



BOLTON SCHOOL GIRLS' DIVISION, SENIOR SCHOOL

HEAD OF CHEMISTRY

Required from January or Spring 2018, an enthusiastic and dynamic graduate to inspire in the girls a love of Chemistry and to lead a large, flourishing Department with an impressive record of success at A level and in enabling girls to study Medicine after school. This is a key role which would suit an ambitious, highly qualified individual, wishing to make a significant impact on the success of the school and to enhance the girls' education, through both curricular and extracurricular activities. A willingness and ability to teach another science to at least GCSE level may be an advantage. The position arises because of the internal promotion of the current Head of Chemistry to become Assistant Head.

The successful candidate will be a well qualified and committed teacher of Chemistry, able to meet the rewarding challenge of inspiring our intelligent and highly motivated girls from Year 7 to Sixth Form, both inside and outside the classroom. S/he will hold at least a good honours degree and, perhaps, a post graduate qualification. S/he will possess the flair and vision, together with the necessary academic, educational and organisational experience to succeed in a post of this standing. S/he will have the talent and drive to lead a strong team of specialist teachers, to initiate and develop innovative ideas and to deal effectively with the administrative detail of the job. S/he will be committed to the welfare and individual development of all the pupils in his/her care.

The new Head of Department, alongside the Head of Science, will be the public face of the department and will have the ability to share his/her passion for Chemistry with children, parents and colleagues. S/he will be prepared to play a significant role in the wider life of the school, by promoting and developing extracurricular and enrichment activities and taking a lead in whole-school events when appropriate.

The successful candidate will be expected to teach from Year 7 to A Level and beyond. S/he will take an interest in the teaching of Science in the Junior School and in our other feeder schools. S/he will be expected to demonstrate a full commitment to school improvement, the ability to contribute to

the wider academic and intellectual development of the School as a whole and an interest in curriculum development, as well as cross-curricular and extra-curricular initiatives. S/he will be fully computer literate; all teaching staff and pupils have their own iPad. Good communication skills, oral and written, are also essential. A detailed person specification is included below.

An attractive salary/ benefits package is available. The school participates in the Teachers' Pensions Scheme, administered by Capita on their behalf, and has a strong commitment to professional development.

The Science Department

Science comprises three departments (Biology, Chemistry and Physics), each with substantial autonomy (including the production of Schemes of Work) and with its own Head of Department working under the overall direction of the Head of Science. All science periods are taught in a specialist subject laboratory, classroom or dedicated IT room where appropriate. The Department describes itself as follows: 'We are a lively department with a well-qualified and committed staff team, with a good balance of experience and enthusiasm. We are supportive of each other as well as of our students.'

The Science Department is the largest academic department in the school and is central to the life of the community. The Department is well staffed and resourced, with 9 full-time teachers, 4 part-time teachers and 4 science technicians. It enjoys good accommodation on a single floor of the school with nine fully-equipped laboratories (all with interactive whiteboards), as well as two preparation rooms and staff resource areas/ offices. The majority of girls study separate sciences at GCSE and the sciences are popular options at Advanced level - with many girls going on to study medicine, science, science- related subjects or engineering at university.

Chemistry

The **Chemistry** Department currently comprises the Head of Chemistry, the Head of Science and three other members of staff. Chemistry is an extremely popular subject in terms of option choices. The Board for Chemistry is AQA at both GCSE and A Level.

KS3 and KS4 Curriculum

All the girls follow a broad and balanced science curriculum until the end of Year 11. The department's fundamental aim is to provide the next generation of scientists with a firm foundation of the knowledge and skills needed for further study and to prepare the others to deal with scientific and technological information in their daily lives. The Department aspires to maintain pupils' curiosity about phenomena and show how experiments and models can be used to develop ideas as well as how scientific ideas contribute to technological change. Its courses are therefore stimulating, balanced, relevant and enjoyable.

The Key Stage 3 course, based upon the QCA scheme of work, is compressed into years 7 & 8. Teaching of these years is by form and two science teachers deliver the entire science curriculum. In year 9, the pupils are taught the three sciences by specialist teachers. In year 9, the pupils start the AQA Separate Science suite of specifications.

At Key Stage 4, pupils choose to follow either the triple science or the combined science (Trilogy) curriculum. Teaching is delivered in mixed ability sets.

Extra Curricular Provision and Academic Enrichment Within the Curriculum

Year 13 students participate in the Chemistry Olympiad and in 2016/17 achieved silver and bronze certificates. Able and talented Year 12 students participate in the Chemistry challenge during the summer term. This is a 90 minute examination that stretches the brightest students. There is also support for potential medics, vets and dentists in the form of curriculum enrichment programmes in Year 12 as well as help available in the autumn term for preparation for the BMAT and UKCAT examinations. A number of our Year 12/13 students are members of ChemNet, a network run by the Royal Society of Chemistry to enrich the experience of students studying A level Chemistry. Year 12 pupils regularly attend the Young Analysts competition. Mock interviews are provided to help prepare students for their University interviews on Chemistry and related courses e.g. Pharmacy degrees. Able and talented pupils in Years 8-11 are able to participate in the Salters' Science Festival and ChemQuiz too.

The Bolton School Foundation

Bolton School is one of the largest independent day Schools in the Country, with over 2,300 students in total, as well as over 500 staff. On the main campus, there are two single sex Junior schools, two single sex Senior schools and a mixed Infants' school and Nursery. The current Headmistress is a member of the GSA and the Headmaster of HMC. The Bolton School Foundation also owns playing fields, a School Scout group headquarters building near to the main campus and Patterdale Hall, a 60-bed converted Victorian mansion in its own estate on the shores of Ullswater in northern Cumbria, which serves as our Outdoor Activities' Centre.

The Girls' Division

Bolton School Girls' Division is a thriving, academically selective school, which caters for 900-1000 girls aged between 7 and 18 years. It was founded in 1877 as the High School for Girls and it quickly gained a reputation for academic excellence, something it retains to the present day. In 1913 the first Viscount Leverhulme gave a generous endowment to the High School for Girls and the Bolton Grammar School for Boys on condition that the two should be equal partners known as Bolton School (Girls' and Boys' Divisions).

The Girls' Division consists of the Senior and Junior Girls' Schools and a coeducational Infants' School and Nursery, each housed in its own building. Bolton School girls are academically ambitious and resilient: their behaviour is very good and they display a deep commitment to community action and volunteering. There are between 100 and 125 girls in each Year group in Years 7-13 and about 50 girls in each year group in Years 3-6. Entrance to both Schools is selective and the aim of the Senior Girls' School is always to have 75% of pupils in the first quartile and 25% in the second quartile in terms of ability. Over 250 girls present themselves annually in January for the Senior School entrance examination for 125 places, with many of the candidates seeking Bursaries, which are awarded to those girls who perform most successfully in the Entrance Exam and whose parental income falls between certain levels. Each year a number of new girls also join the Sixth Form, including some who are awarded means-tested Academic Bursaries.

In the Senior School, Bolton School Bursaries (or Foundation Grants) help the School to achieve the founder's aim that any boy or girl from the age of 11 upwards should be able to benefit from the educational experience the School offers, regardless of parental means. One in five pupils is currently in receipt of such support, of whom many are on Full Bursaries.

Examination Results Across the School and in the Science Department

Public examination results consistently place Bolton School Girls' Division among the top schools in the UK:

A Level Grades across the School:

PERCENTAGE PASS

Percentage pass at grade A* + A

Percentage pass at grade A* - B

Percentage pass at grade A* - C

Percentage pass at grade A*

2017 figures	2016 figures
100.0%	99%
42.4%	47.6%
76.6%	72.2%
93.3%	89%
12.9%	16.3%

A LEVEL Summer 2017										
BOARD	SUBJECT	A*	A	B	C	D	E	Total Pass	Total Entry	U
AQA	CHEMISTRY	6	16	8	5	3	1	39	39	
AS LEVEL Summer 2017										
AQA	CHEMISTRY		7	6	19	2	4	38	38	

GCSE Grades Across the School:

	2017	2016	2015	2014	2013
% with at least 5 A*-C (9-4) grades	100	99	100	100	100
% with at least 8 A*-C (9-4) grades	98	99	100	95	99
% with at least 11 A* - C (9-4) grades	64	71	74	63	70
% with at least 5 A*-B (9-5) grades	93	97	97	90	98
% with at least 8 A*-B (9-5) grades	84	83	93	70	91
% with at least 11 A* - B (9-5) grades	50	61	58	48	56
% with at least 5 A* - A (9-7) grades	59	72	74	63	74
% with at least 8 A*-A (9-7) grades	35	59	50	37	56
% with at least 11 A* or A (9-7)	15	38	26	23	24

% pass at A* to C (9-4) grades	98.6	99.2	99.5	98.2	99.5
% pass at A* and A (9-7) grades	59	71	69	59	70
% pass at A* (9-8) grade	28	35	33	28	32

GCSE Summer 2017

BOARD	SUBJECT	A*	A	B	C	D	E	Total Pass	Total Entry	U
AQA	CHEMISTRY	31	21	16	1	0	0	100%	69	

In recent years all leavers have been able to transfer either directly, or after a gap year, to first degree courses in higher education, most to their first choice of institution.

Extracurricular Activities in School

An important feature of the School is the huge diversity of the extracurricular activities on offer to pupils and the school enjoys a considerable reputation for sport, drama, music and outdoor pursuits. Teachers are paid an enhanced salary, currently 6% above the national scale, in recognition of their contribution towards extracurricular activities in school. Community action and charitable giving are also features of school life and there is an expectation that pupils will take part in voluntary work and service to the community, inside and outside school, particularly as they advance in years. In Spring 2016, the School was awarded the Queen's Award for Voluntary Service in recognition of its commitment to this area of school life.

Joint Activity with the Boys' Division

Work commenced in July 2012 on a state of the art Sixth Form Centre which opened for use in September 2013. The facility (which consists of recreational and study, but not teaching, spaces) is shared between the Girls' and Boys' Senior Schools and gives the girls and boys the opportunity to study and relax side by side, as an important staging post on their way to university. Single-sex teaching does, however, remain the norm, allowing us to offer 'The Best of Both Worlds'.

How to Apply

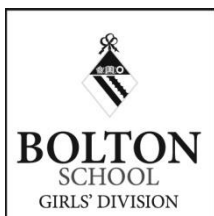
For further details, including information about the school's last inspection report, please visit the School's website (www.boltonschool.org) or contact the Headmistress's PA, Miss Hannah Caulfield, via email (hcaulfield@boltonschool.org.uk) or on **01204 840201**. Prospective candidates are welcome to visit the school and/ or speak to the Head of Science or a member of the Senior Leadership Team in advance of their application.

Deadline for applications: **2pm on Wednesday, 27th September**. Applications will be considered in order of receipt and so an early response is advised. If candidates are called for interview, they will be notified by the end of the day on the 28th September and interviews will be held the following week.

The selection process will include the following:

- Tour of the school and informal meetings with staff in the Science Department;
- Informal meeting with the current Head of Chemistry;
- Teaching all of one lesson (50 minutes) or part of two lessons (Sixth Form and non Sixth Form) - details will be sent with the invitation to interview;
- Formal interview with the Head, Head of Science and other members of the interview panel.

Bolton School is committed to safeguarding and promoting the welfare of children and to equality and diversity in all aspects of employment. The successful candidate will be required to undertake an Enhanced Criminal Records Check for Regulated Activity.



JOB DESCRIPTION

HEAD OF CHEMISTRY

GIRLS' DIVISION SENIOR SCHOOL

MAIN PURPOSE OF JOB:

To lead the Chemistry Department in the Girls' Division Senior School. To support the school's aims and objectives. To contribute to the review and development of the school's policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and well-being of the pupils.

MAIN DUTIES:

General Duties

This description should be read alongside the generic job description for a Teacher, the duties of which are expected to be performed alongside the specific duties shown below, which relate to the role of Head of Department. Within these specific responsibilities, each Head of Department must be recognised as a first class teacher and will be expected to take a fair share of the work at all levels.

Specific Professional Duties

1. Leadership

- To be responsible for the organisation, teaching, assessment and development of Chemistry throughout the senior school, ensuring that each pupil is encouraged to develop her potential to the full in a climate of 'positive achievement'.
- To promote a team ethic within the department, encouraging the sharing of resources and ideas.
- To foster a lively and enthusiastic atmosphere within the department for both pupils and staff, initiating, developing and implementing innovative ideas.
- To inspire and contribute to the motivation of teachers and, where appropriate, support staff within the department.
- To take responsibility for involvement in school development including a significant contribution to the wider academic and intellectual development of the school.
- To be the public face of the department in addressing parents, pupils and colleagues (see communication, below).
- To take responsibility for own professional development.

2. Management of Teaching Staff

- To help lead, train and develop colleagues in the department.
- To assist colleagues in the planning and delivery of their schemes of work, and to provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject, and of different pupils.
- To guide and support colleagues in the management of pupils in the classroom in line with the school's Behaviour Policy.
- To recognise and utilise the strengths of each member of the department by differentiating and delegating tasks appropriately.
- To hold regular departmental meetings for teaching and support staff, and to keep records of matters discussed and decisions taken.
- To meet regularly with the Head of Science and to carry out tasks delegated by her.

- To work with the Head of Science in ensuring that all staff are supported in developing their teaching and learning strategies.
- To ensure consistency and, where appropriate, standardisation across the Department, including with regard to the setting, assessment and monitoring of pupil's work.
- To ensure that work is provided for classes of absent colleagues and that cover is arranged in accordance with the school's agreed procedures.
- To liaise with the Head and members of the SLT on present and future departmental staffing matters including recruitment, induction, current responsibilities, professional review and development.
- To support the school's programmes for New Staff induction, NQT induction and ITT.
- To take a lead role in the professional review of colleagues in the department.

3. Management of Pupils

- To take a lead in the initiation and fostering of extra-curricular activities which widen pupils' appreciation of Chemistry and Science and contribute to the general life of the school.
- To take a lead in preparing students for University application in Chemistry-related fields and for applications to study Medicine or medically related courses.
- To organise pupils into teaching groups as appropriate.
- To oversee the provision and application of schemes of work which ensure continuity and progression in Chemistry and Science for all pupils, including those of high ability and those with learning support needs.
- To ensure that there is proper coordination between colleagues teaching different groups.
- To identify, after consultation with colleagues, able and talented pupils and those with learning support needs, and to arrange appropriate action in liaison with the Learning Support Department.
- To devise and monitor departmental policy for rewarding achievement in line with the school's Rewards Policy.
- To promote Personalised Learning by encouraging the use of teaching and learning strategies which develop the competence and confidence of every pupil.
- To organise the setting and marking of school examinations and to supervise entries for public examinations.
- To provide careers/university advice relevant to the department.

4. Management of Resources

- To estimate and manage the departmental budget for Chemistry and to contribute to the management of the budget.
- To assess needs and priorities in accommodation, advising the Head and Deputy on the optimum use of existing rooms as well as future requirements.
- To plan and administer the development and storage of equipment, books and other resources.
- To advise on security needs of the department and to keep a record of stock and equipment.
- To supervise the departmental area, fabric, facilities and resources.
- To assess all areas of departmental responsibility from a Health and Safety viewpoint in liaison with appropriate senior staff, currently: the Deputy Head, Safety Officer and Health and Safety Manager.
- To work with colleagues to ensure that departmental rooms and the departmental corridor present stimulating environments which help to influence pupils' attitudes positively towards the subject.

5. Planning and Development

- To plan and co-ordinate the work of the staff in the Department, and to disseminate information efficiently.
- To plan, implement and review specifications, teaching schemes, assessment policies and reporting procedures in accordance with school aims, policies and practices.
- To set expectations and targets for staff and pupils in relation to standards of pupil achievement and the quality of teaching in line with the school's procedures.

- To keep abreast of current developments in Chemistry and Science and to adapt curriculum content and methods of teaching and examining as appropriate.
- To consider such developments in the context of the school's philosophy for the curriculum as a whole.

6. Monitoring and Evaluation

- To analyse and interpret relevant national and school data to inform policies, practices and teaching methods.
- To monitor teaching standards in the department and use this analysis to identify both effective practice and areas for improvement.
- To ensure pupils' work is regularly assessed and that homework is in line with school and departmental policy.
- To use information gained from assessment, recording and reporting procedures to track pupils' progress and generate further improvement in pupil achievement.

7. Communication and Liaison with other Colleagues

- To represent the subject(s), the department(s) or the school in appropriate meetings.
- To ensure the Head is informed on all issues concerning the department.
- To take a lead in liaising with the Junior School and, when appropriate, Beech House, promoting Science with Junior School and Beech House staff.
- To liaise with appropriate staff (currently the Deputy Heads, Safety Officer and Health and Safety Manager) in all matters concerning health and safety and external agencies.
- To liaise with the Deputy Head and Assistant Head(s) in all matters concerning the curriculum and timetable.
- To liaise with the Assistant Head and Senior Mistress in respect of daily events and cover.
- To liaise with pastoral staff, including the Heads of School and/ or Year Heads, in respect of pupil records, rewards and sanctions.
- To advise the School Librarians about publications and other material relevant to the department.
- To liaise with appropriate staff about all matters to do with ICT provision in the Department.
- To liaise with the Examinations Officer on issues relating to external examinations.
- To liaise with relevant line managers in all matters concerning technical assistance or other curriculum support requirements.
- To maintain appropriate links with teaching colleagues in all sections of Bolton School.
- To liaise with support staff in respect of administration, support and maintenance issues according to their respective roles.

8. Communication with Parents and the Wider Community

- To establish a partnership with parents to involve them in their child's learning of the subject.
- To provide information for parents about curriculum, attainment and progress.
- To ensure that the department is represented on Consultation Evenings and at the Parent Information Evenings when appropriate.
- To assist the pastoral support teams in preparing extra information for parents, when requested, on the attainment, progress and effort of individual pupils.
- To take a lead in liaising with other feeder schools, promoting Science among them.
- To form links with other schools, post-18 education providers and local employers where appropriate, developing relationships which will extend the opportunities for pupils at Bolton School, as well as offering a service to local stakeholders.
- To develop effective links with the wider community, including business and industry, in order to extend the subject and enhance teaching and learning.

9. Other

- To take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- To carry out any reasonable directions given by the Head.

10. General Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Employment Particulars.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The conditions of the Bolton School Salary Scheme provide enhancement to DfE salary provision in recognition of a strong contribution to the extra-curricular life of the school. This will particularly recognise, in the case of this post, the development of and involvement in extra-curricular and enrichment activities organised by the Science Department, among any other contributions which may be discussed at interview or in the course of employment at the School.



JOB DESCRIPTION

SCIENCE TEACHER

GIRLS' DIVISION SENIOR SCHOOL

MAIN PURPOSE OF JOB:

To teach Science, including Chemistry to A Level and beyond. To support the school's aims and objectives and to contribute to the review and development of its policies and procedures in order to ensure and maintain best practice and thereby promote the achievement and well-being of the pupils.

MAIN DUTIES:

General Duties

- To promote the general progress and well-being of pupils and to share in the corporate responsibility for maintaining good order and discipline in line with the school's Behaviour Policy.
- To participate in the school's pastoral system when required, in accordance with the job description of a form tutor or year tutor as outlined in the separate job description and amplified in the Divisional Handbook.
- To safeguard the health and safety of pupils when they are authorised to be on school premises and when they are engaged in school activities elsewhere.
- To register the attendance of pupils, and to carry out a share of supervisory duties, whether they are to be performed before, during or after school sessions.
- To provide guidance and advice to pupils on educational matters.
- To cover for absent colleagues within the terms of the agreed procedures.
- To participate in meetings, administrative and organisational tasks related to the post.
- To attend assemblies.
- To carry out any reasonable duties as requested by the Head.

Specific Professional Duties

1. Teaching and Assessment

- To plan lessons for courses, having due regard to the curriculum.
- To teach pupils, according to their educational needs, for example by setting and marking (and otherwise assessing) work
- To assess, record and report on the development, progress and attainment of pupils.
- To provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils.
- To participate in arrangements for preparing pupils for external examinations.

2. Educational Methods

- To share, advise and co-operate with others on the preparation, development and review of teaching programmes and materials, methods of teaching and assessment and pastoral arrangements.
- To make appropriate use of textbooks, ICT and other learning resources.
- To review methods of teaching and learning activities from time to time.
- To keep up-to-date with research and developments in the subject(s) taught.

3. Working with others

- To participate in relevant meetings – departmental, staff, pastoral, INSET.
- To contribute to the programme for the induction and assessment of newly qualified and trainee teachers.
- To supervise any person providing support within the classroom.

4. Communication with Parents

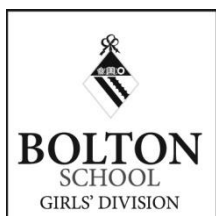
- To communicate and consult with parents via year group consultation evenings.
- To liaise with the Head of Science and the relevant Head of School when further communication is deemed necessary.

5. Staff Development

- To participate in the school's Professional Review arrangements.
- To take responsibility for own professional development and to set objectives for improvements.
- To participate in arrangements for further training and professional development as a teacher.

6. General Notes

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Employment Particulars.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent in carrying them out and no part of it may be so construed.
- This job description will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The conditions of the Bolton School Salary Scheme provide enhancement to DfE salary provision in recognition of a strong contribution to the extra-curricular life of the school.



PERSON SPECIFICATION

HEAD OF CHEMISTRY

GIRLS' DIVISION SENIOR SCHOOL

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Degree in Chemistry or a related subject	E	Application Form
Upper Second Class Honours Degree or above from respected University	E	Application Form
Postgraduate qualification	D	Application Form
Recent participation in a range of in-service training relevant both to the curricular and management aspects of the post	D	Application Form
Knowledge of Health and Safety appropriate to role	E	Application Form & Interview
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Classroom teaching experience within the senior age range	E	Application Form
Excellent relevant subject knowledge, at least up to A level	E	Application Form & Interview & Reference
Personal experience in whole school management	D	Application Form & Interview & Reference
An understanding of pupils' educational development from 11 -18 years	E	Application Form & Interview & Reference
Involvement in the development of schemes of work which prepare pupils for GCSE, AS, A level and Oxbridge examinations	E	Application Form & Interview & Reference

Experience of planning and implementing the curriculum and assessment, including cross-curricular aspects	E	Application Form & Interview & Reference
Proven record for securing good public examination results, up to and including A level	E	Application Form & Interview & Reference
Knowledge of effective teaching and learning strategies across the age and ability range	E	Application Form & Interview & Reference
Experience of school improvement strategies, including the use of comparative data to set targets	D	Application Form & Interview & Reference
An understanding of local and national policies, priorities and statutory frameworks, including those relating to the safeguarding of children	E	Application Form & Interview & Reference
Application of information and communications technology within the management role and in the context of teaching and learning	D	Application Form & Interview & Reference
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Strong leader with the ability to manage change	E	Application Form & Interview & Reference
Good communication skills, able to communicate effectively across the Foundation	E	Interview & Reference
Good inter-personal skills	E	Interview & Reference
The ability to prioritise time effectively and plan ahead	E	Interview & Reference
Personal impact and confidence, able to motivate others	E	Interview & Reference
Commitment, enthusiasm and integrity	E	Application Form & Interview & Reference

Flexibility and a willingness to learn	E	Application Form & Interview & Reference
Organisational ability and attention to detail	E	Application Form & Interview & Reference
Able to work as a member of a relatively large team	E	Application Form & Interview & Reference
A caring and kind approach, especially in relation to children	E	Application Form & Interview & Reference
A willingness to become involved in the wider life of the School	E	Application Form & Interview & Reference



TERMS AND CONDITIONS

HEAD OF CHEMISTRY

GIRLS' DIVISION SENIOR SCHOOL

SALARY

The starting salary will be dependent on experience. Bolton School has its own salary scale which is related to, but more advantageous than, the national scale for Maintained Schools.

HOURS OF WORK

During term time staff will be expected to attend personally to such duties connected with the work of the school during any hours, including out of school hours, as the Head may reasonably direct. In addition, staff may be required by the Head to work for varying short periods after the end, and before the beginning of any term, as well as on the GCSE and A Level results days. All Heads of Department and teachers will be expected to make a contribution to the extensive extra-curricular programme.

HOLIDAY

All school holidays as indicated for teaching staff (rather than pupils) except as described above.

LINE MANAGEMENT

Headmistress with specific responsibilities devolved to other members of SLT and senior staff, including the Head of Science.

PENSION

All teachers who join Bolton School will automatically become members of the Teachers' Pension Scheme unless they decide to opt out of the Scheme. The employee contribution will be as determined by the Teachers' Pension Scheme based on earnings; the employer will contribute 16.48%.

OTHER BENEFITS

- Academic staff who remain members of the Teachers' Pensions Scheme will be able to access the benefits provided by the scheme, including a guaranteed defined benefit pension on retirement, and death in service benefits.
- Where appropriate fee remission arrangements will be offered for children to attend the Senior School.
- In line with school policy teachers will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- The opportunity to take part in the Childcare Voucher Scheme will be available.
- Lunches will be provided free of charge on campus.
- Training and Development Opportunities will be offered.
- Payment whilst absent will be in accordance with the current Teachers' Sick Pay Regulations, as defined in the School Teachers' Pay and Conditions Document.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in his/her application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will also be checked.

After the appointment is made the successful candidate will be required to complete a medical declaration and a check will be made to see if a prohibition from teaching, or leadership order exists along with a check of the Children's Barred List and an Enhanced Criminal Records Check through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a twelve month probationary period.