

"An individual approach to academic success"

Head of Science





Safeguarding

Manor House School is committed to safeguarding the welfare of children and young people for which all staff share responsibility. We have an extensive policy regarding safer recruitment practices which ensures those unsuitable for working with children are identified at the initial stages. All staff in regulated activity with pupils are subject to the standard pre-employment checks including an enhanced DBS check. Volunteers and visitors are also subject to identity checks.

All staff have a responsibility for safeguarding the students with regular training and updates when required.

You may be liable to prosecution if you are found to be included in the Disclosure and Barring Service's/Disclosure Scotland's or on the Children's Barred List and engage, seek or offer to engage, in work which either involves contact with children or any opportunity for contact with children.



Dear Applicant,

Thank you for taking time to consider applying for the Head of Science. I hope that after reading the enclosed information you will be excited and encouraged to join our team. We are seeking to appoint from January 2019.

The successful candidate will lead a committed department and be supported to secure its future development. They will also be an inspiring role model with a passion for developing both excellence and inclusive participation in their subject.

Manor House is a fantastic place in which to work. The pupils are highly motivated and fully engaged in the life of the school. We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students and very supportive parents. We are truly committed to the importance of Science and STEM activities and have a highly successful department achieving outstanding outcomes for pupils across all sciences. I am looking for someone who will be committed to excellence and in developing science across the whole school.

All teachers take on the responsibility for maintaining a positive atmosphere around the school on a day-to-day basis and modelling the qualities and values that we believe are important to encourage a love of learning and academic excellence.

I believe that this is an ideal post for someone who is ambitious, prepared to work hard and firmly committed to girls' independent education.

I very much hope that after your initial investigations, you can see that this role and school will provide the right candidate with a significant career opportunity and I trust that you are encouraged to apply.

Ms Fantham
Headteacher



About Us

Manor House School is nestled in seventeen acres of magical gardens, woodlands and sports fields that makes our beautiful school a very special place to learn and grow. The magnificent country house, complemented with state-of-the-art educational facilities, is brought alive by the creative and positive energy of the pupils who choose to learn here.

We are a selective independent school for ages 2-16 years (with boys in the Nursery and Kindergarten), located in the village of Bookham, Surrey. We

are members of the Girls Schools Association (GSA) and have an on-site Nursery, Prep School (Lower and Upper) and Senior School.

Manor House School is easily accessible from Leatherhead, Ashted, East and West Horsley, Cobham, Guildford, Dorking, Epsom and the surrounding Surrey villages. A comprehensive and efficient school bus service transports girls to and from various locations in the mornings and afternoons from as far southwest as the historic town of Guildford through to Wimbledon and London connections.

Our vision is to always ensure that pupils leave Manor House School with the confidence to pursue their dreams and ambitions, with qualities that ensure integrity and kindness and with experiences that foster a better understanding of democratic ideals and responsible citizenship.



School Life

Our full curriculum inspires a lifelong passion and love of learning and our girls' results consistently exceed expectation, but there is far more to school life here.

The Manor House School experience enables all our students to happily develop confidence and maturity at their own pace whilst taking part in an exceptionally broad range of extra-curricular clubs, sport and enrichment activities including school trips, clubs, productions and outdoor activities.

Our termly calendar is packed full of events both during and outside of our typical school day. Within our website pages, you can find out more about our day to day life, including our sport provision and our renowned approach to pastoral care, as well as view some photographic memories in our photo galleries section.

School life is busy and fulfilling and underpinned by a fantastic parent body in the form of our Parent Association and the Friends of Manor House School, who, together with our staff and pupils, always makes Manor House School an unforgettable experience.



A Love of Learning

Academic
Excellence

Unforgettable
Experiences

Individual
Challenge

Happy and Healthy

Creative and
Collaborative

Future
Leaders

Our Values

Our School maxim- “an individual approach to academic success” is brought to life in our aim to develop happy young women who believe in their abilities and achieve their personal best.

Our seven core values, seen opposite, underpin our school maxim “To love is to Live”.

We are proud of our beautiful facilities, our academic excellence, our technology to support learning and our achievements in a wide variety of activities and pursuits. GCSE and Prep School results are well above average and our staff are fully committed to supporting and advancing every girl academically, whilst ensuring that she is happy and participative and excels in a range of activities.

The positive and nurturing environment fosters a happy and healthy outlook and unforgettable experiences help to forge character and ensure individual challenge.



Our Team

Manor House School employs over one hundred staff in varying roles; all of which contribute to the success of the school.

The beautiful grounds and community atmosphere of Manor House School make working within our team very special. You will integrate into school life encouraged by your mentor and your work will be rewarding and meaningful.

With access to great support and facilities your teaching will help motivate and inspire our enthusiastic and intelligent pupils who enjoy learning.

The non-teaching roles within Manor House School form a dynamic support team that maintains our consistent professionalism and aids our long term strategies for the future.

All members of staff are actively encouraged to seek continuous professional development.

Benefits include a competitive salary, teachers' pension scheme, favourable school holidays, free parking and opportunities to participate in our continuous well-being programme. During term time all staff are eligible for a free lunch and afternoon tea. There is also leadership and planning time built into your timetable and you will be working amongst one of the most beautiful school surroundings in the country.



Teaching with us

The warm family ethos and stimulating learning environment of Manor House School inspires our pupils to achieve their very best. Hard work always produces results and academic success for each and every girl is at the top of our agenda. Good examination results open doors and change lives and Manor House School holds a very good reputation for excellent academic achievement. Our smaller setting creates an environment where each girl is able to receive appropriate measures of support and challenge from an individual teaching approach to achieve their personal best.

Our GCSE performance is consistently strong year on year with our individual top scholars achieving outstanding results. Lower down the School, a high percentage of our Prep girls achieve well above national expectations.

Our nurturing and supportive learning ethos builds personal confidence in the classroom and underpins the individual academic success of our girls.

We expect our employees to uphold our high standards of behaviour in line with the school code of conduct. All policies and procedures are clearly available at all times and all members of staff adhere to them.



Pastoral and other Responsibilities

- If required, take pastoral responsibility for a tutor group in Key Stage 3 or 4.
- Take responsibility for the health, welfare and safety of pupils at all times.
- Attend assemblies, staff briefings and meetings and preparation/Inset days.
- Attend parent/teacher evenings and Senior Department and whole-school events as required by the Headteacher.
- Maintain discipline and high standards of courtesy and appearance among pupils at all times, co-operating in this with other members of staff and using the school systems for managing behaviour.
- Uphold the policies and follow the guidelines set out in the Staff Handbook.
- Undertake an appropriate number of duties each week.
- Provide cover for the absence of a colleague on a daily basis only.
- Accept any reasonable responsibility delegated by the Headteacher.
- Participate in the wider community of Manor House School such as Heritage Day, Open Days and Bookham Village Festival.
- Contribute to the school's extra-curricular programme.



The Department

Science is taught by specialist teachers from Year 7 as individual disciplines and girls are separated into abilities to enable the Science teachers to stretch the most able and support those who may need it. The groups are reviewed regularly to ensure each girl receives the best possible Science education.

At Key Stage 4, the Science curriculum follows the AQA GCSE syllabus. A high proportion of girls follow the Triple Sciences from Year 9 whilst others study for the Combined Sciences.

Currently all girls start the preparation of their Key Stage 4 pathway in Year 9. Girls will be able to make individual and guided choices as to whether they step up in Years 10 and 11 to study for the Separate Sciences and obtain three GCSE qualifications or proceed with studying for the Combined Science qualification and obtain two GCSE qualifications. This choice depends on the individual and takes into account not only their academic ability, but also their passions and future goals as an individual.

Results have been outstanding, and this year were:

- Chemistry 100% 9-7
- Biology 100% 9-7
- Physics 92% 9-7
- Combined Science 100% 9-4, 67% 9-6, 58% 9-7

The Science teachers have well-resourced laboratories in the Mason Centre with Promethean interactive whiteboards which have access to the internet and a wealth of subject specific programmes. A Science Technician supports the department on a daily basis during term time. All girls from year 7 have their own iPad which is used to enhance their learning journey throughout their time at Manor House School.

Aside from academic work, the Science department offers extracurricular activities through our Prep and Senior Science Club and national schemes such as the CREST award. This is also extended to the Prep Department within the school to help build links to allow for a smoother transition from Year 6 to Year 7. All form groups from Year 3 upwards have a nominated Science Ambassador that promotes Science activities and competitions as directed by the Year 11 STEM project. External competitions such as Salter's Chemistry and SATRO problem solving are a few the girls may take part in. Throughout the school year the pupils will also be given the opportunity to attend trips into London to the Science Museum, Natural History Museum, IMAX and other sites of interest to enhance their fieldwork skills and awareness of the Science that is all around them.

Job Description

The Role

Reporting to the Deputy Head and Headteacher, the Head of Science will be accountable for pupil progress and outcomes within the department, the Head of Science, must ensure the provision of an appropriately balanced, relevant and differentiated curriculum for all, which is exciting and inspires pupils to continue with Science education post 16.

Key Responsibilities

Team Leadership

- Provide strong academic leadership within the Science department
- To be responsible for leading the department's curriculum planning, schemes of work and handbook, incorporating whole school policies as appropriate
- To oversee all staff in the department including performance management and line management
- To track individual pupil performance with the appropriate Head of KS
- To be responsible and accountable for the department's budget
- To be responsible for the department and to provide a lively and stimulating environment in which to learn

Learning and Teaching

- Teach an appropriate lesson load, as appropriate to skills and qualifications
- To set pupils in appropriate teaching groups and to allocate staff to those groups
- To encourage pupils to pursue Science courses in post 16 places of study
- To assess and monitor pupil progress, taking action if intervention is required
- To organise and oversee a Science Club and revision classes
- Undertake professional development as agreed with school leaders

School improvement and quality assurance

- To actively promote Science throughout the school including leading Science Assemblies (usually twice yearly)
- To work and improve Science throughout the school with the other staff, including the Prep school
- Work with the Deputy Head and Head of the Prep School to ensure that that all staff are guided on the choice of appropriate teaching and learning methods to meet the needs of pupils
- To provide information about the groups for the school timetable

- To ensure that internal tests and examinations are set and administered professionally
- To liaise with the examinations officer on matters relating to external examinations
- To build strong relationships with the parent body and ensure effective communication

School ethos

- Create and maintain a positive environment which secures good teaching, effective learning, high standards of attainment and good discipline across the department.
- Contribute to and promote the development of a positive school ethos and achievement of the seven school values.
- Contribute to the extra-curricular programme offering at least one club per term.
- Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher

Pupil Support

- Work with individuals and small groups to deliver programmes to support learning, liaising with teachers and other staff as required
- Meet with parents as necessary

The main duties are listed above but some individual tasks which need to be undertaken may not have been identified fully and employees will be expected to comply with any reasonable request to undertake extra work from either the Headteacher or the Senior Leadership Team.

Person Specification

Qualifications	Essential	Desirable
QTS with good honours degree in Chemistry	Yes	
Leadership Qualification		Yes
Experience Skills & Knowledge	Essential	Desirable
Excellent classroom practitioner	Yes	
Skills to teach Chemistry to GCSE with proven results	Yes	
Excellent interpersonal and communication skills (written and oral)	Yes	
Ability to create and lead departmental development and manage change	Yes	
Ability to command respect of students/parents/staff	Yes	
Ability to maintain and manage relationships with parents who have high expectations of the school	Yes	
Sound understanding of secondary curriculum	Yes	
Experience of using technology to enhance learning		Yes
A proven track record of successful teaching	Yes	
Ability to work and lead effectively as part of a team	Yes	
Understanding of current good practice in teaching and learning	Yes	
Record of continuing professional development	Yes	
Experience of providing CPD to groups of staff		Yes
Planning and implementation of strategies which impact on outstanding pupil progress	Yes	
Experience of working across different key stages	Yes	
Characteristics	Essential	Desirable
Commitment to the ethos and aims of the school	Yes	
Excellent communicator	Yes	
Initiative and enthusiasm	Yes	
Hard working and resilient	Yes	
Ability to maintain appropriate and supportive relationships with students and staff	Yes	
Positive attitude to use of authority and maintaining very good standards of behaviour	Yes	
Evidence of sharing in and contributing to the corporate life of the school	Yes	
Respect for confidentiality of information concerning pupils and ability to use discretion in matters of disclosure	Yes	
Open-minded and receptive to new ideas, approaches and challenges with sense of humour	Yes	
Excellent organisational skills	Yes	
Competence in ICT	Yes	
High expectations of self and others	Yes	
Commitment to involvement in extra-curricular activities	Yes	



Application Process

Please submit your application form via the TES site to ejrose@manorhouseschool.org

If you would like to write to the HR department, please contact them on:

HR Department
Manor House School
Manor House Lane
Bookham
Surrey
KT24 4EN

If you have any further queries, please contact the HR department via the email above or call: 01372 455361

For any other enquiries please contact our main office on 01372 458538 or visit www.manorhouseschool.org