistically reflects the School's distinctive ethos and mission</li> <li>To ensure that Health and Safety policies and practices are carried out in-line with specified requirements</li> </ul>
<b>Curriculum Provision, Development &amp; Service Delivery</b>	<ul style="list-style-type: none"> <li>To be accountable for the development and delivery of an appropriate, comprehensive, high quality and cost-effective curriculum within the Faculty</li> <li>To lead curriculum development in the Faculty, keeping up to date with national developments and teaching practice and methodology</li> <li>To maintain accreditation with relevant external organisations</li> </ul>
<b>Human Resources</b>	<ul style="list-style-type: none"> <li>To ensure the efficient and effective deployment of all Faculty staff</li> <li>To implement Performance Management, ensuring that appropriate national standards and resultant staff development needs are met</li> <li>To make appropriate arrangements for staff absence including appropriate cover work</li> <li>To interview candidates and to ensure effective Faculty induction</li> <li>To inspire Faculty members by personal example, promoting teamwork and intrinsic motivation</li> <li>To participate in the school's ITT and NQT programmes</li> </ul>

<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>To ensure the effective operation of quality assurance systems including school quality of service procedures and lesson monitoring</li> <li>To implement target setting and target achievement procedures</li> <li>To establish Faculty standard operating procedures</li> <li>To monitor and evaluate the Faculty in line with School procedures for evaluation against quality standards and performance criteria</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>To maintain accurate and up-to-date Faculty information</li> <li>To make use of analysis and evaluate performance data provided</li> <li>To identify interventionist action on issues arising from data, systems and reports reviewing progress on the action taken</li> <li>To produce reports within the quality assurance cycle for the Faculty</li> <li>To actively engage with information on examination performance</li> <li>To provide the Governing Body with relevant information relating to the Faculty's performance and development</li> </ul>
<b>Communications &amp; Service Orientation:</b>	<ul style="list-style-type: none"> <li>To ensure vision ownership and engagement from all Faculty staff</li> <li>To ensure effective communication/consultation with parents</li> <li>To communicate and co-operate with stakeholders outside the school and to actively promote the school's ethos when doing so</li> <li>To represent the Faculty's views and interests</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>To contribute to the School liaison and marketing activities</li> <li>To lead the development of effective Faculty subject links with partner schools, external agencies and the community.</li> <li>To actively and loyally promote the school and its corporate well-being at all times</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>To manage the available resources of space, staff, money and equipment efficiently in line with "Best Value" principles.</li> <li>To make recommendations for effective and efficient timetabling and rooming</li> </ul>
<b>Pastoral Care &amp; Welfare System:</b>	<ul style="list-style-type: none"> <li>To monitor and support the overall well-being, progress and development of students within the Faculty</li> <li>To monitor student attendance, progress and performance in relation to targets ensuring that interventionist strategies are implemented</li> <li>To contribute to aspects of PSHE, IAG, WRL as appropriate</li> <li>To ensure the Behaviour for Learning system is implemented in the Faculty so that effective learning can take place</li> <li>To liaise with pastoral staff in the implementation of the school's pastoral system and the 5 outcomes of Every Child Matters</li> </ul>
<b>Additional Duties:</b>	<ul style="list-style-type: none"> <li>To play a full part in the life of the school community in implementing its vision, mission and ethos and support staff and students to do likewise</li> <li>To undertake an agreed whole school responsibility</li> </ul>

#### **OTHER CORE DUTIES::**

- To continue personal development as agreed
- To be generally responsible for safeguarding and promoting the welfare of students
- To undertake any other duty as specified by STPCD not mentioned in the above
- To take the lead in courtesy to colleagues and in modelling the school ethos to visitors and callers
- Heads of Faculty will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job profile is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.





**Head of Faculty: Science  
Person Specification**

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Relevant degree/ QTS</li> <li>• Excellent record of punctuality and attendance</li> <li>• On appointment, enhanced DBS check associated with ability to promote safeguarding of children</li> </ul>	<ul style="list-style-type: none"> <li>• Recent CPD in relation to leadership and management.</li> <li>• Further professional qualification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience across the 11-16/18 age range, to include recent leadership and management experience</li> <li>• Exemplary classroom practitioner</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstration of a range of proven teaching for learning strategies</li> <li>• Impact on the practice of others</li> </ul>
<b>Ability / Skills</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate deep knowledge of contemporary issues in the given area of education</li> <li>• Ability to inspire and liaise with colleagues across the school in promoting the faculty</li> <li>• Strong interpersonal skills linked to the ability to lead mentor, coach and develop</li> <li>• Strategies for implementing policy into practice linked to Quality Assurance</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to acquire skills as appropriate</li> <li>• An articulated whole school view</li> <li>• Knowledge of national educational policy, priorities and initiatives</li> <li>• A reflective practitioner</li> </ul>
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Awareness of equal opportunities issues and how these could be explicitly addressed within the curriculum</li> <li>• Strategies for addressing issues related to pace, challenge and inclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the contemporary agenda within equal opportunities</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• A sense of perspective and manifest enthusiasm and drive</li> <li>• Ability to work hard and prioritise within competing deadlines</li> <li>• A commitment to comprehensive education, inclusion, teamwork and a collegiate approach</li> <li>• High degree of emotional intelligence</li> </ul>	<ul style="list-style-type: none"> <li>• Resourcefulness, flexibility and adaptability</li> <li>• Desire and potential to progress to further promotion</li> </ul>