



# WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress: Miss Sylvia Tai BA (Hons)

## INFORMATION PACK FOR APPLICANTS

<b>Name of Post:</b>	<b>Teacher of Chemistry</b>
<b>Location:</b>	<b>Watford, Hertfordshire</b>
<b>Closing Date:</b>	<b>Noon 11<sup>th</sup> November 2019</b>
<b>Interviews:</b>	<b>19<sup>th</sup> November 2019</b>

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Thank you for requesting details of the above post. The job description and person specification are in this applicant pack. Please use the teaching application form on our website to make your application and familiarise yourself with our Safer Recruitment and Child Protection policies, also available in the vacancy section of the website.

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

[Pa2head@watfordgirls.herts.sch.uk](mailto:Pa2head@watfordgirls.herts.sch.uk)



01923 223403



[admin@watfordgirls.herts.sch.uk](mailto:admin@watfordgirls.herts.sch.uk)



[watfordgrammarschoolforgirls.org.uk](http://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



### DEPARTMENTAL INFORMATION – CHEMISTRY

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The Chemistry Department is a very successful and highly motivated department in our School. There are currently five 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 five groups in Year 12, each group is taught for 9 periods per week, and five groups in Year 13, each group is taught for 9 periods per week. Each A level group is taught by two members of staff. We follow the AQA A level Specification.

Results for Chemistry GCSE and A-Level are outstanding with 40% gaining a grade 9 and 100% gaining grades 9-5 at GCSE and 82% A\*-C at A-Level in 2019.

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 including a challenge club working towards the Chemistry Olympiad.

There are five 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 16 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.

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## PERSON SPECIFICATION Teacher of Chemistry

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- An outstanding classroom teacher with the ability to teach Chemistry at Key Stage 3, GCSE and A level."
- A passion for Chemistry and a good honours degree in their subject area.
- An ability to teach Biology and Physics to Key Stage 3.
- Articulate and accurate communication.
- A 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.
- In sympathy with the aims of the school.
- IT skills and experience of using ICT in teaching.
- Enthusiasm, energy, initiative and a sense of humour.

Your letter of application should address the above points and include a summary of the strengths you would bring to the post.

# WATFORD GRAMMAR SCHOOL FOR GIRLS



## JOB DESCRIPTION

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Name :

Department:

Classroom Teacher **Full / part- time**

A Teaching and Learning responsibility point may be awarded for: undertaking sustained additional responsibility to ensure continued delivery of high quality of teaching and learning

**EITHER** There is no Teaching and Learning point attached to this post

**OR** This level of Teaching and Learning point is awarded on the following criteria:

The **insert responsibility as appropriate** will

- **Insert appropriate responsibilities**

### Context of the post

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

"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.

The post holder will take part in an annual performance Review at which objectives will be set and development needs identified. From time to time s/he will review her/ his own methods of teaching and programmes of work and to participate in arrangements for further training and professional development.

### General Responsibilities of this position

As a member of the **{SUBJECT}** Department, the teacher is directly responsible to the Head of Department, and is individually accountable for:

- the progress of pupils within the subject

- the quality of teaching and learning
- a planned and varied programme of educational experience
- the behaviour and attainment of pupils

To teach {SUBJECT} to all ages and abilities to GCSE, and AS and A2 level consonant with qualifications, the specifications of the post, and previous experience.

In planning lessons, due regard must be given to the following:

- lessons must have clear objectives and thinking skills should be used;
- pupils must be aware of these objectives;
- lesson content should be appropriate;
- teaching methods should motivate, engage and challenge pupils;
- the timing of the work to ensure syllabus completion;

To work closely with the Head of Department and to contribute to the Department's teaching resources.

To contribute to the setting and marking of internal examinations and to assist in the marking and moderating of assessed work for the external examinations of the courses and subjects taught.

To attend departmental staff and parents' meetings which relate to curriculum matters, organisation, pastoral arrangements and administration of the school.

To assist with the extended curricular activities organised by the Department and the school.

To be responsible for the safety of students in his /her care.

### **Particular Responsibilities of this position**

{insert, if any}

### **Form Tutors**

All teachers are expected to be Form Tutors. This role involves:

- Attending assemblies, daily registration of and spending time with the tutor group, including carrying out general Form administration.
- Knowing and having overall responsibility for each individual in the tutor group.
- Helping each pupil to cope with her difficulties: at times this will demand a disciplinary response, at others advice or a helping hand, or the sharing of experience and ideas.
- Communicating essential information concerning the pupils in the Form group to the Head of Year or the Deputy Head.
- Being a 'resource' to other members of staff: the Tutor has first-hand knowledge of pupils which may be valuable to other members of staff.
- Recording essential information for the pupils' personal files and ensuring that this record is kept up-to-date.
- Monitoring progress and to co-ordinating subject reports to parents and to consulting them when necessary.

### **Additional Guidance for this position**

{insert, if any}

## Notes

1. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
2. Staff uphold public trust in the teaching profession and Watford Grammar School for Girls and maintain high standards of ethics and behaviour, within and outside school, by:
  - Treating pupils and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their professional position.
  - Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions as appropriate.
  - Showing tolerance of and respect for the rights of others
  - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
  - Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
  - All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
3. Teachers must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
4. It is 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.
5. This framework of duties is in addition to the expectation on all teachers to mark work, write reports, prepare lessons, and prepare materials and teaching programmes. Please refer to the Conditions of Employment, (section 3: Teaching, other activities, assessments and reports, educational methods, discipline and health and safety, staff meetings, examinations, administration etc.)
6. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
7. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
8. This job description is not necessarily a comprehensive definition of the post.
9. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
10. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

***Please sign both copies of this job description, keeping one for your files and returning one to EA to Headmistress, within 14 days. If it is not returned within 14 days your acceptance will be presumed.***

Signed:

Sylvia Tai

Date:

Signed:

Post Holder

Date:

Updated 2018