

THE SUNDAY TIMES

**SCHOOLS  
GUIDE  
2019**

**WEST MIDLANDS  
INDEPENDENT  
SECONDARY  
SCHOOL  
OF THE YEAR**

Head of Chemistry

For January 2020 or earlier if  
possible

Information for Applicants



# King's High School

## A message from the Head Master

I am delighted that you are taking the time to find out more about joining the King's High community.

This brochure can only give you a glimpse of our wonderful school; however, I hope it conveys the exciting opportunities offered at King's.

As a leading school for girls, we take pride in offering a broad and well-rounded education. The girls here are characterised by their commitment to their studies, the enjoyment they take in pursuing their extra-curricular interest to the full, and the important contributions they make to the local and wider community.

King's is an exceptionally dynamic and vibrant environment in which to work. Our expert staff show great commitment to the girls both in the classroom and in their wider endeavours, delighting in their many and varied successes.

I therefore very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.



**Richard Nicholson**  
Head Master



# The School

Founded in 1879, King's High School provides independent, single sex, day education for approximately 650 girls aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere, founded on a distinguished academic tradition tailored to individual girl's needs by a highly qualified and motivated staff. We pride ourselves on the outstanding academic and creative performance of our pupils.

We value friendship, involvement, intellect, creativity, spirit and maturity. Girls are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our girls to develop into happy, confident and compassionate young women with the ability to reason, analyse, learn independently and exercise good judgement.

The school has remained on the same town site in the heart of Warwick for 140 years. The main building, Landor House, is of historical interest. It is the birthplace of the writer Walter Savage Landor and remained in his family for 80 years before being given to the school in the late 19th century.

Recent enhancements to our school site include: the Sixth Form Centre and St Mary's Building (opened by Dame Judi Dench in 2006); the Creative Arts Centre (opened by Old Girl Catherine Bott in 2009) and the Dining Room (opened by Miss Prue Leith in 2011). In September 2012, we were pleased to begin using our newly refurbished food technology facilities and a new, additional, science laboratory. Most recently, we have been extremely pleased to open our newly renovated library, which includes an Innovation Centre.

In September 2016, the Governors announced 'Project One Campus', a £30 million development which will see King's High relocated to the Myton Road campus joining Warwick School and Warwick Prep School on the same site. This new building will open in September 2019. Please visit [www.projectonecampus.co.uk](http://www.projectonecampus.co.uk) for further information.

Please visit our website to find out more about the school: [www.kingshighwarwick.co.uk](http://www.kingshighwarwick.co.uk)

# The Foundation

King's High School and sister school Warwick Prep work as one school under a single leadership structure. Together with Warwick School we form the Warwick Independent Schools Foundation.

# The Role

We are seeking to appoint an outstanding and innovative Head of Chemistry to lead an ambitious and exciting department in a thriving school.

The successful candidate will be able to teach Chemistry to an extremely high standard throughout the school, including Oxbridge, inspiring a genuine interest in the subject, and contributing with enthusiasm to the busy co-curricular life of the department and school.

This is an excellent opportunity for a well-qualified and innovative practitioner to develop their leadership skills in a successful department.

The candidate will be an excellent communicator with strong inter-personal skills. They will be articulate and tactful with excellent subject knowledge and a genuine interest in teaching and learning.

The role is full-time for January 2020.

The department enjoys excellent links to the schools within the Warwick Independent Schools Foundation and is extremely well resourced. The Chemistry Department consists of six full and part-time teachers who work collaboratively to ensure the very highest standards of teaching and learning.



# Job Description

**Reporting to Deputy Head Academic, working closely with the Heads of Biology, Physics and Science the post holder is required:**

- To plan, prepare and teach lessons as required.
- To set homework and mark written work regularly and ensure that the correct procedures are followed.
- To set, supervise and mark school examinations and course work / practicals for public examinations.
- To lead department meeting, providing agendas and producing minutes and action points
- To ensure that department administration, including schemes of work, minutes, data and progress records, are of a high standard and up to date
- To assess, record and report on the development, progress and attainment of pupils and to communicate this information to parents via written reports and Parents' Evenings.
- To coordinate the delivery of any Oxbridge mentoring and preparation sessions and ensuring that there is

appropriate support in preparation for any aptitude tests

- Running Olympiads and other similar competitions to encourage wider participation in the subject and stretch and challenge.
- Overseeing the development of ICT skills in department for staff and pupils
- Overseeing and reviewing regularly the Chemistry content of the Year 7 Science scheme of work
- To review methods of teaching and programmes of work and participate in arrangements for further training and professional development.
- To contribute to departmental extra-curricular activities.
- To develop a positive and purposeful atmosphere in the department, embracing innovation and development.
- To keep records of attendance at lessons as required.

- To manage technicians and budget on a daily basis
- To encourage as much use as possible of the school library and online resources and keep these up to date.
- To maintain good order and discipline among pupils and safeguard their health and safety.
- To attend Departmental, Year, Staff, Parents', Heads of Department and Inset meetings and manage professional reviews of staff.
- To provide cover for absent staff, especially within the department, and to carry out other duties as required.
- To adhere to school policy on safeguarding and update training as required.
- Ensure that the Health and Safety standards are updated and maintained throughout the department alongside the Head of Science
- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies

# Further Details

**The Employer** is the Warwick Independent Schools Foundation.

## Salary

This is a full-time position and the Warwick Independent Schools Foundation has its own salary scale and salary will be determined according to qualifications and experience.

## Staff Lunches

Lunches are provided, free of charge.

## Child Protection

The school's Child Protection Policy is included in this pack. An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

## Safeguarding

All staff are required to:

1. adhere to the School Policy on safeguarding and undertake training as required;
2. ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

## Appointment Method

Interviews and lesson

### Appointment Timetable

#### **Wednesday 4 September 2019**

#### **(12 noon)**

Deadline for submission of applications (on the standard application form)

#### **W/C Monday 9 September 2019**

Notification of outcome to short-listed candidates & interviews

## The Application Form

This must be completed in full before the application can be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview.

If you have any queries about the completion of the form, please contact Mrs. Alison Wheals (Head Master's PA) [a.wheals@kingshighwarwick.co.uk](mailto:a.wheals@kingshighwarwick.co.uk)

## Enclosures

- Application Form
- Equal Opportunities Policy
- King's High School Child Protection Policy
- Recruitment of Ex-Offenders Statement

# Person Specification

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A highly qualified graduate</li> <li>• Qualified teacher status</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualifications at a higher level</li> </ul>	Contents of the Application Form Copies of qualifications.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Outstanding classroom practitioner</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching at all levels to A level and Oxbridge</li> <li>• Ability to teach an additional science subject</li> </ul>	Contents of the Application Form Interview Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively, in clear English, with colleagues, pupils and parents, including in written reports.</li> <li>• Effective behaviour management strategies.</li> <li>• Differentiation</li> <li>• Ability to prioritise and make decisions</li> <li>• Excellent time management and organisational skills</li> <li>• Outstanding use of ICT in the classroom and to develop resources</li> </ul>		Contents of the Application Form Interview Professional references
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Genuine interest in the craft of teaching and knowledgeable about teaching and learning</li> <li>• Subject knowledge of the highest order</li> <li>• Understanding of the factors that influence girls' learning</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of how to use Assessment for Learning to develop pupils into independent learners</li> <li>• Knowledge of ISI requirements for subject departments and relevant specifications</li> </ul>	Contents of the Application Form Interview Professional references
<b>Personal competencies and qualities</b>	<p>A wholly professional attitude to include:</p> <ul style="list-style-type: none"> <li>• Commitment to high standards and achievement</li> <li>• Commitment to own professional development</li> <li>• Support for school aims and policies</li> <li>• Ability to be positive and enthusiastic</li> <li>• Ability to cope with pressure/ workload</li> <li>• Tact and discretion, loyalty, initiative, flexibility</li> <li>• Adaptability, confident and dependable</li> <li>• Soundness of judgement</li> <li>• Time management</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate being articulate, presentable, co-operative, reliable, with a “can do” attitude with good communication skills both on phone and in person that allows effective communication at all levels</li> <li>• Creates good rapport with staff parents and pupils</li> <li>• Ability to prioritise</li> <li>• Ability to organise self and work independently</li> <li>• Ability to listen</li> <li>• Ability to work in a team</li> <li>• Sense of humour</li> </ul>	Interview Professional references Task performance
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school's policies</li> <li>• A willingness to adhere to the school's policy on safeguarding and to undertake training as required</li> </ul>		Contents of the Application Form Interview Professional references Successful DBS Clearance



**Independent Day School for Girls 11 – 18 years**

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