



CRANMORE

INDEPENDENT DAY SCHOOL

Appointment of

Biology Teacher

From September 2022

Information for Applicants



Cranmore *part of the Effingham Schools Trust*
Epsom Road, West Horsley, Surrey, KT24 6AT
01483 280340

• Registered Company No. 4509623 • Registered Charity No. 1095103

CRANMORE **ST TERESA'S**

About Cranmore



Cranmore is a leading independent school in Surrey having taught prep school pupils for 50 years. In September 2019, Cranmore joined the Effingham Schools Trust resulting in the widening of the provision to offer education for pupils age 2 to 18.

The Trust's diamond model will offer the benefits of the co-ed classroom to very young pupils, the benefits of the single sex classroom in later prep and secondary years, before finally returning to co-education at 6th Form. This method reflects and acknowledges that girls and boys approach their learning in different ways as they develop.

Cranmore has a wonderful 25-acre site and is blessed with fantastic facilities. Combined with its sister school, St. Teresa's, the Trust has 1,000+ pupils and £20m+ assets. There are exciting plans for new capital development as the Trust grows to 1,200 pupils over the next few years.

Cranmore is proud of its reputation as a leading independent school with all round excellence across a broad curriculum enriched with co-curricular activities. We are excited to be expanding our education and invite outstanding individuals to join us on our journey.

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Biology Teacher – Roles & Responsibilities

Cranmore is at an exciting stage in its development with a growing Senior School. Science is taught by specialist teachers from the start of the Upper Prep School (Years 4, 5 and 6) with Biology, Chemistry and Physics being taught separately from Year 6. Currently, there are 260 pupils in Years 4 to 8. This will rise to 300+, with the addition of another three Year 9 forms in September 2022, forming our first GCSE cohort in Summer 2025. This is an excellent opportunity for a Biology specialist to contribute to the existing success of the Science department and to be instrumental in advancing Biology teaching.



The department already benefits from three purpose built science laboratories and a dedicated prep room. There are 2 full time members of staff, one part time and a science technician.



A planning application is underway for the construction of a science and technology building within the school grounds with completion scheduled for September 2022.

ROLES & RESPONSIBILITIES

General

- Support the Catholic ethos of the School.
- Be aware of and comply with both School and Trust policies and procedures.
- Contribute to the overall aims of the School Development Plan.
- To develop and implement own professional development and skills.
- To behave in a manner that is professional, friendly and fair with pupils, colleagues and parents.
- Work cooperatively as part of the wider staff team.
- Be a form tutor.
- Participate in a rota of duties between 8am and 6pm.
- Contribute to the extracurricular programme.
- Support school events such as concerts, productions and parents' association events.

Subject & Departmental

- Establishing and reviewing schemes of work.
- Supporting the Head of Science to select the examination board and liaising with the examination board about specifications, examinations and results.
- Implementing effective methods of assessment of pupils' work and having effective strategies in place to manage performance and supporting students to improve and achieve their potential.

Biology Teacher – Roles & Responsibilities and the Person

- Keeping up-to-date with subject developments outside Cranmore and sharing them with the Head of Science.
- Liaising with the Head of Science about future developments in the Biology curriculum.
- Ensuring there are appropriate co-curricular activities associated with the department to complement and extend the department's teaching.
- Attending Departmental meetings.
- Contributing to the Head of Sciences annual report for the Head including a detailed analysis of public examination results.
- Assist with managing the departmental budget effectively.
- Keeping a comprehensive online presence of up-to-date Biology resources.
- Responding constructively to requests from other functions within the School for advice and assistance, such as the admissions and finance departments.
- Ensuring that displays in and around the department's teaching area are stimulating, helpful to pupils and indicative of the high standards the school expects.

Qualifications

- A good honours degree in a relevant subject;
- Evidence of extensive, relevant continuing professional development.

Experience

- An impressive record of outstanding and recent senior school (Years 7 – 11) Biology teaching;

Knowledge

- Excellent subject knowledge;
- Up to date knowledge of the national curriculum;
- A clear understanding of the essential qualities necessary for effective teaching and learning;

Skills

Be able to:

- Demonstrate excellent communication skills and the ability to set and communicate a clear vision
- Demonstrate good interpersonal skills
- Analyse and interpret subject data to evaluate the performance of pupil groups, pupil progress and plan a robust course of action for improvement.
- Deal sensitively with situations that may include tackling difficult situations and conflict resolution.
- Write and communicate orally to an excellent standard.

Personality

- Ability to inspire and motivate pupils, act as a role model and have high expectations of self and others.
- Ability to investigate, resolve problems and make informed decisions.
- Have excellent organisational skills and the ability to prioritise when under time pressure.
- Possess imagination, enthusiasm and a good sense of humour.

Remuneration and Benefits

Our staff enjoy working as part of a strong school community. Parents are confident of the academic standards, telling the Independent Schools Inspectorate that their children have been ‘well challenged and tutored’ by ‘talented teachers’.

We reward our talented staff with a range of benefits.

Salary

Salaries are competitive and in line with independent school teaching scales.

Pension Scheme

Generous contributory pension scheme.

Continuous Professional Development

All staff have access to professional development training as part of the school's performance development and appraisal process. Individuals are encouraged to continue to develop their skills to provide high quality teaching and learning for our pupils.

Refreshments and lunch

Refreshments and lunch provided during term time.

Parking

Parking for staff members is provided onsite.

Use of School sports facilities

Staff may use the school's sports facilities including a fitness suite, 25-metre indoor pool, squash courts and a staff fitness class.

Fee Remission

Discount available on school fees. Full terms and conditions provided by the Finance department.

Employee Assistance Programme

A free, confidential 24-hour telephone service.



Application & Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. **A Letter of Application addressed to the Headmaster should accompany the application form.**

Long listed applicants will be invited to attend a formal interview with a panel at which their relevant skills and experience will be discussed in more detail. They will also be given a tour of Cranmore. Candidates subsequently selected for the short list will spend a day at Cranmore completing a series of relevant tasks. Interview panels will include at least one person trained in Safer Recruitment.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; **Please note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

Cranmore School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the DBS.

Key dates

Closing Date for Applications: Tuesday 4 January 2022

Interview: Week commencing 17 January 2022

Start date: 1 September 2022