

**Duke of Kent School**

**Peaslake Road**

**Ewhurst**

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**Duke of Kent School Application Pack**

**HEAD OF SCIENCE**

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*Duke of Kent School is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All teaching staff are required to submit a self-declaration form confirming their suitability to work with children across our age range. Appointment will be subject to satisfactory references and pre-employment checks as detailed in our Recruitment Policy.*

**1. Advertisement: Head of Science**

**Duke of Kent School, Ewhurst: Co-educational independent school (Nursery-Year 11) in the Surrey Hills. Competitive salary. Accommodation is available.**

We seek to appoint from September 2018 (or possibly January 2019 depending upon the successful applicant’s circumstances) an inspirational **Head of Science** to lead the Science department and to teach KS3 and KS4.

An outstanding Head of Science is required to lead our innovative department. The ideal candidate will inspire enthusiasm and confidence in our students, will be an excellent communicator and will be a team player, keen to share ideas with colleagues and committed to lifelong learning.

Applicants will specialise in Chemistry and / or Physics, however the ability to teach all of the Sciences up to GCSE would be a definite advantage.

Staff and students are all provided with an iPad for use in class and personal study, experience of teaching through this technology would be useful but training and support will be provided.

Our class sizes are small (currently a maximum of 20) which allows teachers to form excellent relationships with the students and support them individually.

Duke of Kent School aims to provide an excellent and stimulating education on our beautiful forest site. We aim to foster curiosity and the love of learning in our pupils; teachers benefit from a friendly and supportive staff room, excellent pupil behaviour, innovative approaches to teaching and learning and a strong home-school partnership.

The closing date for this post is noon on 20th April 2018. Interviews will be held on 26th April 2018. Candidates should note that the vacancy may be filled prior to the closing date so early applications are recommended.

Job details and an application form are available on our website. The Deputy Head (Academic) Mr David Hubbard, will be happy to speak informally to prospective candidates and can be contacted via our Assistant Bursar (HR & Operations), Rachel Harris - rharris@dokschool.org

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**2. Letter for Prospective Applicants: Head of Science**

Dear Prospective Applicant,

Thank you for your interest in Duke of Kent School. The information attached is designed to inform you about our School and the post of Head of Science and should be read in conjunction with our Safeguarding Policy, available on our website. All staff and volunteers at Duke of Kent School are responsible for the safeguarding of children and young people and for promoting their welfare.

The closing date for this post is noon on 20th April 2018. Interviews will be held on 26th April 2018. Candidates should note that the vacancy may be filled prior to the closing date so early applications are recommended

All applications must be made via the School Application Form which can be obtained from the School website <http://www.dukeofkentschool.org.uk/school-community/vacancies> .

Please note that references will, where possible be taken up prior to interview.

We look forward to receiving your completed application.

Yours faithfully,

Rachel Harris

Assistant Bursar (HR & Operations)

**3. School Information**

Duke of Kent School is a co-educational school with 300 pupils from Nursery to Year 11. The School is organized into three sections: Pre-Prep (Nursery –Year 2); Prep (Year 3 - Year 6) and Senior (Year 7 – Year 11).

The School has an inclusive ethos and we are proud of meeting the needs of pupils across a broad range of academic ability. We seek to enable each pupil to achieve his or her potential, to address challenges and to develop interests and aptitudes.

Our small size enables us to know each pupil as an individual and we aim to ensure that our programme of learning inside and beyond the classroom meets the needs of that individual: social, academic, spiritual, sporting, cultural. We place great value on personal progress and expect our pupils to strive for a series of personal bests. In all aspects of school life we pursue a dual strand of participation for all and the pursuit of excellence. We have a ‘growth mindset’ and expect pupils to invest considerable effort in all aspects of their school experience.

The average class size in the Senior School is 18 and 16 in the Prep. Very significant change has taken place over the past seven years. The original prep school expanded to offer GCSE education in 2008, with the first Year 11 pupils graduating in Summer 2011. Since September 2014 we have operated as a day school; bus services bring day pupils from Guildford, Horsham and surrounding villages. Our Extended Day model, with prep and activities available on site daily until 7.30pm, is staffed by teachers on a rota basis. In addition to lunchtime sessions such as chess tournaments and a History Society, the after school Activity Programme, with courses on offer as diverse as Magic Club, Gardening, Photography, Film-making, Football, Dog Training, Crime Scene Investigation and Fencing, provides opportunities for personal development for pupils. All teachers contribute to the programme and are encouraged to offer a course in an area of particular expertise or interest.

Form teachers take responsibility for the pastoral care of the pupils in their form and report to the Head of Senior School, John Wilson, and Head of Prep School, Becky Green. We enjoy excellent home-school partnerships with our families and the form teacher is the first point of contact with parents on pastoral or academic matters. Teachers throughout the School, work with parents to encourage pupils to develop confidence, intellectual and social independence, and to reflect on, and take personal responsibility for, their learning. Where necessary all teachers and support staff work with the Head of Prep and of Senior Learning Development to ensure pupils’ individual learning needs are met.

The School enjoys excellent facilities including large areas of forest, extensive sports pitches, an indoor swimming pool, sports hall, Performing Arts Hall, Prep and Senior library areas, laboratories and ICT facilities with both Macs and PCs. Very significant investment in technology over the last three years has brought the School a dedicated fibre optic line; the campus has an extensive wi-fi network and all staff and pupils from Year 2 upwards are equipped with an iPad for learning and teaching. All classrooms have Apple TV to mirror iPad screens for teaching purposes.

We place great value on learning beyond the classroom and pupils enjoy frequent trips, including residential visits, and opportunities to camp on site. Forest School and Duke of Edinburgh activities are popular aspects of School life. We have a varied programme of visiting speakers at the school and arrange a wide variety of educational visits and experiences outside the classroom.

Sport is an important aspect of both the curriculum and the extra-curricular programme. Swimming, hockey, netball, rugby, football, tennis, cricket, athletics, rounders and cross-country are all taught and, in addition to house events, a busy fixture list brings regular opportunities for pupils to represent the School. A large proportion of our teachers are involved in the sport programme and suitably qualified candidates will have opportunities for coaching and supervision of sports.

Art is a striking and central activity at Duke of Kent School. Music and Drama are vital aspects of School life, with pupils participating in choir and annual productions and many taking individual music lessons; pupils have regular opportunities to perform.

Behaviour throughout the School is extremely good and the focus on moral, cultural and spiritual development of pupils is very strong. Duke of Kent School has a kind, caring and supportive ethos of which pupils and staff are proud and which we strive to maintain. Regular assemblies celebrate achievement and clarify expectations. Pupils are keenly involved in a range of environmental and charity activities, as well as a School Council. The House system and initiatives such as paired reading schemes bring together pupils of different ages across the School community.

All staff are expected to participate in Professional Development and to attend external and internal training relevant to their work. Duke of Kent School makes a significant investment in training its staff and teachers can apply to the Head for funding for courses from a day’s INSET to Masters level or doctoral study. A full programme of induction for Newly Qualified Teachers is in operation.

Children of Duke of Kent School staff, subject to the standard admission requirements, are eligible for a 50% remission of fees.

**4. The Post: Head of Science**

**The Science Department**

The Duke of Kent Science Department currently has 4 teaching staff, 2 full time and 2 part time. There is also a part time Laboratory technician (5 mornings per week in term time).

The Duke of Kent Science Department aims to develop a range of practical skills: understanding concepts, problem solving, using different research methods, handling and displaying information, conducting practical investigations.

We have three Science Laboratories for teaching in the Senior school. Lessons are engaging and offer a balance of practical and theoretical work. We make excellent use of iPads in teaching and learning, regularly recording experiments, making presentations. In Years 7-11 homework is set and can be accessed remotely via the VLE (*Firefly:* Virtual Learning Environment).

The Science Department has recently started the new AQA KS3 and KS4 course using the online ‘Kerboodle’ resource to introduce senior pupils to Science in an up-to-date dynamic and interactive way. The course prepares pupils for the 9-1 AQA GCSE in Biology, Chemistry and Physics, which extends through Years 9, 10 and 11. The pupils follow either the AQA Triple Science Award achieving 3 GCSEs or the Dual award courses for 2 GCSEs.

We work closely with the Learning Development Department to ensure that pupils receive any necessary support. The highest achieving students benefit from activities designed to stretch and challenge them further, at School and further afield, such as the Salters’ Science Challenge for Year 8 pupils or through other competitions and visits.

We aim to extend and develop a love and interest in Science in the world both in the laboratory and beyond. Visits to the Royal Institution in London and reciprocal visits with researchers from the University of Surrey and University of Sussex have enabled GCSE pupils to explore research labs and to enjoy hearing inspirational lectures from working scientists, providing enrichment beyond the curriculum. The department took a group of Year 10 students to the CERN facility last academic school year.

**The Post**

An inspirational Head of Science is required to lead the Science department into its next phase of development, preferably with a Chemistry or Physics specialism but the ability to teach all of the Sciences up to GCSE would be an advantage. Experience of teaching the new Science specification would also be an advantage.

The ideal candidate will inspire enthusiasm and confidence in our students, will be an excellent communicator and will be a team player, keen to work closely with colleagues to raise the profile of Science in the school and to build on the GCSE results.

The successful candidate will teach Science throughout our senior section (Years 7-11). A highly effective classroom practitioner, the post-holder will enjoy teaching across our inclusive ability range. In addition to preparing our pupils for GCSE examinations, our teachers provide a rigorous preparation to those of our students who aspire to study their subject at A Level and beyond.

The Department is housed in three purpose built laboratories and is well resourced. We place a strong emphasis on practical work. Members of the Department have taken a lead in the School on the use of iPads and the Virtual Learning Environment. All pupils and staff are equipped with iPads; experience with this technology is desirable but training can be provided.

Prospective candidates are welcome to contact the Deputy Head (Academic), Mr David Hubbard, in the first instance c/o rharris@dokschool.org.uk to arrange an informal discussion about the post.

**5. Person Specification: Head of Science**

Applicants must be capable of carrying out the duties and fulfilling the responsibilities set out in the attached Job Description. Suitability for the post will be determined during the application process from the following: application form, interviews, lesson observation, brief writing task at interview and references

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| Assessment  Area | Essential | Desirable | Assessment Method |
| Safeguarding | Commitment to safeguarding and promoting the welfare of children and young people | Qualification in Safeguarding | Application Form, Interview, References |
| Academic Qualifications/  Professional Status | Qualified to degree level in a Science or a closely allied subject;  Experience of GCSE teaching | QTS | Application Form, Interview, References |
| Professional Skills | Excellent classroom practitioner  Ability to plan and teach inspiring and engaging lessons  Able to lead, develop and enhance the delivery of Science lessons throughout the School  Ability to communicate love of learning, to establish classroom routines and develop habits of excellence  Commitment to supporting pupils to achieve individual ‘personal bests’  Ability to work to deadlines  Effective communicator with pupils, parents and  Colleagues  Ability to manage a budget  Keen to contribute to extra-curricular programme  Dedication to achievement of highest possible academic and personal outcomes for all pupils  Passionate about the development and use of new technologies  Able to lead, develop and enhance extra-curricular Science opportunities for students throughout the School  Administrative skills | Experience of innovation in education;  Experience of leading or co-leading a department.  A track record of good GCSE results.  Experience of iPad use in teaching | Application Form, Interview, References, Lesson Observation, Brief Written task at interview |
| Personal Qualities | Collaborative approach  Flexible and resilient  Empathetic and imaginative  Highly organised  Capacity for initiative  Open to new ideas or approaches  Able to inspire pupils and communicate with  Colleagues, parents and fellow professionals |  | Application Form, Interview, References, Lesson Observation |

1. **Job Description: Head of Science Department**

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| **Duke of Kent School**  **Role Description: Head of Science Department** | |
| **Role Title:** | **Head of Science Department** |
| **Role Purpose:** | To lead the department, taking responsibility for the quality of teaching and learning in the department, and promoting the progress of all pupils in the subject in accordance with the aims and ethos of the School; to ensure the smooth and efficient running of the department. |
| **Structure:** | All staff report to the Head, Judith Fremont-Barnes. Heads of Department report to the Deputy Head (Academic), David Hubbard, who serves as Line Manager. |
| **Main Duties and Responsibilities:** | |
| *Duke of Kent School is committed to safeguarding and promoting the welfare of children and young people. All volunteers and employees should regard safeguarding and promoting the welfare of children and young people as a primary responsibility.*  *It is anticipated that the Head of Department will also fulfil the role of a teacher; this role description stands in addition to the standard expectations of Duke of Kent School teachers, National Standards, and to any statutory requirements or contractual arrangements.*  *Note: this role description identifies the key responsibilities attached to the post described, and is subject to amendment from time to time within the terms of conditions of employment, as the needs of the School may require, after consultation.*  The HoD is responsible for the quality of teaching and learning in the Science department and for setting high expectations for all pupils relative to their individual ability. Heads of department are expected to take a leading role in the sharing of best practice both within the department and in the Staff Room. The head of each department is also responsible for setting its tone, ensuring that within the department:   * professional standards are maintained * the Ethos and Aims of the School are upheld * School policies are followed * a supportive and constructive atmosphere prevails * a culture of continuous review and improvement is fostered   **Teaching and Learning**   * Plan and implement the curriculum for the Department, reviewing this at least annually or in light of national educational changes * Ensure that the curriculum is delivered in accordance with the Aims and Ethos of the School and with due attention to School policies, particularly Curriculum Policy and Equal Opportunity Policy * Set a tone of scholarship and ambitious expectations for all pupils, relative to ability * Liaise with the Learning Development Department to ensure that the needs of all learners are met by the teaching of the subject department and that each pupil makes appropriate progress relative to ability. Particular attention will be required to ensure support is provided for pupils experiencing difficulty, or with identified need, and also to ensure stretch and challenge are provided for higher starters      * Liaise with the Deputy Head (Academic) over decisions on set movements, teaching arrangements, timetable requirements * Remain conversant with all relevant developments in the subject and in particular syllabus and curriculum requirements, briefing the Deputy Head (Academic) as required * Ensure that IT is integrated in the teaching of the subject and that IT integration in teaching is recorded * Showing good regard for CAT scores, set and monitor tracker grades; liaise with Deputy Head (Academic) as required, particularly where underperformance is identified * Review subject progress reports and follow up on any underperformance or underlying issues, liaising with form tutors, Head of Learning Development and Head of Section * Provide a stimulating calendar of subject-related extra-curricular activities designed to complement the curriculum * Maintain the VLE pages for your subject to ensure that pupils have remote access to all necessary information to enable rigorous independent learning appropriate to their academic stage and ability * Monitor and record (passing records to the Head of Section) SMSC content in the department’s teaching or related events * Contribute to and oversee the teaching of the subject at the Senior Level. * Oversee the teaching of the subject at the Prep level, liaising as necessary with Prep staff and the Curriculum Co-ordinator * Ensure that pupil behaviour in lessons supports learning, liaising as required with the Head of Section   **General/Administrative:**   * Produce an annual review of the department’s performance, including analysis of examination results * Produce a departmental handbook, reviewed annually for the beginning of each school year, to include: * schemes of work * guidelines on marking and management of written work * overview of departmental resources * staff list with responsibilities * suggested reading lists * Represent the Department on public occasions such as Open Days or Curriculum Meetings * Assist the Registrar and Deputy Head (Academic) as required with the Scholarship and Admissions processes * Produce entries for School publications related to the subject (e.g. School Magazine, GCSE Options Booklet) * Set, mark and administer the internal examinations for the subject * Produce subject administration (including examination entries) for the Exams Officer * Provide information and encouragement for higher study and information about employment in subject-related areas, liaising with the Head of Careers * Manage the departmental budget and control department resources. * Contribute to Development Planning as required * Undertake any training necessary to the role, either subject-specific or pertaining to the management aspects of the role * Ensure that departmental classrooms are stimulating and safe learning environments and that maintenance/improvement requests are communicated to the Bursary   **Staff:**   * Contribute to the induction of new members of staff, liaising with the Deputy Head, in accordance with the Induction Policy * Offer support, advice and encouragement on teaching matters to members of the Department * Develop and train staff in the department, identifying any training requirements and liaising with Deputy Head to ensure these are met * Encourage and keep a record of the sharing of best practice within the department (or, in the case of single person departments, across linked departments) * Observe teaching of all departmental staff and conduct work scrutiny on an annual basis (in the case of single person departments, this should take place on a peer review basis across linked departments) * Contribute to Appraisal process by providing feedback as required on the performance of departmental staff * Oversee any support staff, graduate assistants or classroom assistants, NQTs, PGCE students, interns or teachers without formal qualification assigned to the department by the Deputy Heads. | |