



Durham High School for Girls

Independent Day School Church
of England Foundation GSA –
over 400 girls (aged 3-18)
www.dhsfg.org.uk

INFORMATION FOR THE POSITION OF

**Laboratory Manager
Maternity Cover**

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Start date: 7 January 2019

Durham High School for Girls
A Company Limited by Guarantee. Registered in England and Wales No. 6257502
Registered Office: Farewell Hall, South Road, Durham DH1 3TB
Registered Charity No. 1119995

Headmistress: Simone Niblock

AIMS OF THE SCHOOL

- To create a friendly, caring community based on Christian principles where every individual is valued
- To develop the potential of every girl in all areas of her life
- To encourage academic excellence and a life-long love of learning

QUOTE FROM THE GOOD SCHOOLS' GUIDE

'Top flight single sex school (the only all girls' school in Durham) with all the trimmings.
"A fantastic school - I recommend it to everyone I know" enthused a parent.'



Durham High School for Girls INFORMATION ABOUT THE SCHOOL

Durham High School was founded in 1884 by the Church Schools' Company and in 1910 the school's governing body took over and formed an independent school for girls.

The School is a Church of England Foundation and takes seriously its role as a Christian school which welcomes girls of all faiths and none.

The presence of the University and the Cathedral in the heart of the city as well as strong professional and commercial interests ensure that Durham is a thriving community and a centre of intellectual and cultural excellence. Pupils come not only from the city of Durham but also from a very wide surrounding area.

In the 1960s the High School moved to its first purpose-built premises on the edge of the city adjacent to the new Durham University colleges. This began a period of building and expansion which continues to the present day. Recent developments include the Rainbow Hill Nursery, a Science, ICT and Library block and most recently a new building incorporating classrooms for Mathematics and Geography with a purpose built Performing Arts Suite and Music practice rooms.

Durham High School provides a continuous education for girls from 3 – 18, with c420 girls currently on roll.

The Junior School works very closely with the Senior School. Virtually all Year 6 pupils progress to the Senior School. The Early Years department achieved 'outstanding' in all five Ofsted categories in its recent inspection.

The School enjoys a very good reputation locally both for its academic results and for its friendly, caring atmosphere. Classes are small and the pastoral care of pupils is given a very high priority.

The academic standards are very high. The School has consistently topped the County League tables in both GCSE and A level. In 2018, 57.5% of GCSE entries achieved A⁺ - A and 9-7 on the new grading. At A-Level 37% of the entries achieved A* or A. Pupils invariably obtain a place at the University of their choice; a substantial number win places at Oxford and Cambridge and other Russell Group universities.

The School is keen to widen access as much as possible. There are means-tested bursaries, including some free places, to enable as many girls as possible to attend the school from a wide area. There are also academic scholarships available at 11+ and 16+ together with scholarships in Music, Performing Arts and Sport.

There is an extensive extra-curricular programme with huge enthusiasm for a very wide-ranging number of sporting activities including the traditional girls' sports of hockey, netball and tennis, as well as aerobics and cricket.

The musical life of the School is extensive and of a very high standard. A large proportion of girls take lessons in an instrument and/or voice. There are four choirs, several orchestras and there is also an outstanding Drama Department which stages a number of plays every

year, including the School's annual production which is performed over three days at Durham's Gala Theatre.

The opportunity to serve both the immediate and wider community is an important part of school life. Other extra-curricular activities include: a Duke of Edinburgh's award scheme with large numbers of girls taking part, including achieving Gold Awards; Young Enterprise; Debating; and numerous trips and visits abroad

The School enjoys excellent relationships with its parent body and there is a thriving Parents and Friends' Association. There is also an active Old Girls' Association and the School is working very hard at present to ensure that there is regular contact between the School and its alumnae.

Durham High School for Girls as a Church of England School

The School is a Church of England foundation with strong links with the Diocese of Durham and Durham Cathedral.

Church of England schools are inclusive and distinctive. As such, we welcome girls of all faiths and none. Religious faiths are valued and respected and we have a significant number of pupils who practise faiths other than Christian. At the same time, we strive to be a distinctively Christian school as outlined below.

Christian Values

All staff are expected to be sympathetic to and supportive of the Christian ethos of the School and to model Christian values. As an Anglican priest, the School-based Chaplain has a key role to play in the life of the school.

Applicants are encouraged to familiarise themselves further by viewing the website at www.dhsfg.org.uk to obtain a sense of the work and atmosphere of the school.

MAIN FINDINGS OF THE ISI INSPECTION REPORT 2015

Press release from January 2016

Durham High School for Girls is celebrating the glowing report received this week following an inspection by the Independent Schools' Inspectorate (ISI) in December.

The inspectors' main findings are that 'the School provides an excellent atmosphere for learning that is particularly suited to able girls, enabling them to achieve highly in both academic subjects and a wide range of sporting, musical and other activities'.

Headmistress, Lynne Renwick, said: 'we are particularly delighted that the inspection team judged as 'excellent' the contribution of teaching, the quality of the pupils' achievements and learning and our pastoral care.'

This excellent report comes as the High School has topped the government's GCSE and A level league tables in the North East, confirming its reputation as one of the best in the country. Four Sixth Formers have recently been offered places at Oxford and Cambridge Universities to read Chemistry, Chemical Engineering and Classics.

The School's extra-curricular provision was also described by inspectors as 'excellent'. Girls are currently busy rehearsing the musical 'Loserville' to be performed in Durham's Gala Theatre later this month and the U14 netball team has just qualified for the National Schools Netball Finals.

Educating girls from Nursery through to Sixth Form all on one site, Durham High is very much a family school. The inspectors noted that 'throughout the School, relationships between the staff and pupils are warm, based on mutual respect. Pupils appreciate the generous support their teachers provide.'

* *See school website for full Inspection Report*

THE SCIENCE DEPARTMENT

Staff

Teaching: 7 full-time

Technical: 2 full-time and 2 part-time

Organisation of the Department

Science is taught as three separate subjects from Year 7. In Years 7 and 8 the students have three 65 minute periods of each Science subject per fortnight and are taught in mixed ability tutor groups. The National Curriculum programmes of study are followed at Key Stage 3 in Years 7 and 8, based around the AQA KS3 schemes of work. The AQA specification for GCSE Science A is followed in Year 9, as the students commence their Key Stage 4 studies.

At the end of Year 9, students opt to either, follow the AQA specification for separate sciences leading to three awards at GCSE or the AQA specification for Combined Science: Trilogy, leading to two awards at GCSE. While numbers vary slightly from year to year, approximately two-thirds of students normally opt for the separate sciences. There are usually two groups for the separate sciences, determined by the students' other options, and two groups for the Combined Science: trilogy. Almost all students are entered for the higher tier of the examination.

The Department is very successful at recruiting for A-level both with our own internal students and others from outside who join the Sixth Form. In 2018-2019 there are two groups in Chemistry and one group in Biology and Physics following year 1 of the A level course. For year 2 of the A-level course, we again have two classes in Chemistry and one in Biology and Physics.

Facilities

The Science Department designed and moved into new purpose built laboratories in 2003 and the facilities are still in pristine condition. There are two laboratories for each of the three sciences with an office for each Head of Department, a large preparation room, greenhouse and staff room. The laboratories are on the first floor of the building with the library and IT facilities on the ground floor. All the laboratories are well equipped and the School has ensured that the Department is appropriately resourced. The Department is well supported by a dedicated Laboratory Manager and the team of technicians.

The Department

The Head of Science (who is also Head of Chemistry) and the Heads of Physics and Biology work closely together and hold fortnightly meetings to discuss issues relating to the teaching of the sciences throughout the School. The Head of Science and the Laboratory Manager also work very closely together and meet weekly to discuss issues relating to the technical support of the Department as well as marketing opportunities, events and extracurricular commitments.

THE ROLE OF THE LABORATORY MANAGER

The Laboratory Manager works closely with the Head of Science in co-ordinating the use and development of practical resources and facilities, including the provision of guidance and support in meeting the practical requirements of the Science curriculum.

The Laboratory Manager has responsibility for:

- management of the Science technical support team, including training, allocation of responsibilities and supervision of duties;
- leading and co-ordinating health and safety in the Department in order to promote a safe working environment;
- maintenance of relevant documentation to comply with all current legislation;
- stock control and maintenance of the Department's financial records; and
- taking a lead role in the development of activities and displays for extra-curricular activities, open days and evenings, and British Science Week.

Key Tasks include:

Staff

- organise training and CPD for the technical staff, including delivering INSET sessions and carrying out annual reviews;
- organise and lead meetings of the technical staff; and
- record changes to normal working of technical staff, holidays and sickness.

Health and Safety

- keep up to date with current Health and Safety procedures, practices and legislation, disseminating information to technical staff, teachers and pupils as appropriate;
- responsibility for the safe storage of hazardous chemicals and arranging waste disposal, maintaining appropriate documentation;
- regularly review the Science Department's Health and Safety Policy, chemical stock and scheduled chemical list; and
- attend meetings of the Health and Safety Committee.

The Science Department

- arrange for repairs and servicing of equipment, fume cupboards and pressure vessels in order to comply with current legislation, maintaining appropriate documentation;
- work with the Facilities Manager and caretakers to further develop the nature reserve;
- support an extensive extra-curricular programme within the Department;
- take a pro-active role in the marketing of the Department especially with regard to Open Days, Transition Evenings and Taster Days;
- oversee the Science Department Twitter account to promote the school and STEM;
- oversee the room condition reports for the suite of laboratories, greenhouse, staff room, preparation room and Science corridors;
- maintain equipment stock levels for practical sessions; and
- attend Departmental and whole School staff meetings when necessary.

Budget

- prepare an annual Science Department budget;
- manage the individual budgets of the Biology, Chemistry and Physics Departments; and
- keep appropriate financial records.

Information Technology

- liaise with IT and, with their assistance, manage the Kerboodle platform and arrange for relevant science software updates.

General Administration

- provide support to the Science Department across a range of duties as required and in accordance with previous experience.

PERSON SPECIFICATION

Ideally, the Laboratory Manager will have:

- a degree in a science subject or a relevant technical qualification;
- experience of working in a busy laboratory and managing technical staff; existing knowledge about the demands of a school would be an advantage;
- undertaken, or be prepared to undertake, a relevant Health and Safety qualification;
- a First Aid at Work certificate, or be prepared to undertake training to achieve this;
- experience in preparation of budgeting information and financial procedures;
- good administration and record-keeping skills;
- excellent management and people skills including the ability to develop relationships with a wide range of people;
- good listening, questioning and reasoning skills;
- the ability to research information and explain it clearly;
- excellent IT skills;
- well-developed organisational and time management skills;
- the ability to work calmly under pressure and to meet targets;
- a flexible approach to working hours to ensure that all needs are met throughout the school year;
- the ability to prioritise workload and meet tight deadlines;
- high levels of accuracy;
- commitment to equal opportunities; and
- the ability to maintain a sense of humour.

Further Information

This will be a full-time post (39 hours per week). The usual hours are Monday – Wednesday 8.30am-5.00pm and Thursday – Friday 9.00am-5.00pm with 30 minutes for lunch. A free lunch is available, to all staff members, in the Dining Hall during term time. There are occasions when it is expected that the postholder will be available to work outside normal hours eg Open Days, Transition Evenings, and Extra-Curricular events.

The post holder will be entitled to 25 working days' holiday per annum plus Bank Holidays and 3 days when the School is closed between Christmas and New Year.

The postholder is entitled to membership of the Durham High School Pension Scheme.

Salary

Salary will be payable according to the Durham High School Salary Scale (£24,000 to £29,000 per annum, pro-rata) according to age and experience, which compares favourably with the maintained sector, and is negotiable depending on experience.

METHOD OF APPLICATION

Please complete the application form (available from the School's website) and submit this with a covering letter outlining your reasons for applying and what you feel you can bring to the post. This should be addressed for the attention of the Headmistress and sent by e-mail to recruitment@dhsfg.org.uk

On the application form, please give the names of two people who can comment on your suitability for this post. Please note that we reserve the right to take up references before interview and any offer will be subject to receipt of satisfactory references.

Closing date for applications: Noon on Monday 19 November 2018

Interviews will be held: Friday 23 November 2018

The successful candidate will be expected to take up the appointment from 7 January 2019.

DBS

Durham High School for Girls is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS disclosure.

School Contact Details

Durham High School for Girls
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