

**Head of Chemistry  
Required from September 2018**

**Person specification**

Following the appointment of the current post-holder to a Director of Studies position, we are seeking a dynamic and forward thinking Head of Chemistry from September 2018.

Responsible for the oversight of curriculum and the standards of teaching and learning in Chemistry, as well as the broader promotion and support of STEM in all areas of the School, this is a hugely exciting role for an experienced teacher looking for their next challenge.

We enjoy great success in supporting students applying to highly competitive universities both at home and abroad. The successful candidate will be someone able to help maintain such success, as well as further develop opportunities for students to deepen their understanding and enthusiasm for Chemistry.

**Key skills / Qualities**

The person appointed to the role will be:

- an excellent teacher of Chemistry with a passion for the subject and a proven record of success
- able to lead the department in delivering excellent teaching and extra-curricular opportunities
- a strong team player who is able to develop individuals
- able to liaise with the Head of Science to develop Chemistry teaching within the Science Department

**Responsibilities**

Responsibilities will include:

- Assessing, monitoring and reviewing the delivery of the Chemistry teaching to ensure excellent teaching and curriculum provision
- Leading the Chemistry department in all matters relating to the teaching of chemistry, including the chairing of weekly department meetings
- Assessment and monitoring of pupils' progress
- Induction, monitoring and support of new members of staff
- Monitoring and developing teaching and learning in the department and promoting the development of chemical and scientific knowledge
- Developing the teaching resources of the department

- Organising the departmental administration, such as timetable and laboratory allocations, organising record keeping and setting of internal examination papers, encouraging the sharing of teaching resources
- Managing equipment and textbooks in conjunction with the laboratory technicians, developing the audio-visual, computer and data logging resources in the department and training staff in their use

The person would be expected to teach 29 lessons per week out of a possible 45, equating to a five-day working week. They would be expected to teach throughout the school from Year 7 to the Sixth Form.

### **Aims of the Department**

The Department aims to promote an enthusiasm for scientific enquiry and an awareness of the importance of Chemistry in today's society, in addition to an independent approach to study and a passion for learning. Every year many girls go to study medicine, engineering and pure science courses at university and the school is very proud of its strength and long tradition of excellence in these fields.

### **The Department**

The Chemistry Department is well staffed with eight Chemistry teachers. The members of the Department share a common ethos and the atmosphere is very positive; staff willingly share their expertise and resources and volunteer for extra responsibilities as and when necessary. There are weekly Chemistry Department meetings and regular Science Department meetings.

### **The Curriculum**

Students currently follow our own course in Year 8, covering all aspects of the National Curriculum but encouraging the development of practical skills and being at liberty to stretch our very able students. From Year 9 we teach all students separate IGCSE Chemistry. In the Sixth Form we offer both Higher and Standard Level International Baccalaureate Diploma and the International A-Level. Chemistry is a very popular subject throughout the School and more than one in three sixth form students take it; many students go on to study subjects such as Chemistry, Natural Sciences, Medicine and Dentistry at their university of choice.

### **Extracurricular activities**

It is expected that each member of the Department will volunteer to contribute to extracurricular activities. The department encourages a range of extra-curricular activities. The year 7 and 8 Science Club is run by Sixth Form students. Older students prepare their own research for the CREST award. In the Sixth Form students take part in the C3L6 competition, the RSC Olympiad and a group of students are currently designing and trialling a series of experiments for a new advanced practical club. Students take part in a variety of analytical challenges and competitions throughout the year.

### **Professional Development Opportunities**

There is a strong culture of professional development at the School. In addition to the openly advertised internal promotion and professional development posts, the School also offers a number of external opportunities.

Following the opening of two partnership schools, North London Collegiate School, Jeju (in South Korea), and North London Collegiate School, Dubai, staff in the UK have opportunities to be involved in monitoring visits to South Korea and Dubai, and to be involved in the recruitment and training of their staff. A number of exchange opportunities are available to staff, both to Korea, and to partner schools in the USA and Australia.

The School works closely with The Prince's Teaching Institute, which is co-directed by the former Headmistress, Mrs Bernice McCabe. It provides residential, subject-specialist training to the maintained sector. The Prince's Teaching Institute activities currently reach 360,000 children in England and Wales. In 2014/15, 704 Secondary Schools, which is 16% of all Secondary Schools in England and Wales, have sent a teacher to a PTI course. Currently there are nine subject streams designed and led by NLCS staff, and the School pays for a number of staff from NLCS to attend the courses.

As part of the larger Senior School we benefit from being able to attend lectures and presentations from an eminent number of speakers, including John Bercow, Margaret Beckett, Brian Sewell, Tom Holland and Lord Winston.

### **Terms and Conditions**

North London Collegiate School has its own generous salary scale. A salary review is conducted each year.

The School is a member of a BUPA group scheme; subscription is open to all staff. Staff may pay into the Teachers Superannuation Scheme. NLCS terms are shorter than the maintained sector.

Some staff accommodation is available on site. There is free use of the School's coach service and exclusive use of the indoor swimming pool, fitness suite and sports hall. Staff children who are selected to join the school enjoy 25% fee remission (for up to two daughters).

### **Applications**

Application should be made in writing to the Headmistress with a letter of application, completed application form and the names and addresses of two professional referees, one of whom should ideally be the Head of the applicant's present school. If applying by email the application form should be sent to Gill Conway, Deputy Heads' PA, who is in charge of teacher recruitment at [deputyheadspa@nlcs.org.uk](mailto:deputyheadspa@nlcs.org.uk).

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment as part of their duties. The successful candidate will be asked to apply to the Disclosure and Barring Service for an Enhanced Disclosure.