

APPLICANT PACK

Head of Science

Celebrating Every Individual



WELCOME TO RADNOR

Thank you for your interest in working at Radnor House Sevenoaks. We are delighted that you are considering joining our vibrant and dynamic school community.

Radnor House Sevenoaks is a co-educational independent day school, set in the picturesque surroundings of Kent. We pride ourselves on providing a supportive, inclusive, and inspiring educational environment for students aged 2 to 18. Our ethos is built on the core values of Excellence, Respect, Perseverance and Courage which we instil in our students from the earliest years through to their final days with us.

Our school is renowned for its commitment to academic excellence, pastoral care, and a broad co-curricular program. We believe that education extends far beyond the classroom, and we encourage our students to engage in a diverse range of activities that develop their talents and interests. Whether it is through sports, music, drama, or community service, we strive to nurture well-rounded individuals who are prepared to make a positive impact in the world.

As a member of our staff, you will be joining a team of dedicated and passionate professionals who share a common goal of delivering the highest quality education. We offer a supportive and collaborative working environment where every staff member is valued and encouraged to contribute to the ongoing success and development of the school. Professional development is a key focus at Radnor House Sevenoaks, and we are committed to providing opportunities for growth and advancement for all our staff.

We look forward to the possibility of welcoming you to our school and working together to continue to provide an outstanding education for our students. Should you have any questions or require further information, please do not hesitate to contact us.

David Paton
Head

“An intimate setting that focuses on individual care and attention.”

MUDDY STILETTOS





ABOUT THE SCHOOL

Radnor House Sevenoaks was established in 2016, building on the rich heritage of Combe Bank School, which it acquired. Situated in Sundridge, near Sevenoaks, the school is set in 27 acres of beautiful countryside, providing a tranquil and inspiring environment for learning. Radnor House Sevenoaks is an independent, co-educational day school for pupils aged 2 to 18, with a strong emphasis on celebrating every individual and nurturing personal growth.

The school's ethos is built on four core values: **Excellence, Perseverance, Courage and Respect**, which permeate every aspect of its educational approach. Our strapline, "Celebrating every individual", underlines our commitment to recognising and fostering the unique talents and potential of every student.

The school grounds combines the charm of historic architecture with modern facilities to create a well-resourced learning environment. Alongside traditional classrooms, there are specialist facilities for science, art, music, drama and sports. The extensive grounds include playing fields, outdoor learning spaces, and areas dedicated to outdoor adventurous education, offering pupils a diverse range of opportunities to grow both academically and personally.

Pupils at Radnor House Sevenoaks benefit from a broad and balanced curriculum, designed to develop intellectual curiosity and equip them with the skills they need for a rapidly evolving world. The Prep School provides a solid foundation, with a focus on key academic subjects alongside creative and physical activities. In the Senior School, students continue to thrive with a diverse curriculum and extensive preparation for their future pathways.

The school offers an impressive co-curricular programme, reflecting its belief in holistic education. Major sports are coached to a high standard, and teams regularly achieve success at local and national levels. Performing arts play a central role in school life, with regular drama productions, music concerts, and dance showcases. Pupils also have the opportunity to participate in initiatives such as the Duke of Edinburgh Award, Young Enterprise, and community service projects. Radnor House Sevenoaks is a proud member of the Round Square network, which promotes global understanding through the IDEALS framework: Internationalism, Democracy, Environmentalism, Adventure, Leadership, and Service.

Pastoral care is a cornerstone of the school's philosophy. Staff take pride in fostering a nurturing and inclusive environment where every pupil feels valued and supported. Relationships between staff and pupils are characterised by mutual respect, and individuality is celebrated alongside academic and co-curricular achievements.

Radnor House Sevenoaks draws its pupils from Sevenoaks, Kent, and the surrounding areas, creating a vibrant and diverse community. Known for its high standards in academics, pastoral care, and co-curricular offerings, the school is dedicated to helping every pupil discover their unique talents and grow into confident, compassionate and capable young adults.

“A traditional setting with a *global eye*,
the school is *bursting with potential*.”

GOOD SCHOOLS GUIDE



JOB DESCRIPTION

Head of Science

Line Manager: Deputy Head of Senior School

Main Responsibilities

- To provide leadership by example
- To manage and develop working relations with all colleagues at Radnor House Sevenoaks
- To manage and support your team to ensure they deliver high standards
- To lead celebratory assemblies on an agreed basis

Key Role as Head of Science

- To have responsibility as a middle manager at Radnor House Sevenoaks through the role of Head of Science
- To work in accordance with role of teacher as defined from time to time by Radnor House Sevenoaks
- Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks

Head of Department Responsibilities

- To provide leadership by example
- To contribute to and participate in the corporate planning of the Science Department at Radnor House Sevenoaks
- To manage, monitor, support, motivate and lead the teaching of Science and co-ordinate the work of the appropriate teachers
- To lead professional development by coaching / peer support / target setting / training needs and provision
- To manage and develop working relations with the Head and the Leadership Team
- To develop high standards of teaching and learning by monitoring and taking effective action
- To set targets for student improvement using benchmark data with the assistance of the Head of Senior School
- To advise the Head on all matters relating to the teaching of Science:
 - i. Teaching groups**
 - ii. Classroom use**
 - iii. Teaching syllabuses, specifications and schemes of work**
 - iv. Ordering of resources and equipment**
- To establish resource needs, set priorities for spending and allocate those resources within financial parameters set by the Finance Director
- To develop high standards of display and presentation of materials
- To maintain standards of discipline in line with school policies
- To complete all assessment requirements, including homework, coursework and entrance exam assessments
- To report and record each pupil's progress and achievement
- To draw up an Annual Departmental Plan for the School Development Plan
- To be responsible for gathering information to develop and improve student achievement To ensure Departmental Handbooks, Schemes of Work and Lesson Plans are up to date
- To evaluate the Department's documentation to ensure it meets statutory requirements

JOB DESCRIPTION

- To undertake Departmental self-evaluation
- To oversee continuity, progression, differentiation and entitlement for more and less able students throughout Key Stages 3, 4 and the Sixth Form
- To develop curriculum and teaching methods in line with policies and to give guidance on teaching methods
- To be accountable to the Head
- To create a safe working and learning environment
- To provide efficient management and organisation of accommodation and learning resources including IT
- To explore opportunities for new resources
- To oversee the delivery of the Department's curriculum
- To contribute to the review, development and management of the Department's curriculum as required
- To oversee and organise the teaching resources for each group of students taught within the financial parameters of the Department
- To maintain outcomes of achievement from students taught
- To maintain an attractive classroom and Laboratory environment
- To develop continual updating of knowledge and understanding of the Department's curriculum through personal reading and research
- To attend required meetings with colleagues and parents relative to duties outlined in this job description in line with the published schedule
- To participate in Whole School Evaluation and INSET in the following areas of the curriculum as required: i. Science ii. Pastoral
- To support the training and induction of new staff and NQTs with the assistance of the Head
- To Line Manage members of the Science department as requested.
- To oversee a programme of visits for pupils to enhance their understanding in the subject taught

Pastoral Responsibilities:

- Take a full part in the pastoral arrangements of Radnor House Sevenoaks including attendance at Assemblies
- To perform the tasks and duties of a Tutor under the direction of the Head

Other considerations:

- To work in accordance with the role of teacher as defined from time to time by Radnor House Sevenoaks
- Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks • To contribute to the co-curricular life of Radnor House Sevenoaks
- To assist or lead in the organisation and management of Science related events and co-curricular activities
- To undertake such other duties as the Head or Leadership Team may reasonably request
- To continue the roles outlined in this job description to the highest level

Note: This job description is subject to an annual review.

The above Statement of Responsibilities is agreed to be an accurate job description.

“

This is a *great* place to work - working
with *incredible staff* helping to *build*
futures together.

”

SUPPORT STAFF



JOIN OUR TEAM AT RADNOR

Radnor House Sevenoaks offers a competitive salary along with enrollment in a generous contributory pension scheme. Employees with children attending the School may also benefit from a percentage remission of fees. Additionally, lunch is provided free of charge during term time, and all staff have access to the School's exceptional sports facilities.

We are dedicated to creating a supportive work environment for our staff. All employees have access to an Employee Assistance Programme, ensuring well-being and support when needed.

How to Apply

For more information and to apply for this role, please visit our website:
www.radnor-sevenoaks.org/careers.

If you have any questions about the position, please contact our HR department at hr@radnor-sevenoaks.org.

Key Dates

- **Application Deadline:** Friday 28 February 2025
- **Interviews will take place:** Week commencing 3 March 2025
- Applications will be reviewed as they are received, and interviews may be conducted before the closing date. We reserve the right to close the vacancy early if a suitable candidate is found.

Diversity and Inclusion

Radnor House Sevenoaks welcomes applications from candidates of all backgrounds who meet the requirements for the role. We celebrate diversity and value the unique perspectives it brings to our community.

Safeguarding Commitment

We are committed to safeguarding and promoting the welfare of children. All applicants must be prepared to undergo child protection screening, including checks with previous employers and an Enhanced Criminal Records Check for Regulated Activity.



Radnor House

— SEVENOAKS —

celebrating every individual

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www.radnor-sevenoaks.org

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