



Recruitment Information Pack

Head of Chemistry

Location - Holt, North Norfolk, UK

Required for: September 2021

Gresham's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Message from Douglas Robb, Headmaster

I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.

Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services and maintenance, and catering.

We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.

We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.

If you would like to visit the School before sending in your application, please do not hesitate to contact our HR department (01263 714623) who will make the necessary arrangements.

With best wishes,

A handwritten signature in black ink, reading 'Douglas Robb', with a long horizontal line extending to the right.

JOB DESCRIPTION AND PERSON SPECIFICATION

The Job Description contains the main details of the tasks and responsibilities of the post.

The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.

JOB DESCRIPTION: Head of Chemistry

The Role: Head of Chemistry

Reporting to: Head of Science

Required for: September 2021

We are looking to recruit an outstanding leader and practitioner to the role of Head of Chemistry, where the successful candidate will be joining a successful department and faculty. The ideal applicant will need to be an ambitious and inspirational individual who is excited at the prospect of joining the School at a time when the Dyson STEAM building will be opening for use and is willing to be involved in all the opportunities this exciting new addition to the School will bring.

As well as being involved in the teaching of Chemistry, the Head of Department (HoD) is responsible for managing, motivating and developing the academic and support staff within their team. The successful applicant will work in close collaboration with the Head of Science to not only drive their own subject area forwards, but contribute to the wider role of promoting science subjects to all pupils in the School.

The Chemistry Department

The Chemistry department will be moving into the new Dyson building for the start of September 2021 and this will consist of 10 teaching labs, 3 of which are dedicated specifically to the teaching of Chemistry, as well as a project lab that can be used by pupils to complete investigations of interest that will take them beyond the curriculum. In addition, there are maker spaces where exciting STEAM projects will be carried out by pupils and plans are in place for outreach events, and any successful applicant will be expected to contribute to the work of the Science department in maximising the use of this fabulous new facility.

The subject is currently taught by 4 teachers (3 full time and one part-time) and is served by a full time Chemistry technician. Chemistry forms part of the larger Science department team, also consisting of Biology (4 full time members of teaching staff and a technician) and Physics (3 full time members of teaching staff and a technician). The successful candidate will be expected to work closely with the Head of Biology (who is also the Head of Science) and the Head of Physics, to maintain the high standards the Science faculty sets and collaborate on a variety of exciting new projects.

All pupils study Science as a GCSE subject and this starts upon entry in Year 9. Pupils get 2 lessons per week of Biology, Chemistry and Physics and complete the initial units of the Separate Science GCSE course. At the end of Year 9, pupils can select whether to continue with separate sciences (in which case they get 3 lessons per week of each science in Years 10 and 11) or do the Combined Science option (2 lessons per week per subject). Pupils will study Edexcel GCSE Biology, Chemistry and Physics or Edexcel Combined Science (if this route is chosen).

At Sixth Form we offer both the AQA A Level Chemistry course and Chemistry as part of the IB Diploma. A number of pupils go on to study Chemistry related degrees. Numbers studying separate Science GCSE courses have increased in recent years, reflecting the growing popularity of these subjects and recent success with exam results.

Job Description

- Effectively line manage members of the Chemistry team.
- Be responsible for all aspects of academic Chemistry including GCSE, A Level and IB Chemistry and ensure that teaching, grading and assessment complies with standards set by the School and the Head of Science.
- Be responsible for leading the practical assessment aspect of the A Level course, including appropriate training, record keeping and delivery of the practical assessment criteria to all pupils studying A Level.
- Be responsible for leading and managing the delivery of IB practical investigations (IAs) as well as marking and moderation in line with the standards set by the International Baccalaureate.
- Plan lessons carefully and deliver them professionally in accordance with the departmental schemes of work and regulatory standards.
- Review and update schemes of work as appropriate to incorporate new ideas and methods of delivery.
- Develop strong and sympathetic relationships with pupils, and plan and teach in light of pupils' educational needs. Appropriate setting and marking of work will be carried out, with a strong focus on the efficacy of feedback.
- Grade and record pupils work, assessing progress, attainment and attitude to learning of pupils in order to ensure pupils fulfil their potential.
- Write individual and formative reports and offer thoughtful remarks to the Head of Science and Deputy Head (Academic) when relevant.
- Have high expectations of the pupils, and uphold the behaviour of all pupils at all times, with particular focus on attitudes to learning.
- Incorporate resources into teaching, including use of ICT to effectively promote learning.
- Contribute to the academic enrichment of pupils, the extension of the most able and preparation of pupils for tertiary education, including Electives in GAPS time.
- Assist with academic support (Electives), supervised studies, revision sessions, and the like, under the direction of the Head of Science.
- Attend Parents' Receptions.
- To continue to drive academic standards and to develop a culture of high-achieving pupils.
- To help pupils to realise the relevance of Chemistry as an academic subject, both in terms of everyday life and career options.
- Manage the APR process for members of the Chemistry department team.
- Take part in the APR process, reporting to the Head of Science.
- Be responsible for Health and Safety in Chemistry, including maintaining and updating risk assessments, departmental policies, procedures and training in line with guidance from CLEAPSS and the Head of Science.
- To work collaboratively with the Head of Biology and Head of Physics to standardise methods of assessment, monitoring and feedback.
- To work collaboratively with the Head of Biology and Head of Physics to promote Science as a subject to pupils in our community (including the Prep School) and the wider community, by running activities (both as part of the Gresham's Activity Programme and as part of community outreach).
- To manage/lead the academic 'Wansbrough-Jones' Chemistry society.
- Attend and contribute positively to Science faculty team meetings and lead meetings of the Chemistry department team.
- Collaborate with colleagues in the Chemistry department to share good practice and promote high standards of teaching and learning.

In addition to having a professional role in the welfare of all pupils, particularly those regularly taught or supervised, all academic staff are expected to act as a tutor in one of the seven boarding houses. The role of the tutor comprises:

- Developing excellent relationships with each tutee, becoming the leading role in the overseeing of the day-to-day well-being and progress of the tutee through the School, including subject choices at GCSE, Sixth Form and tertiary education.
- Developing excellent relationships with the parents or guardians of each tutee so that the information and collective support for each pupil is of the highest order.
- Promoting the general progress and well-being of individual pupils and of the tutor group, offering thoughtful feedback for guidance and sharing key elements of pupil's progress with the appropriate staff.

- Offer guidance and advice on educational and social matters, monitoring their welfare and making relevant records and reports in accordance with the School policies.
- Focusing on PSHE material or issues as directed by the Housemaster or Housemistress, or Deputy Heads.
- Complete a weekly duty in a house, including late duties with the House tutor team.
- Attend the weekly tutors' meeting.
- Complete School duties as directed by the Housemaster or Housemistress during the appropriate duty week.
- Support House events and tutees performances wherever possible.

Wider expectations

- Attend staff briefings, INSET and staff meetings.
- Take an active role in own professional development, attending courses as required, sharing information with colleagues as appropriate to encourage development of other members of staff.
- Cover lessons when requested, and invigilate exams when required.
- Make good use of school email, replying to colleagues, pupils and parents appropriately and in a timely manner.
- The role is not just classroom based as the School has both boarding and day pupils and runs an extended school day offering a vast range of sporting and co-curricular activities.

PERSON SPECIFICATION

Qualifications	Essential	Desirable
Educated to Degree level or equivalent in a relevant subject	✓	
Qualified Teacher Status (QTS)/PGCE		✓
Professional Experience	Essential	Desirable
Experience of delivering Chemistry at KS4 & KS5	✓	
Experience of delivering IB Chemistry		✓
Experience of running co-curricular opportunities to promote Chemistry and Science	✓	
Personally committed to continuing professional development	✓	
History of producing excellent exam results		✓
Ability to teach either Biology and/or Physics to GCSE if required		✓
Personal Competencies and Skills	Essential	Desirable
Be committed to safeguarding the physical, emotional and mental well-being of young people	✓	
An outstanding teacher	✓	
Excellent presentation and verbal communication skills	✓	
Professional appearance and manner	✓	
Ability to inspire in pupils an interest in sports, well-being and fitness	✓	
Well established and demonstrable CPD	✓	
Appropriate attitudes to the use of authority and maintaining discipline	✓	
Ability to maintain confidentiality appropriate to the setting	✓	
Able to exercise good motivational skills	✓	
Awareness of health and safety requirements	✓	
An ability to communicate effectively with pupils, parents and staff	✓	
Physically, emotionally, resilient and grounded	✓	
Enthusiasm and willingness to contribute fully to the life of a busy boarding school	✓	
Good organisational and planning skills	✓	
Patience and a sense of humour	✓	
Driving licence		✓
Excellent ICT skills	✓	

REMUNERATION AND OTHER BENEFITS

The salary band for this position is based on our Gresham's Academic Staff Pay Structure and dependent on experience.

- TPS (Teachers' Pension Scheme)/APTIS (Aviva Pension Trust for Independent Schools)
- Fee Remission
- Private Health Scheme
- Free school lunch during term-time (tea is also provided for those who are running evening activities)
- Free hot drinks, fruit and biscuits available in the common room
- Free car parking on site is widely available

PERSONAL DETAILS

Eligibility to work

There have been a number of significant changes made to the right to work process since 1st January 2021, which we are legally obliged to meet.

When you apply for any of our school vacancies, it is important that you are aware of your eligibility status and can meet the criteria set, in order for you to legally work in the UK.

For more information, visit the <https://www.gov.uk/legal-right-work-uk>

Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

Retention of Records

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (The Data Protection policy is available on our website: www.greshams.com.)

Disclosure and Barring Service

Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be taken into account for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Interview Process

If you are invited to attend an interview you will be required to provide evidence of identity, from the following examples:

- **passport and/or UK driving licence (including a photo-card);**
- **a UK birth certificate;**
- **UK firearms licence;**
- **EU photo identity card;**
- **a utility bill or bank/building society statement showing your name and home address (less than three months old);**
- **documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);**
- **original documents confirming any educational and professional qualifications referred to in your application form.**

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration) you will be required to provide documentary evidence of the change.

Please note: Should you be successful following interview, you will be asked to provide documentation to assist in the processing of an Enhanced Disclosure (DBS). A member of the HR department will contact you with guidance on how this can be achieved during the current lockdown.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- the correct right to work documentation in place;
- receipt of a minimum of two satisfactory references;
- verification of identity and qualifications;
- a satisfactory DBS (Disclosure and Barring Service) disclosure;
- verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances;
- completion of Educare Child Protection Training.

Safeguarding

All adults working at Gresham's have a responsibility to safeguard and promote the welfare, both physical and emotional, of every pupil, both inside and outside the School. This involves ensuring that pupils are protected from significant harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

Everyone working in the School must be aware of, understand, and follow the School's Safeguarding and Child Protection Policy, which follows Norfolk Safeguarding Children's Partnership (NSCP) practice and procedures, and Keeping Children Safe in Education 2020 statutory guidance. All staff are required to be trained in Safeguarding and Child Protection as part of their terms and conditions of employment, and this is carried out before employment commences.

Warning

Where the below information on a candidate is found;

- to be on the DBS Children's Barred List,
- to be on the Protection of Children Act List
- their DBS disclosure shows they have been disqualified from working with children by a court
- they have been found to have provided false information in their application or in support of their application or are the subject of serious expressions of concerns as to their suitability to work with children

The facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

Queries

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email hr@greshams.com.

HOW TO APPLY

Head of Chemistry

If you would like to apply for the position of Head of Chemistry, you will need to complete an application form. Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

Completing your application form

- Please read through all information provided before completing your application form
- We require information about all applicants to be presented in a consistent format. Please include a CV if you wish, however this must not be submitted in place of the application form
- Complete all sections; do not leave any blanks, enter N/A if not applicable and provide as much information as possible
- Continue on a separate sheet if you require more space to complete any section.

Guidance for the completion of the section 'Statement of Qualities/Attributes'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff it is important that you use this section of the application form to outline how you will contribute to co-curricular activities at Gresham's.

References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

- Shortlisted applicants for teaching posts are advised that references will be taken up prior to interview.
- Shortlisted applicants for support posts are advised that references may be taken up prior to interview.

Please note unless you ask us not to we will assume it is acceptable to contact your referees at any time.

Submission of applications - All application forms should be returned to, applications@greshams.com or by post to:

HR Department
Gresham's School
Old School House
Church Street
Holt, Norfolk
NR25 6BB

Please submit your application by **12 noon** on the closing date of Friday 5th March 2021. If your application is submitted after this time, we will not be able to accept it. Interviews are to be held on Friday 12th March 2021.

Required for: September 2021

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.



*THE GRESHAM'S ETHOS IS THAT RESPECT SHOULD BE SHOWN TO ALL:
TEACHER TO PUPIL, PUPIL TO TEACHER, AS WELL AS PUPIL TO PUPIL AND TO THE WIDER COMMUNITY.*



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

01263 714500

www.greshams.com

Registered Charity No: 1105500