



WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress: Miss Sylvia Tai BA (Hons)

INFORMATION PACK FOR APPLICANTS

Name of Post:	Teacher of Chemistry
Location:	Watford, Hertfordshire
Closing Date:	Noon 25th February 2019
Interviews:	1st March 2019

Thank you for requesting details of the above post. Full information about the post is on the school's Vacancy page on our website. This includes:

Applicant Information Pack
Application form
Safer Recruitment Policy
Child Protection Policy

There is also a link to an Equalities Monitoring form, the information from which is very helpful in scrutinising our Equality process. All information gathered is anonymised and is not linked to your application.

You are welcome to send a copy of your CV however it must be accompanied by a fully completed and signed application form. A CV alone will not be considered. The form can be completed and returned electronically however if this is the case it will need to be signed in person where the applicant is called for interview.

Completed application forms will not be acknowledged. Successful applicants will be notified within two days of the closing date. Applicants who are not called for interview will not be informed that they have been unsuccessful.

Applicants invited for interview will be required to bring with them original copies of relevant qualifications for verification, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

Contact details for Return of Completed Application forms and other enquiries:

Sue Granville
EA to Headmistress
HR Manager

s.granville@watfordgirls.herts.sch.uk



01923 223403



admin@watfordgirls.herts.sch.uk



watfordgrammarschoolforgirls.org.uk

Registered in England & Wales Company No: 07348254 Registered name and address as detailed

Watford Grammar School for Girls
Lady's Close,
Watford, Hertfordshire
WD18 0AE

WATFORD GRAMMAR SCHOOL FOR GIRLS



PERSON SPECIFICATION Teacher of Chemistry

- Outstanding classroom teacher with the ability to teach Chemistry to all Key Stages.
- Passion for Chemistry and a good honours degree in their subject area.
- Ability to teach Chemistry at Key Stage 3, GCSE and A level.
- Ability to teach Biology and Physics to Key Stage 3.
- Articulate and accurate communication.
- Commitment to raising achievement and providing challenge in the classroom.
- Ability to work as part of a team.
- Willingness to take a full part in extended-curricular activities, including day trips.
- Excellent organisational and administrative skills.
- Sympathy with the aims of the school.
- Good IT skills

DEPARTMENTAL INFORMATION – CHEMISTRY

The Chemistry Department is a very successful and highly motivated department in our School. There are currently six specialist Chemistry teachers in the department who contribute to the teaching of Key Stage 3 Science and Chemistry at GCSE and A Level, as well as two dedicated Chemistry technicians. The staff are passionate about their subject and have developed a Chemistry curriculum that is exciting and stimulating but with a focus on academic rigor. The Chemistry staff work very closely as a team – producing shared resources and teaching notes for all topics across every Key Stage. We aim to support one another and encourage good teaching practice, but also expect initiative and the ability to think independently. As a large department with an excellent standard of teaching, commitment to the subject, determination, and an enthusiastic approach to teaching are essential.

Science is taught by one teacher in mixed ability groups in years 7 and 8, who follow a modified Key Stage 3 programme of study.

All students begin GCSE courses in Year 9 and the three Sciences are taught separately by subject specialists. We are following the Edexcel (9-1) GCSE course for separate qualifications in Biology, Chemistry and Physics and Combined Science.

A significant number of students choose to study Chemistry in the Sixth Form. There are six groups in Year 12, each group is taught for 9 periods per week, and four groups in Year 13, each group is taught for 9 periods per week. Each A level group is taught by two members of staff.

Results for Chemistry GCSE and A-Level are outstanding with 48% gaining a grade 9 and 100% gaining grades 9-6 at GCSE and 72% A*-C at A-Level in 2018.

Extra-curricular activities are of great importance within Chemistry. Staff and students in the department participate in the Junior Science Club and the CREST award scheme. Sixth Form students have the opportunity to participate in a range of clubs and can do the Chemistry Olympiad.

There are four well equipped Chemistry laboratories. Each has white boards and digital projectors. A recently built Geodesic Dome is also available for extracurricular activities and can be used for teaching

smaller groups. The department is fortunate in having a wide range of specialist equipment available for use, and a large library of other resources.

The Chemistry department is part of a large and thriving Science department which is staffed by 18 specialist teachers and 5 technicians. There are 14 laboratories, all recently refurbished and well equipped to deliver the Science curriculum across all key stages. The department works together as a close-knit team and each member of staff contributes to the teaching, development of the curriculum and organisation of extra-curricular clubs and activities across all age groups.

The departments of Biology, Chemistry and Physics are each managed by a Head of Department who reports to the Head of Science. The Heads of Science team works very closely together to ensure the smooth running of this exceptionally successful department.

GENERIC CLASSROOM TEACHER JOB DESCRIPTION
NOT SPECIFIC TO INDIVIDUAL
For applicant pack

JOB TITLE: CLASSROOM TEACHER
REPORTS TO: DEPUTY HEADTEACHER
SALARY RANGE: TEACHERS' PAY SCALE (MAIN OR UPPER)

Context of the post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each pupil is able to achieve her full potential.

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all times the safety of the children in their care. All adults working in the school should know about the school's child protection procedures and the identity of the Designated Senior person for child protection.

It is a requirement of this role that you are fluent in spoken English.

1. Purpose of the job

To deliver high quality teaching and learning to pupils who are assigned to the postholder.

2. Main duties

All teachers work within the statutory conditions of employment set out in the current School Teachers' Pay and Conditions Document. The duties listed below are not, therefore, an exhaustive list of what is required.

- Be responsible for the quality of teaching and learning of all pupils who are assigned to the postholder.
- Supervise the work of any support staff, including higher level teaching assistants and support teachers, who are assigned to work with the postholder's pupils.

- Provide leadership across the school in a designated subject or curriculum area, this to include:
 - i) monitoring quality and standards
 - ii) contributing to school planning and self-evaluation
 - iii) providing professional support to other teachers and support staff
 - iv) advising the headmistress on appropriate resources and materials
 - v) leading appropriate professional development.

3. Job context

The school welcomes teachers of high professional standard and shares the responsibility with each teacher for continual review and the development of expertise.

All teachers make a valuable contribution to the school's development and, therefore, to the progress of all pupils. All teachers, except those who are newly qualified, will have a lead responsibility for a curriculum area across the whole school and will be supported in that role by their line manager.

For newly qualified teachers, subject leadership will be taken by his/her line manager during the first year of employment at the school.

Teachers in the upper pay scale can be expected to make a particular contribution to building team commitment in line with the statutory requirement to meet threshold standards.

In particular, teachers at UP3 will:

- provide a role model for professional practice in the school
- make a distinctive contribution compared with other teachers
- contribute effectively to the wider team.

4. Review of duties

The specific duties attached to any individual teacher are subject to annual review and may, after discussion with the teacher, be changed.

5. Fluency in English

Please note that since November 2016 it has been a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with pupils, parents, and visitors to the school.