



SCIENCE FACULTY PHYSICS DEPARTMENT

The School

Hurstpierpoint College is a successful independent school, and a significant medium-sized enterprise in mid- Sussex with around 400 employees and a turnover of some £20 million pa. It is both a stimulating and a pleasant place to work.

The College is amongst the most successful independent schools in Sussex. It is co-educational and comprises a Senior School, Preparatory School, and Pre Prep with just over 1,100 pupils in all. Over half the pupils in the Senior School are boarders (full or part-time).

The Headmaster and Bursar are responsible for the day-to-day management of the College, with the Head as Chief Executive.

The Physics Department

The science faculty includes the Biology, Chemistry, Physics and Psychology Departments together with the Prep School Science Department. Each Department has its own suite of laboratories and a prep room, with technician support. The whole faculty is housed within one building which has been extended and significantly refurbished over the last several years. The faculty is led by the Head of Science, who oversees Science throughout the College from the Prep School, through the Senior School and into the Sixth Form. In addition there is a Head of Biology, Head of Chemistry and Head of Psychology.

The faculty's aim is to provide the highest possible quality of learning, motivating the pupils by its quality of teaching. Pupils are set by ability to facilitate the tailoring of the teaching to their individual needs. An important part of the teacher / pupil interaction is the regular marking of pupils' written work, enabling the teacher to monitor progress and the pupils to have the benefit of constructive feedback. Prep is regarded as an integral part of the process, being suitable for reinforcing and developing the work done in class. Practical work is incorporated into Science lessons wherever possible to support the theoretical work. Each Department is well resourced, continually developing and refining shared teaching resources to provide a consistency of approach with lesson delivery, to support pupils' learning and to reinforce good practice.

There are currently four Physics labs and a dedicated team of Physics Teachers. Essential to our approach to Physics teaching is that it should be done in a manner that clearly transmits our enthusiasm for the subject and encourages the interest and curiosity of the students.

Pupils follow the Edexcel Physics IGCSE courses between Y9 and Y11, with formal teaching of the course commencing at the start of Y9. Physics IGCSE results are excellent and in recent years over 90% of Physics IGCSE grades achieved have been A or A*.

In the Sixth form Physics is a popular subject with pupils following the A level OCR specification. They achieve excellent results; in the last three years the department has averaged 70% A* to B. Many of the pupils go on to study Physics, engineering or a related Science at university.

The Role

The primary role of the Head of Department is to lead and manage their department in such a way as to ensure that all pupils and members of department are positively encouraged to develop their potential to the full. The HoD is responsible for the quality of teaching and learning in their department.

Reporting

To the Head of Science

Reporting to the Head of Department

Departmental staff

Committees

HoDs

Primary responsibilities

- Plan, implement and review the curriculum for their subject.
- Update and develop departmental Programmes of Study and Schemes of Work.
- Develop and train staff in the department; participate in appraisal arrangements; liaise with the Director of teacher performance and development to ensure that necessary staff training is identified and implemented.
- Implement the Departmental Marking Policy to ensure that pupil assessment is both regular and thorough and that full records of work done by members of the department and pupils are kept.
- Hold regular Departmental Meetings to review progress and give any assistance needed to implement the department's programme. These meetings should ensure that there is effective communication and a unified sense of purpose within the department.
- Represent the department in all matters within the School - attendance at HoDs' meetings - liaising with other departments, pupils and the Deputy Head (Academic) on all matters concerned with the timetable and curriculum - setting arrangements, external exam entries etc. Organise the setting and marking of internal exams, also CE and Scholarship papers.
- Liaise and advise colleagues in the Prep School and feeder Prep Schools to ensure that there is a continuity of curriculum through the Key Stage 3 age range.
- Ensure that the departmental stock and equipment are well cared for and economically used. Keep the department within its budget, advising the Deputy Head (Academic) of equipment requirements and producing annual accounts to the Bursar where necessary.
- Supervise the work of support staff and monitor items relating to the safety of pupils and staff.
- Ensure that the departmental rooms present a stimulating environment for pupils.

- Organise events such as extracurricular visits, societies, foreign exchanges, field trips etc. that will continue to foster the academic ethos throughout the School.
- Prepare Oxbridge candidates for interviews and examinations beyond A level.
- Set and monitor Challenge Grades for all pupils taught in the department.
- Liaise with department staff, parents, tutors, Heads of Year, the Deputy Head (Head of Senior School) and the Deputy Head (Academic) as required.
- Produce an annual report and a development plan with specific reference to examination results.
- Monitor the quality of teaching and learning in the department via lesson observations.
- Contribute subject specific information to the GCSE and A level options booklets and offer advice to prospective students.
- Oversee any PGCE trainees and/or NQTs in the department.
- It is expected that HoDs are in College on the day of GCSE and A level results, and they should ask the HM's permission if they cannot be.

Additional responsibilities

These will depend upon the skills and interests of the person appointed but will include a requirement to participate in the school's tutorial system, being attached to a house, and to contribute to the programme of sporting, cultural and extra-curricular activities.

The school has its own salary scale and there are additional allowances for Housemasters and Housemistresses, Heads of Department and a number of other posts of responsibility. Lunches and refreshments are provided free and many of the College facilities are open to staff and their families during the holidays as well as in term-time.

Accommodation may be available and further information about Hurstpierpoint College may be found in the Independent School's Year Book and on the website at www.hppc.co.uk

Application Procedure

A covering letter, curriculum vitae and application form, including the names, addresses, telephone numbers and email addresses of three referees, should be sent to the Head of School Administration, Sue Steele:

Email sue.steele@hppc.co.uk
Telephone number: 01273 836534

Electronic applications are welcomed and additional postal applications need not be made. Shortlisted candidates will be expected to teach part of a one hour lesson. The Head of Science, Peter Browne, peter.browne@hppc.co.uk is happy to answer subject related enquiries

The closing date for applications is **Friday 16th February** and interviews will take place very soon after. It should be noted that shortlisted candidates should bring with them the following:

Degree certificate
Two forms of identification (eg passport/driving licence)

Two documents showing proof of current address (eg utility bill/Council tax bill)

T J Manly
February 2018