



Candidate Brief for the position of Head of Chemistry from September 2019



Mayfield School

Mayfield is a vibrant, happy and successful independent Catholic boarding and day school for girls aged 11 to 18. Founded in 1872, the School is set within 75 acres of beautiful Sussex countryside, conveniently located just outside Royal Tunbridge Wells, within an hour of central London by train and with easy access to Gatwick and Heathrow airports.

Mayfield is successful in unlocking and developing the unique potential and talent of each girl in an inspiring learning environment. Described by the Independent Schools Inspectorate as "outstanding" and by Country Life as "one of the finest schools in the land", a Mayfield education combines academic excellence, breadth of opportunity and exceptional pastoral care. There are currently 367 pupils in the School of which 155 are full boarders.

The School enjoys excellent facilities, including an award-winning Sixth Form Centre; a specialist Science Centre; internationally renowned creative arts teaching and learning facilities; an indoor swimming pool; a Technology Suite and a first-class Equestrian Centre on campus. We have a proud reputation for high academic achievement, exceptional pastoral care and a wide range of high quality extra-curricular activities.

School Ethos

The vision of Mayfield's founder, Cornelia Connelly, to educate young women to respond to the needs of the age remains central to the School's education philosophy today. We are committed to helping each girl discover and develop her unique talents, to be herself and to make that self the best it can be. Our Catholic heritage, which remains fundamental to the life of the School and provides a moral and spiritual framework for daily life, encourages integrity, generosity, compassion and courage within an inclusive community, which welcomes all. The School's motto 'Actions Not Words' is embodied in our voluntary service programme, which promotes a spirit of personal and social responsibility.

Mayfield's Aims and Objectives

The School aims to achieve its vision by:

- Offering a wide range of opportunities to encourage equally the spiritual, intellectual, creative, physical and emotional development of each pupil
- Creating a distinctive environment in which the experience of living together enhances the lives of all pupils and staff
- Fostering a vibrant community for those of the Catholic and other faith traditions where worship is integral to the life of the School and each is encouraged to serve God and other people
- Providing a stimulating and creative curriculum that fosters academic excellence
- Enabling each member of the School community, resident or non-resident, actively to support and contribute to the shared values of the School
- Encouraging in each pupil a sense of achievement and the confidence to make a difference in a demanding and constantly changing world

The School

Mayfield encourages equally the intellectual, creative, physical, emotional and spiritual development of each pupil. Every girl is accepted for who she is and we instil in her the confidence to find her strengths and build on them. Whilst Maths and Science are amongst our most popular and successful subjects at A Level, we have a first class reputation for creativity and excel in the creative and performing arts.

Academic study is complemented with a rich and diverse variety of activities beyond the classroom. With everything from dance to debating, drama to music and a full programme of sporting opportunities including cricket, fencing and top class equestrian facilities on campus, girls are challenged and supported to realise their full potential, thereby endowing them with a lifelong love of learning and the opportunity to grow as individuals.

Mayfield girls progress to prestigious universities including Oxford and Cambridge, and increasingly to the US and Europe, to study a wide range of subjects. Just as important as academic success, girls leave Mayfield with enduring friendships, open minds, strength of character and the lifelong support of a global community. The values, skills, aspiration and resilience we nurture in the girls prepares them to respond to the opportunities and challenges of the 21st century and to make a positive difference in the world.





The Science Department at Mayfield

The Science Department at Mayfield School is a dynamic, stimulating and high achieving Department. It comprises the three Science disciplines of Biology, Chemistry and Physics. Each of these operates as a separate subject, with its own designated laboratory space and Head of Department. In addition there is an overall Head of Science responsible for the co-ordination of those aspects which cross all three sciences. The Science Department occupies a modern purpose built block with nine laboratories, three preparation rooms, a staff study, resources room and workshop. It is a well-equipped, stimulating environment in which to work and the students respond very well to their surroundings. All laboratories are fitted with interactive whiteboards and ICT is used regularly as part of the delivery of Science at all levels.

Biology, Chemistry and Physics are taught as separate disciplines by subject specialists after Year 7. GCSE courses are begun during Year 9. We follow the AQA Science courses, with the majority of students taking three separate GCSE Sciences. The rest of the cohort enter for the combined Science course and are taught individual sciences with the same time allocation as the rest of the year group. Our students are bright, enthusiastic and keen to learn. The Chemistry Department achieved 82% grade 7 to 9 at GCSE last year.

The Chemistry Department at Mayfield

The Chemistry Department at Mayfield School is dynamic, stimulating and high achieving. We believe in delivering high quality lessons using a variety of teaching and learning strategies, in a relaxed and enjoyable manner. There are three well equipped chemistry laboratories on the top floor of the Science block. Teaching is supported by an experienced and dedicated technician. Our students are bright, enthusiastic and keen to learn. There are currently 10 teaching staff across the science department (including some part-timers) and 3 full-time laboratory technicians. All the staff are highly committed subject specialists, forming an extremely professional and supportive team.

Chemistry is a flourishing subject at Mayfield. At A level there are two groups in Chemistry in both Years 12 and Year 13, with approximately 30% of the Sixth Form studying Chemistry A Level, following the OCR specification. Girls regularly join us from local schools and further afield, because of the reputation we have for outstanding science teaching. Last year, 50% of A Level candidates achieved A* /A grades, and approximately 75% A* /A or B grades. Many of our Chemistry candidates are preparing for university entrance in Medicine or Science-based subjects, although a significant number successfully combine Chemistry with languages and/or arts based subjects. The Chemistry department runs extension classes for all those considering a career in science or clinical and veterinary medicine. The department is also involved in a number of extra-curricular activities, supporting and challenging girls throughout the school.

The Head of Chemistry at Mayfield School is expected to work closely with the Deputy Head and Director of Studies to promote a holistic and creative approach to education: supporting the education of the whole individual, in line with the educational philosophy of Cornelia Connelly and the Society of the Holy Child Jesus, and being an enthusiastic proponent of education for girls.

In addition to the general expectations of a classroom teacher, the Head of Chemistry will have the following responsibilities:

Job description for the Head of Chemistry

The Head of Chemistry

- Is responsible to the Headmistress in all matters and will advise her of any constraints which restrict the fulfilment of his/her responsibilities.
- Will seek to work constructively with colleagues in other departments to facilitate inter-disciplinary initiatives and sharing of good practice; recognising links and building on common skills.
- Should be supportive of the Catholic ethos of the School at all times.
- Should be an enthusiastic proponent of education for girls.

- Will have a dynamic and creative vision for Chemistry at Mayfield and ensure that s/he retains a lively interest in contemporary issues pertaining to the subject.
- Will lead by example in teaching Chemistry creatively with insight, skill, enthusiasm and patience.
- Be a positive role model and presence in the School.

Responsibilities

Leadership and Strategic Development

- Actively support the Catholic ethos of the School, being familiar with and contributing to Cornelia Connelly's philosophy of educating girls.
- Have a dynamic, creative vision for the role of Chemistry in the School. Work with the Head of Science to develop and review Departmental policies and practices and Schemes of Work to consolidate and build on the performance of the Chemistry Department and wider Science to ensure the continuing progress and enthusiasm of the girls.
- Working with the Head of Science, contribute to the Science Department and whole-school strategy as part of Curriculum Committee, Heads of Departments and other appropriate groups and committees.
- Oversee the Scholarship programme and Oxbridge provision with the Head of Science and review regularly in conjunction with the Heads of School.
- Encourage independent learning and self-evaluation.
- Develop and sustain good working relationships with colleagues, girls and parents.
- Work with Admissions Department and Head of Science on Outreach and raising the profile of Science with current and prospective girls and feeder schools.
- With the Head of Science, contribute to the strategic development of Science at Mayfield and, in particular, the Chemistry Department to ensure that the high standards are maintained.
- Lead, inspire and motivate colleagues in a manner such that they feel fully supported whilst still being accountable for their performance.
- Hold weekly Departmental Meetings, minutes of which should be forwarded to the Head of Science and the Director of Studies.
- Complete an annual performance evaluation document to include reflection on examination results and aims and objectives for the coming year.
- Ensure queries and concerns of students, colleagues and parents are addressed promptly, completing documentation appropriately and supporting members of the Department.
- Work constructively with colleagues in other departments to facilitate cross-curricular, inter-disciplinary initiatives and the sharing of good practice; recognising links and building on common skills.
- Continue the established activities for Outreach including Saturday Workshops, STEAM Events etc

Teaching and learning

- Lead by example by modelling innovation and excellent practice.
- Ensure a creative and innovative curriculum which challenges, engages and informs; ensuring that it is accessible to all students, as appropriate. Review this regularly.
- Provide opportunities to challenge the most able and support weaker members of School – inside and outside the classroom.
- Within the Department, implement School policies and practices for assessment, recording and reporting, using this information to support on-going improvement. Contribute to whole-School reviews of these policies and practices.
- Establish clear Schemes of Work and ensure that all staff are familiar with teaching objectives and outcomes.
- Be aspirational for each individual and ensure targets for achievement are set, reviewed and evaluated.
- Ensure information about pupils' achievements and difficulties in previous classes is used effectively to facilitate continuing progress and appropriate support.
- Work with the Gifted and Talented coordinator and the Heads of Learning Support and ESOL to provide opportunities to challenge the most able and support weaker members of School.
- Monitor teaching and learning through lesson observation; looking at pupils' work etc.
- Contribute to the extra-curricular Enrichment Programme in the School.
- Promote cross-curricular and inter-disciplinary initiatives.
- Encourage girls to make links between subjects, especially Science, the Creative Arts and Religious Studies.
- Liaise with Tutors, Housemistresses, Heads of School, Director of Studies and Deputy Head via 'My Concern', where appropriate.
- Nurture an atmosphere of trust and responsibility amongst girls and staff.
- Ensure strategies to address issues when girls do not live up to these expectations.

Management of Staff

- Conduct yourself in a professional manner at all times and expect the highest standards of behaviour from colleagues and pupils.
- Promote a positive working atmosphere in the Chemistry Department: expect and encourage mutual respect between staff and students.
- Liaise with the Head of Science to establish staffing and resource needs, providing the Head of Timetabling and the Director of Studies with information as required.
- Lead, inspire and motivate colleagues so that they feel supported while still being accountable for their performance.
- Hold regular Departmental meetings to ensure efficient administration and sharing of information and resources and good practice within the Department.
- With the Heads of School, regularly monitor Departmental staff, annually appraise individuals as part of the School cycle and discuss and monitor the CPD of Departmental staff.
- Assist with the recruitment and deployment of Departmental staff and with the induction programme for NQTs and other new staff.
- With the Director of Studies, and following Departmental discussion, identify and allocate Departmental INSET, with reference to the Science Department and School development priorities.
- Organise the sharing of good practice within the Chemistry Department, Science and with other departments.
- Delegate within the Department, including allocating teaching groups, rooms etc and oversee those carrying out additional responsibilities.
- Oversee and check reports and other communications.
- Anticipate key pressure points in the year and plan accordingly.
- Help and support staff in establishing constructive working relationships with pupils and colleagues.
- Encourage staff and students to be aspirational and have the highest expectations of dress and behaviour in the classroom and beyond.
- Ensure that the Department has appropriate internal structures to promote positive behaviour in the classroom and manage routine disciplinary matters internally.
- Organise and oversee the work of technician support staff, which will include an annual stock take and ordering of required resources.

Examinations Administration

- Set and mark entrance scripts for girls and feedback results to the Admissions Department.
- Plan and organise internal examinations, in conjunction with the Head of Science and appropriate Head of School.
- Take responsibility for Chemistry entries in Public Examinations and establish good links with the Examination Officer.
- Plan and organise internal Chemistry examinations.
- Be present on GCSE and A level Results Days and provide advice to pupils and parents as required.
- Co-ordinate and moderate controlled assessment / practical requirements within the Department.
- Oversee and monitor Department tracking and reports to ensure accuracy of material.

Administration – Resources

- Develop and review the Departmental Handbook, the Departmental SEF and Schemes of Work.
- Plan, implement and monitor the Departmental budget: ensure that costs are controlled, value-for-money maximised and accurate inventories are maintained. Ensure accurate information is provided to the Bursary.
- Monitoring appropriate use, management and organisation of resources.
- Maintain links with the IT Department and ensure that IT is used effectively to enhance the quality of teaching and learning in Chemistry.
- Maintain current resources and draw on a wide range of new opportunities to develop and introduce new ideas.
- Create a stimulating and effective working environment.
- Be responsible for the Health & Safety in your Department and inform the Maintenance Department of any concerns about the fixtures and fittings.

Contribution to the wider life of the School

- Undertake the role of Tutor, as requested.
- Carry out regular duties and supervision, on a rota, during the School day and after lessons end to help facilitate the smooth running of the School.
- Be familiar with the Teaching Staff Handbook and the School policies included within it and ensure that Departmental colleagues are also aware of these.
- Carry out such duties as are allocated by the Deputy Head and Director of Studies or other Senior Management colleagues, including cover for absent colleagues and examination invigilation. Respond punctually, efficiently and in accordance with the guidance in the Staff Handbook.
- Attend School and year group assemblies, Liturgies and Inter-house competitions, supervising pupils when needed.
- Attend staff meetings, parents' consultations, results days, Open mornings, Prize Giving and similar important School functions out of school hours; be willing to accompany School trips undertaken by your Department, or involving your Tutees and/or boarders, or in Activities Week.
- Support the boarding life of the School by contributing to weekend activities. [Usually, this will be on one day of a weekend every half term, ie six days over the academic year.]

All Mayfield Teaching Staff

- All teachers are expected to adhere to the Teachers' Standards as outlined by the DfE and updated regularly. <https://www.gov.uk/government/publications/teachers-standards>. Full details of the terms and conditions of employment are found in the teaching staff employment contract.
- All staff are expected to contribute to the boarding and extra-curricular life of the School which may include some evenings and weekends.
- No member of the teaching staff may undertake private coaching of Mayfield girls without the permission of the Headmistress.

It should be noted that the above list of duties is not necessarily an exhaustive statement of the final responsibilities of the post. It is intended to give an overall view of the position and should be taken as guidance only. The post holder may be required to undertake any other reasonable task requested by the Headmistress for a Head of Department which fall within their capabilities and which are in accordance with the usual practice of a Catholic Independent Boarding and Day School for girls.

Application Process

Mayfield School has its own application form which is available via the website.

Applications should be supported with a covering letter.

We offer excellent working conditions in an outstanding environment. Mayfield has its own salary scale and the salary package for this position will reflect the qualifications and experience of the successful candidate. All staff are expected to contribute to the extra-curricular life of the School. Accommodation may be available.

For further information please visit our website www.mayfieldgirls.org/vacancies where you can access our requisite application form. Alternatively, contact Mrs Karen Bowles, PA to the Headmistress by e-mail for further details kbowles@mayfieldgirls.org.

The School is an equal opportunities employer.

The successful applicant will be required to undertake an enhanced DBS check.

Head of Chemistry – Person specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Outstanding classroom practitioner able to use of a variety of teaching and learning styles Teaching experience across the full age and ability range of the School Proven ability to inspire and challenge the most able of students and understanding of the challenges for less able scientists 	<ul style="list-style-type: none"> Teaching experience across the full age and ability range of the School Experience of examination and coursework / controlled assessment moderation Oxbridge/medical school preparation Ability to teach an additional Science subject/s to GCSE level
QUALIFICATIONS	<ul style="list-style-type: none"> A good Degree in Chemistry or a related discipline 	<ul style="list-style-type: none"> PGCE or equivalent
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Awareness of practical strategies to motivate learners and raise achievement Ability to manage and lead a team including part-time staff Good ICT skills Good literacy skills (written and spoken English) Ability to work under pressure and be flexible Excellent communication skills Good understanding and working knowledge of Health & Safety requirements and Chemical risk assessment 	<ul style="list-style-type: none"> Use of variety of teaching and learning styles Interested in application of ICT skills to learning and teaching of Chemistry
DISPOSITION	<ul style="list-style-type: none"> Enthusiastic and motivated Highly organised A commitment to and interest in the wellbeing, support and achievement of girls A willingness to challenge oneself to seek continuous improvement A good sense of humour A team player 	<ul style="list-style-type: none"> To be positive about the need for innovation and change Reflective on good practice with a willingness to seek continuous improvement Ability to work under pressure
LEADERSHIP AND MANAGEMENT	<ul style="list-style-type: none"> Leading by example Excellent organisational and administrative skills Building cross-curricular links 	<ul style="list-style-type: none"> Experience of organising own trips and visits Experience of innovating and managing change in teaching and learning
INTERESTS	<ul style="list-style-type: none"> The potential to offer something extra to the School and its students to enhance the girls' learning outside the classroom Willingness to contribute to the extra-curricular programme of the School 	<ul style="list-style-type: none"> Willingness to lead the development of extra-curricular provision in Chemistry
ETHOS	<ul style="list-style-type: none"> Commitment to the Catholic ethos of the School A sense of excitement about teaching and working with young people 	<ul style="list-style-type: none"> Experience of working in a boarding environment and/or Catholic education



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