The Granville

SEVENOAKS, KENT

Girls 3 – 11 Years, Boys 3-4 Years I Day I 195 pupils I IAPS

Head of Science (Maternity Cover)

Candidate information
September 2019





The Granville

HEAD OF SCIENCE (Maternity Cover)
Required from September 2019

A rare and exciting opportunity to join an exceptional school with a very high academic profile and strong pastoral traditions. We are seeking to appoint an inspirational and experienced Science teacher, who has what it takes to distinguish themselves from the ordinary. The successful candidate will be an excellent Science teacher, who ensures high academic standards and engenders a love of learning, enquiry and curiosity. A warm manner, initiative and excellent organisation and communication skills are central to this role in order to build a strong rapport with pupils, colleagues and parents. The ability to think creatively and critically is also essential.

Closing date noon on Monday 18th March 2019
Interviews on Monday 25th March

Please contact the Headmistress's personal assistant for an application package.
Call 01732 453039 or headspa@granvilleschool.org

The Granville is committed to safeguarding and promoting the welfare of children. Applicants must be prepared to undergo child protection screening.

The school

Founded in 1945 by Ena Makin, The Granville School is a thriving, successful prep school with an enviable reputation for excellence. The school is set in five acres of gardens and woodland and is centred around a large, attractive Victorian house. Over the past years, several new specialist buildings have been added so that it is now an impressive campus with exceptional, purpose-built facilities.

The school benefits from being close to a mainline station (30 minutes from London) and the busy market town of Sevenoaks. The Granville School is a non-selective, day preparatory school for girls aged 3 to 11 and boys aged 3 and 4. An educational trust administered by an extremely supportive Board of Governors.





Our vision

Believe Inspire Achieve

Realising the full potential of every child by developing knowledge, confidence and self-reliance within a supportive and successful school community.

The Granville is an exceptional school which combines the very best of prep school tradition with a vibrant, forward-looking outlook where change is embraced and innovation celebrated. Pupils thrive on individual attention and achieve their best in a happy, secure and stimulating environment. Highly qualified, specialist teachers make learning exciting, develop enquiring minds and raise levels of expectation.

Every year, pupils participate in uniquely Granville festivals. These all help to reinforce both a strong family community and a warm, friendly atmosphere, which are highly valued by pupils, parents and staff. While the school is non-selective, it successfully nurtures the potential in every pupil and each year the girls achieve impressive results academically as well as in sport, music, drama and art.

Many girls gain scholarships to a wide range of excellent senior schools, (including Caterham, Kent College, Sevenoaks, Walthamstow Hall and Woldingham) as well as places at Kent grammar schools. The Head is a member of the Independent Association of Prep Schools (IAPS) and the school is inspected by ISI.

The most recent ISI inspection took place in 2017 and the school was proud to be rated 'excellent' in all areas. The full inspection report can be read on the school's website. Looking to the future, the school aims to continue on its journey of excellence, constantly aiming to improve the standard of teaching and learning, and helping pupils achieve their personal best. There is also a major building and development project on the horizon, to further improve the school's facilities.



Beyond the classroom

At The Granville, we believe that examination success is not solely the end goal of a pupil's journey through school. Rather, it is an enriching academic and extra-curricular experience that allows our pupils to fully develop their skills, confidence, creativity and character, instilling in them a lifelong love of learning and a firm belief that anything is possible. Experienced, dedicated teachers offer a supportive, encouraging and challenging environment in which to learn, that allows pupils to achieve success that not even they dreamed possible.

Though large enough to ensure academic rigour and excellent facilities, the school is small enough for the Headmistress and members of staff to know every girl personally and as an individual. We have a strong family tradition and a strong parents' association. The atmosphere is happy and purposeful. We set high standards emphasising concern and respect for the needs of others.

A major feature of the school is the huge diversity of the extra-curricular activities on offer to pupils and it is expected that all staff will contribute in some way to this side of the life of the school. Opportunities exist for involvement in cultural, dramatic, sporting and intellectual pursuits and we like staff to assist in areas where they have a genuine interest and enthusiasm.





"We have so many fantastic clubs!

Every Thursday I do circus skills club. But my favourite is cross country running in Knole Park."

Isobel, Year 5 pupil

"I love coming to school.

The teachers are so nice and they make learning fun. Also, the food is excellent!"

Harriet, Year 3 pupil



"I love teaching here.

The girls are so well behaved and there is an incredible support system for all staff, as well as a carefully structured induction process. I feel so valued in the team, despite only being here less than one year."

Miss C Townsend, Year 3 teacher





"I love the school as much now as I did 20 years ago when my eldest daughter came here.

They have such fond memories at being at The Granville."

Mrs V Wyatt, Teaching Assistant

Job description: Head of Science

The Granville is looking for an inspirational and dynamic teacher to continue and develop our highly successful Science department whilst the current teacher is on maternity leave.

The successful candidate will be a qualified teacher of Science ready to move into a leadership role, or with existing experience of leading a flourishing Science department in another school.

Key areas of responsibility

To develop the Science curriculum for all pupils, and to promote and develop opportunities for all children to make progress.

To plan and provide a stimulating and motivating learning environment ensuring that the learning resources are well organised and accessible to staff and pupils.

To develop the department with due regard to the school's policies and schemes of work, working closely with and co-ordinating the efforts of all school Science teachers.

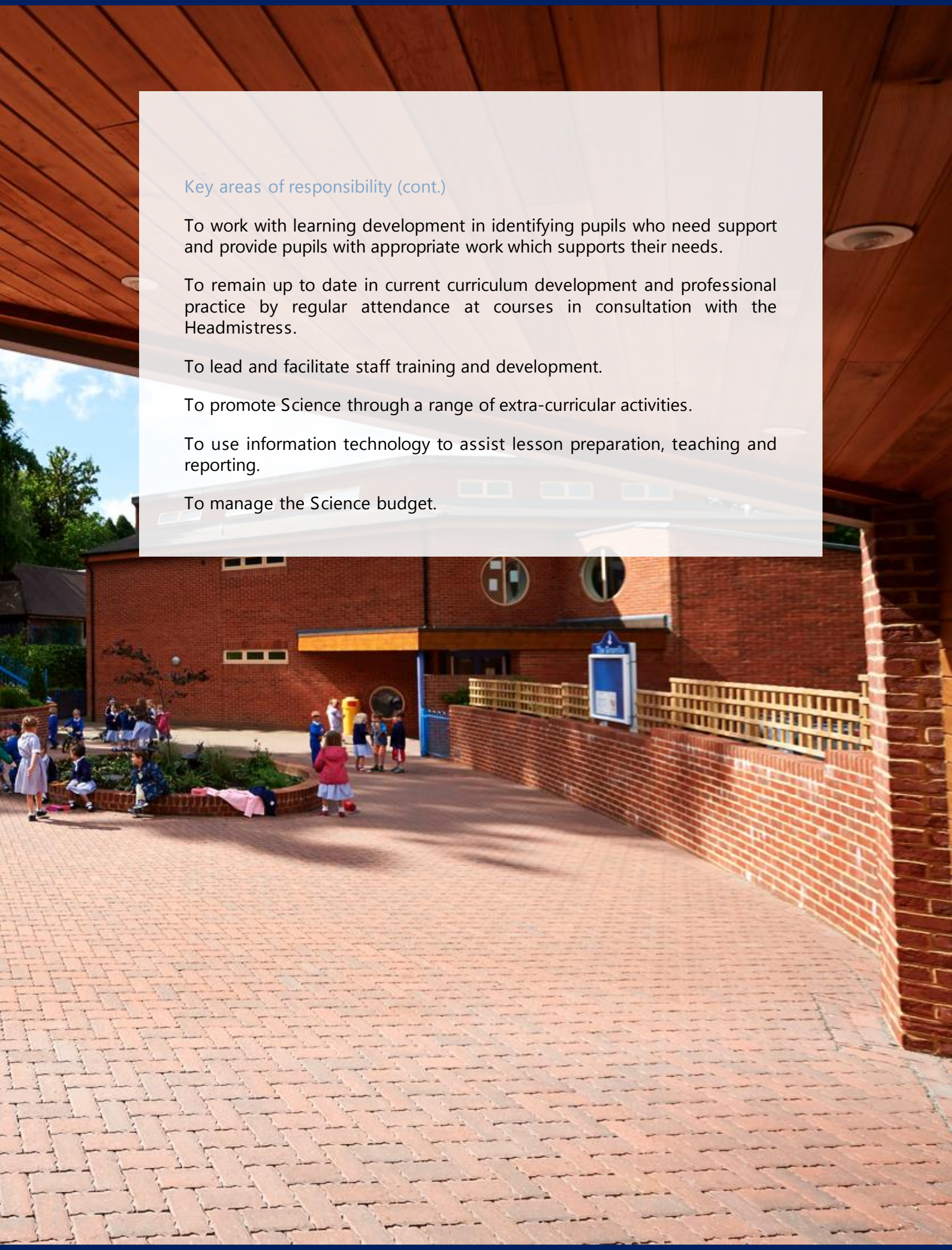
To maintain detailed records of pupils.

To liaise regularly with the Headmistress on matters relating to the teaching of Science at every level of the school.

To lead in collaborative decision making within the Science department.

To play a full part in the life of the school, liaising with other members of staff when appropriate.

To work with learning development in identifying more able, gifted and talented pupils and provide pupils with opportunities in and out of the classroom for extension and enrichment, and scholarship preparation.



Key areas of responsibility (cont.)

To work with learning development in identifying pupils who need support and provide pupils with appropriate work which supports their needs.

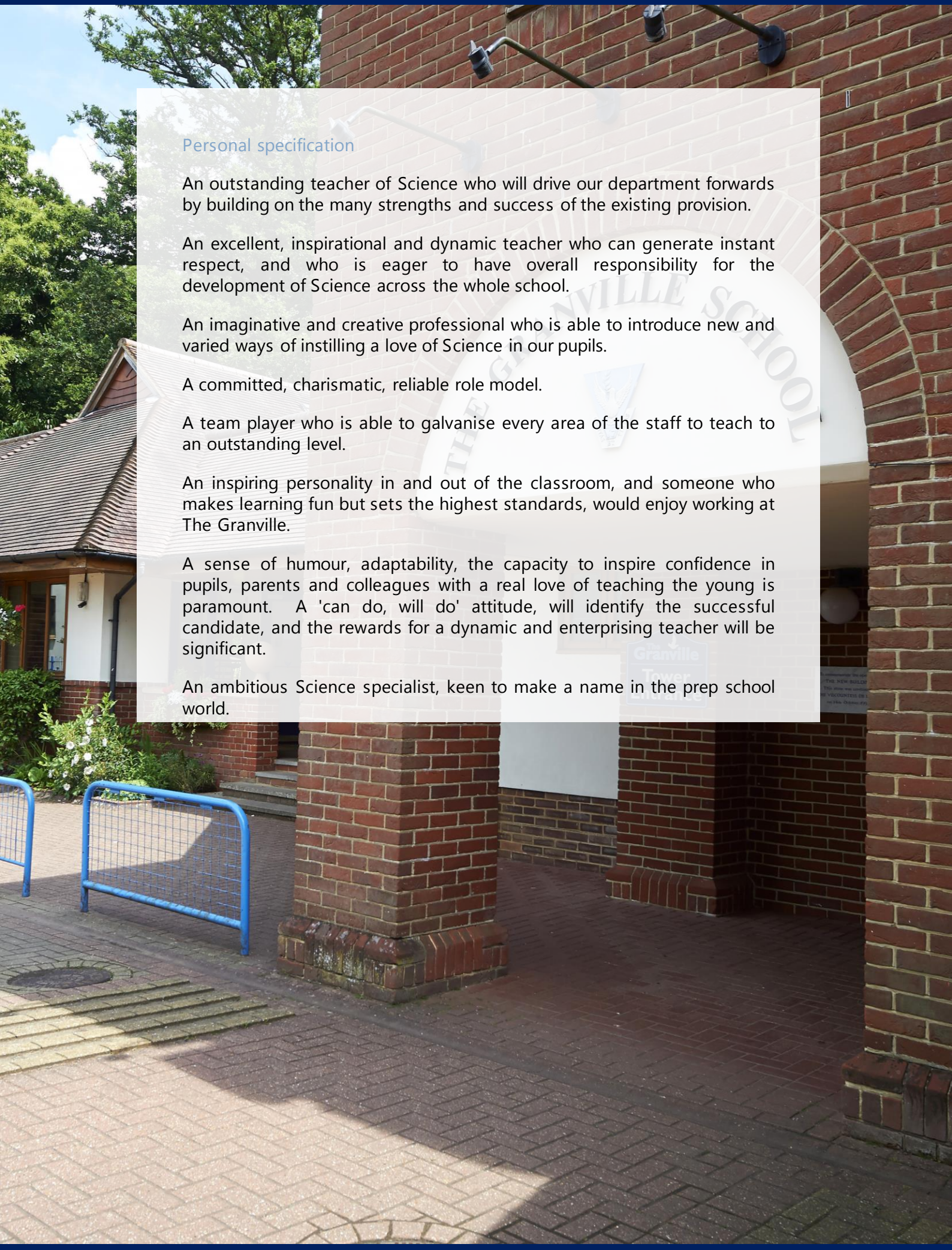
To remain up to date in current curriculum development and professional practice by regular attendance at courses in consultation with the Headmistress.

To lead and facilitate staff training and development.

To promote Science through a range of extra-curricular activities.

To use information technology to assist lesson preparation, teaching and reporting.

To manage the Science budget.



Personal specification

An outstanding teacher of Science who will drive our department forwards by building on the many strengths and success of the existing provision.

An excellent, inspirational and dynamic teacher who can generate instant respect, and who is eager to have overall responsibility for the development of Science across the whole school.

An imaginative and creative professional who is able to introduce new and varied ways of instilling a love of Science in our pupils.

A committed, charismatic, reliable role model.

A team player who is able to galvanise every area of the staff to teach to an outstanding level.

An inspiring personality in and out of the classroom, and someone who makes learning fun but sets the highest standards, would enjoy working at The Granville.

A sense of humour, adaptability, the capacity to inspire confidence in pupils, parents and colleagues with a real love of teaching the young is paramount. A 'can do, will do' attitude, will identify the successful candidate, and the rewards for a dynamic and enterprising teacher will be significant.

An ambitious Science specialist, keen to make a name in the prep school world.



General responsibilities

To promote high quality teaching and learning.

To promote the high quality pastoral care provided by the school.

To ensure the classroom is an engaging and stimulating environment for effective learning, embracing pupils work on paper, display and in the general atmosphere created in the classroom.

To write termly academic reports, and monitor and evaluate pupils learning, liaising closely with subject leaders.

To be develop, easy and professional relationships with parents and colleagues.

To maintain and manage the physical resources in the learning area.

To undertake supervisory duties.

To attend staff meetings, school INSET, and attend professional courses to enhance teaching effectiveness and qualifications.

To comply with health and safety requirements.

To play a full part in the life of the school.

Additional information

Salary

The successful candidate will be paid according to their experience which is equated to the national pay scales. The Granville teachers' supplement will also apply.

Safeguarding and child protection

The successful candidate will be expected to commit to the following;

The post holder's responsibility for promoting and safe-guarding the welfare of children and young persons' for whom/she/he is responsible, or with whom she/he comes into contact, will be to adhere to and ensure compliance with the school's safeguarding policy and child protection statement at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school she/he must report any concerns to the schools' child protection officer or to the Headmistress.

The successful candidate will be required to provide an enhanced DBS disclosure. In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

This post offers an exciting opportunity to work in a well established, forward thinking and ambitious school. At a time when interest in the school, and demand for places is considerable, the future is very exciting. The successful candidate must be dedicated to exciting, inspiring and motivating the next generation of scientists and innovators at The Granville School.



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