

HEAD OF SCIENCE

Required September 2022

This is a superb opportunity for a dynamic, innovative teacher to lead our thriving Science Department.

Thank you for showing an interest in this post. We hope that the following information about St Helen's and description of the responsibilities of the post will help you to decide that this is an application which you wish to pursue.



WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with a calm, inner resolve and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our co-curricular programme is rich and varied, and our pastoral care ensures that every girl is valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested over £20 million in a building programme over the last five years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a really exciting place to work. Our staff and our girls look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey and I look forward to receiving your application.

Alice Lucas, Headmistress

THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1100 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire and Hertfordshire with easy access by Underground from central London.

We aim to ensure that every pupil:

- is excited by learning and the opportunity to excel
- is intellectually curious and thinks independently
- is confident and able to lead as well as be a team member
- has integrity, celebrates diversity and respects others
- uses her talents, energy and enthusiasm for the benefit of the community
- has skills which enable her to become a leader of her community and profession

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The School is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co- curricular opportunities on offer at St Helen's.

THE SCIENCE FACULTY

The Science Faculty in Senior School is led by the Head of Science, supported by separate Heads of Biology, Chemistry and Physics. GCSE and A Level Science results in recent years have been outstanding and pupil take-up of all three Sciences at A Level is excellent. A significant number of pupils go onto study science related degrees, including Engineering, Medicine and Veterinary Medicine.

Science has its own building which consists of ten laboratories on two floors, ample preparation rooms, storage facilities, and offices. A new STEM building with a Physics project laboratory was opened in 2020. All Departments are well-resourced with class sets of apparatus to carry out a wide range of Biology, Chemistry and Physics experiments and investigations. All laboratories and study areas are networked to the school system. ICT is rapidly being integrated within schemes of work, and we are actively seeking to develop and extend our use of ICT in the classroom. The Departments are supported by well-qualified, experienced laboratory technicians.





THE ROLE

KEY RESPONSIBILITIES

The management responsibilities as the Head of Science include:

- to have a clear vision for the future of the Faculty
- to provide leadership and line management to the staff in the Faculty and directly manage the Science subject Heads of Department
- to monitor the work of staff in the Faculty via formal and informal lesson observations, work scrutiny, annual Professional Development Review meetings and other appropriate means, ensuring that learning and teaching within the Faculty is consistent with the School's Strategic Framework.
- to provide support, coaching, mentoring, challenge and advice to all members of the Faculty to secure the highest standards of learning, teaching and professional development
- to develop and implement Faculty policies in line with whole school policies
- to ensure the ongoing development, implementation, monitoring and review of faculty schemes of work, teaching strategies, homework, marking, assessment, recording and reporting
- to participate in Faculty/Departmental Reviews, evaluate the work of the Faculty and report to the Senior Leadership Team
- to oversee the distribution of teaching in the Faculty
- to ensure effective communication within the Faculty and to hold regular teaching and learning focused faculty meetings
- to delegate clearly defined areas of responsibility subject Heads
- to assist in the assessment and selection of prospective pupils in consultation with the Academic Deputy Head
- to ensure that all members of the Faculty have access to professional development opportunities which are consistent with their own needs and those of the Faculty and School
- to be responsible for faculty resources
- to ensure a safe working environment for staff and pupils, both in the classroom, laboratories and on educational visits
- to prepare and manage the annual faculty budget
- to teach an appropriate period allocation (34 periods over a two-

week timetable)

- to liaise with the teacher responsible for Science in the Prep School

OTHER DUTIES

- Carry out such duties that may be reasonably required by the Headmistress
- Contribute to the school's programme of extra-curricular activities
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues
- Engage actively in the performance review process and complete reviews for direct reports
- Undertake other reasonable duties related to the job purpose required from time to time
- Be an outstanding practitioner and role model for teaching and learning, displaying a deep understanding of how young people learn
- Follow responsibilities as defined in the Health & Safety Policy
- Promote and safeguard the welfare of children and young people with whom s/he comes into contact and adhere to and ensure compliance with the School's Child Protection Policy
- Support and promote and School's ethos, aims and objectives

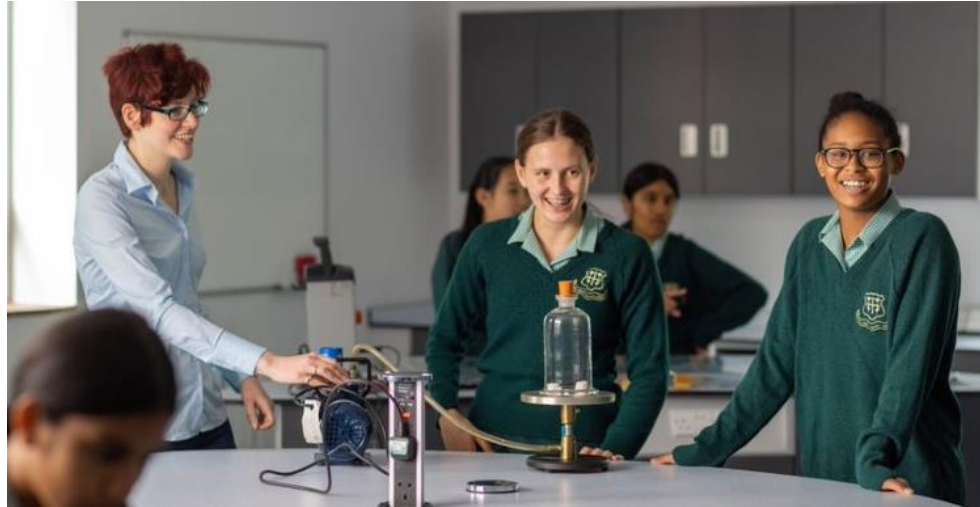
THE PERSON

Essential:

- Leadership skills
- A good honours degree in a relevant or associated subject
- Experience of teaching one or more science subjects across the secondary age range and demonstrable passion for the subject
- Detailed understanding of current developments in the secondary curriculum and assessment
- Experience of curriculum/subject development
- Demonstrable ability to work in a team and work collaboratively
- The ability to lead and motivate a team
- Commitment to further professional development
- Drive and ambition

Desirable:

- a teaching qualification such as a PGCE



BENEFITS

- Membership of the Teachers' Pensions Scheme
- 50% fee remission for staff children
- Staff accommodation
- Access to the School's swimming pool and fitness suite
- On-site parking and excellent public transport links
- Free lunch and refreshments
- Generous occupational sick pay
- A commitment to professional development
- A beautiful working environment – the School is set in a conservation site in excess of 20 acres.



APPLICATION PROCESS

Closing date: 8am 28th September 2021.

THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Headmistress and Senior Team, have a tour of the department, teach a lesson and participate in other relevant activities.

The post is subject to various recruitment checks which will include:

- Enhanced DBS clearance
- A minimum of two references obtained prior to the selection day
- Proof of right to work in the UK
- If you have any queries about this position, please contact the School at recruitment@sthelens.london

