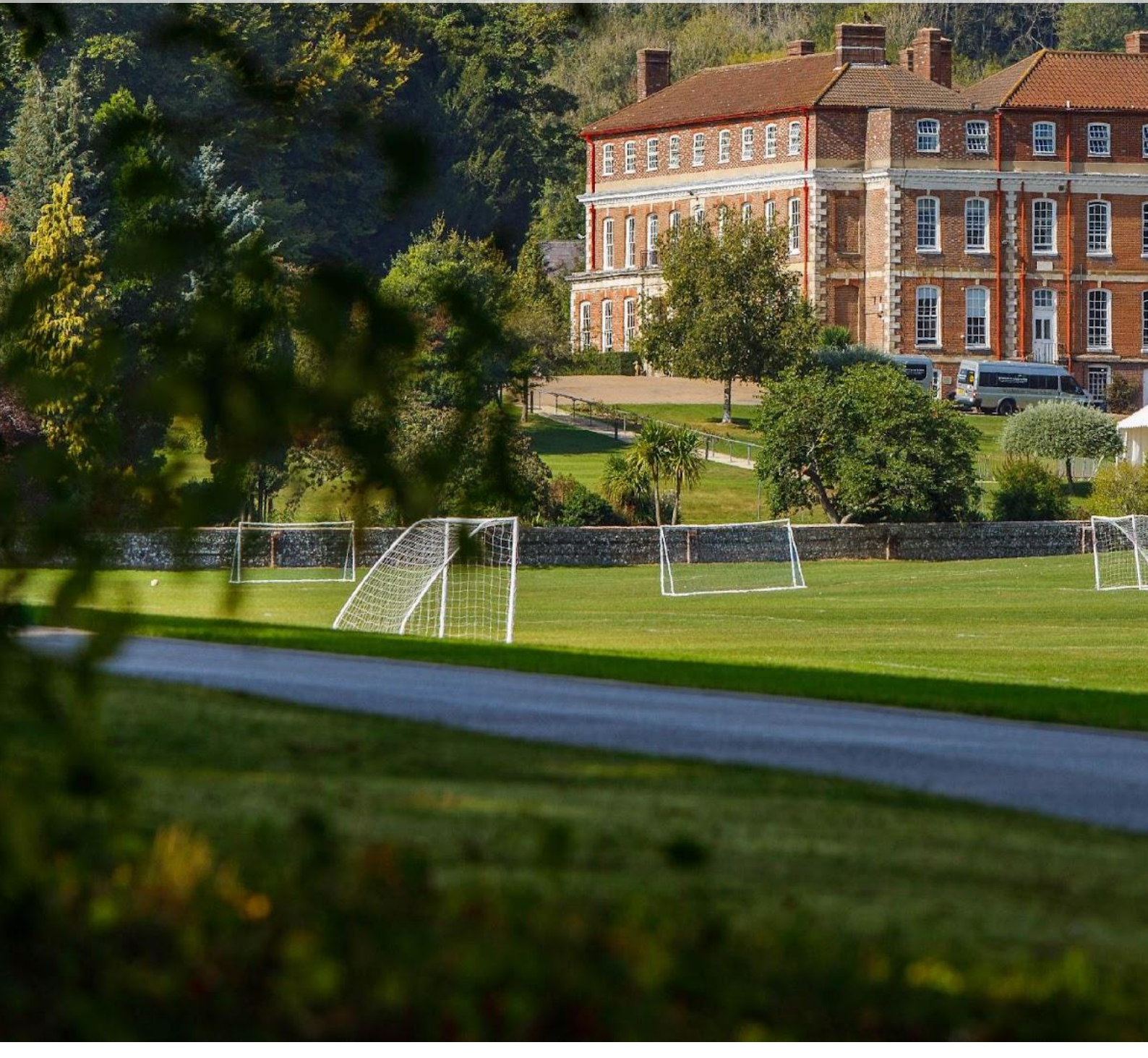


Windlesham House School

Head of Science



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Message from the Head



Dear Candidate

Thank you for your interest in the position of Head of Science at Windlesham House School. We are very excited about this role and the opportunities it affords. You will find a lot more information about it and the school in this pack but I wanted to give you a sense of the context of this appointment.

This is my second year as Head at Windlesham and I live on site with my wife, Alex, who is very much involved in the life of the school, and our two children, Edward and Thomas who both attend the school. This is a unique community and we are all aware that we are lucky to be living and working in this school. Windlesham pupils are all very much individuals but characterised by their generosity of spirit, tremendous enthusiasm, confidence and good manners. They approach school life with complete engagement making the most of the many opportunities available. We are entirely committed to providing an academically rigorous and creative education within a secure and happy environment where our pupils feel nurtured and valued. As a busy and vibrant boarding school, this is particularly important and all staff are involved in all aspects of school life.

The school is overseen by an experienced and professional Governing Boarding who ensure that all our facilities complement the excellent standards of teaching and learning. In March 2018 a magnificent sports complex was opened with a six-lane 25-metre swimming pool and full-sized sports hall and in July 2019 the Pre-Prep was completely refurbished and extended. Over the last five years, considerable investment has also been made in digital learning with all pupils in Years 3 to 8 having access to 1:1 iPads, which are used extensively as part of our innovative and creative curriculum. Most recently we have begun the refurbishment of our large, dedicated theatre, the relocation of the music school to form a performing arts hub at the centre of the school and the establishment of a self-contained languages centre. Our whole school development plan 2021-2024 details many more exciting and innovative plans for the future. In November 2021, we underwent a routine ISI RCI (compliance) inspection and the school was found to be fully compliant in all areas.

I am aware that job descriptions and person specifications can appear rather daunting when one reads the full list of requirements and responsibilities. Please be reassured! We are looking for candidates who are keen to become part of the Windlesham community, who can bring great personality, experience, innovation and commitment to the role and who have clear enthusiasm for preparatory education in the 21st century. Attitude and approach are just as important as qualifications and experience although do note that we will insist upon a recognised teaching qualification.

If you have any further questions, please do not hesitate to ask but in the meantime, thank you again for your interest in the position. Good luck!

Ben Evans

A handwritten signature in black ink, which appears to read 'Ben Evans'. The signature is fluid and cursive, with a large initial 'B'.

Headmaster

Introduction

Windlesham House School is one of the country's leading independent prep schools, set in a beautiful 68-acre country estate on the South Downs.

The oldest prep school in the country (Est. 1837), Windlesham has always led the way in embracing the new. We were also the first prep school to go co-educational, in 1967, and our long-held policy of a dress code rather than school uniform helps children feel relaxed in their surroundings and the grounds.

Our boarding tradition continues and day children also benefit from the extra advantages and experiences this provides. We are also flexible about boarding options, to meet the needs of modern parents.

Innovation is in our DNA and we are constantly reviewing what we do and looking to the future to ensure we provide the best possible prep school education and experience for our children and their families.

As a school, we have excellent facilities and equally excellent staff which go hand in hand on delivering the utmost for the children at Windlesham.



Science at Windlesham

Windlesham is fortunate to have a large science department made up of four specialist teachers (including the Head of Science) and is housed in a modern building comprising four fully equipped laboratories and two preparation and storage rooms with the support of a part-time laboratory technician. From Year 3, science is taught as a discrete subject by a specialist teacher in the department and the ISEB 13+ syllabus is followed in Years 7 and 8. There is a strong emphasis on practical and investigative science and it is a popular subject throughout the school. Results are excellent at Common Entrance and many pupils go on to specialise in science at their senior schools and follow careers in various scientific fields.

The school is now looking for an experienced practitioner with previous head of department experience to lead the teaching and learning of science at Windlesham with energy, enthusiasm and innovation.



The Role

We are looking for an inspirational and energetic Head of Department to teach science to Years 6 to 8 including scholarship level and to take responsibility for the teaching of the subject throughout the school. The ability and enthusiasm to contribute to the wider life of a busy full boarding school and coach games would be desirable.

The successful candidate will be expected to continue to develop the programmes of study and new teaching and learning resources to ensure that the science taught throughout the school remains exciting, modern, engaging and relevant to the curriculum.

At Windlesham, we are looking for excellent teaching skills, drive, imagination and the ability to motivate pupils in order to bring out the best in them. The person appointed will work well in a team and show initiative when working with colleagues and pupils.

The Candidate

MAIN RESPONSIBILITIES

- Support the school in its aims and objectives.
- Promote the academic ethos and life of the school.
Be responsible for the day-to-day leadership and management of the science department including induction of new staff members.
- Provide an example of excellence as one of the school's leading classroom practitioners and inspiring and other staff within the department.
- Comply with the Teachers' Standards as published by DfE 2013 – or as may be subsequently amended.
- Set high expectations in terms of enthusiasm for learning, punctuality and commitment.

TASKS AND DUTIES - KEY AREAS OF DEPARTMENT LEADERSHIP

- Strategic direction and development of the subject.
- Teaching and learning.
- Leading and managing staff.
- Efficient and effective deployment of resources.

KEY HEAD OF DEPARTMENT RESPONSIBILITIES

- To provide professional leadership and management for the science department to secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all pupils.
- To ensure the science department is managed and organised to meet the aims and objectives of the school.
- To ensure that practices improve the quality of education provided, meet the needs and aspirations of all pupils and raise standards of achievement in the school.
- To play a key role in supporting, guiding and motivating teachers within the science department.
- To evaluate the effectiveness of teaching and learning, the subject curriculum and progress towards targets for pupils and staff and to inform future priorities and targets for the department.
- Hold regular science department meetings (with minutes) to ensure continuity and progression within the department across the school (Pre-Prep and Prep).
- Liaising with other Heads of Department to ensure that opportunities for cross-curricular links are maximised.
- Ensure that the departmental learning environment is stimulating, well-resourced and includes a range of interactive displays that not only reflect pupils' learning but can also be used as an independent learning tool.
- Take responsibility for the science department budget.

KEY SUBJECT TEACHING RESPONSIBILITIES - TEACHING AND LEARNING

- Carry out teaching duties as required and in accordance with the school's schemes of work and the Independent Curriculum guidelines.
- Liaise with colleagues to deliver units of work in a collaborative way.
- Work with HODs and the Learning Development Department.

- Teach according to the educational needs of the pupils assigned to him/her, including setting and marking work considered desirable for the good performance of the pupils in terms of academic and social development.
- Seek to motivate, support and stretch pupils to achieve their full potential.
- Set targets for pupil attainment levels.
- Set work for pupils absent from school.
- Demonstrate exemplary classroom practice.
- Expand one's knowledge, understanding and skills by keeping up to date with recent education initiatives and literature.
- Contribute to the review of appropriate policies and procedures.
- Monitor the condition and safe use of laboratory equipment and facilities.
- Follow standard, 'whole school' agreed policies.
- Work with parents to enable them to understand the teaching programme, pupil assessment and how to help their children progress.

STAFF MEETINGS

- Participate in weekly or more frequent meetings and staff training at the school which relate to the curriculum for the school or the administration and organization of the school.
- Attend all Staff Inset at the beginning and end of terms and as directed by the Headmaster.

BEHAVIOUR MANAGEMENT AND RELATIONSHIPS

- Maintain good behaviour and respect for others among pupils.
- Promote an understanding of the school's code of conduct and values.
- Develop relationships with and between pupils conducive to optimum learning.

ASSESSMENTS, REPORTS AND COMMUNICATION WITH PARENTS

- Keep records of pupils' performance for internal assessments.
- Build and maintain cooperative relationships with parents and communicate with them on pupils' learning and progress, drawing attention to special skills and talents as well as to problems or difficulties.
- Provide termly written reports and references for individual pupils as required.

APPRAISAL OR REVIEW OF PERFORMANCE

- Participate in the school's appraisal process and attend review and follow-up meetings as required.

PROFESSIONAL DEVELOPMENT

- Keep up-to-date with current educational thinking and practice by both personal study and attendance at school training sessions, meetings and courses.

SCHOOL POLICIES

- Be familiar with all school policies, both those pertaining to teaching and school life in general and ensure they are accurately and consistently implemented.

CORPORATE LIFE

- Take part in the corporate life of the school by attending assemblies, school productions and major events and supervising pupils before and after school sessions.
- Cover for absent colleagues and carry out other supervisory duties as required.
- Contribute to the extra-curricular life of the school as required.
- Input into the marketing of the school through articles for newsletters/social media



Job Specification

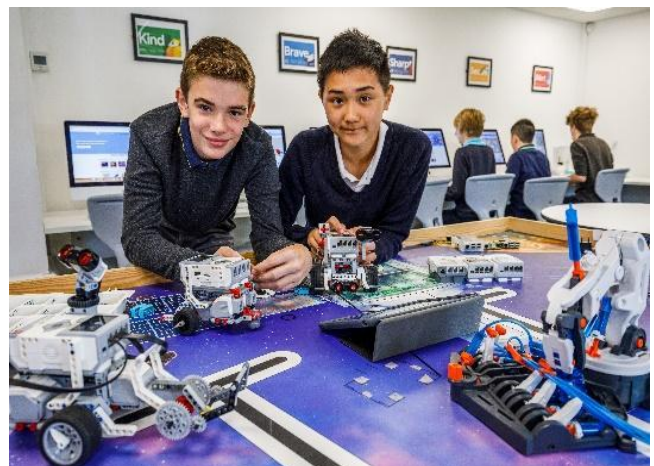
	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none"> Recognised, relevant and suitable teaching qualification – QTS or equivalent 	<ul style="list-style-type: none"> Appropriate first aid qualification – training will be provided if not already held
Experience	<ul style="list-style-type: none"> Class teacher within a relevant educational setting 	<ul style="list-style-type: none"> Previous experience as Head of Department
Ability/skills	<ul style="list-style-type: none"> A highly motivated and inspirations teacher, with a vision on how to take your department forward, encompassing our school ethos An inspirational, committed and highly effective educational practitioner, dedicated to achieving the best outcome for every individual child both in and out of the classroom Has a sharp and progressive vision for the teaching and learning in a successful and dynamic school Has an outstanding outlook toward the pastoral care of children and a nurturing approach to teaching and learning in all areas Show initiative in your dealings with children in difference situations Awareness of the need to follow set policies and guidelines with a caring and safe environment for the children Excellent communication skills with colleagues and parents both in written and oral form Ability to work well within a team while promoting the best interests of the school Is committed to the protection and safeguarding of children Is committed to the personal development of pupils and is driven to attain and maintain our ethos Will maintain appropriate levels of personal presentation and professional conduct 	<ul style="list-style-type: none"> Enthusiasm and willingness to participate in a wide range of games and/or the extra-curricular activities on offer at Windlesham
General	<ul style="list-style-type: none"> An exemplary attendance record in his/her resent and previous employment Demonstrable commitment to personal CPD 	
Personal attributes	<ul style="list-style-type: none"> Friendly, sympathetic and supportive personality Energetic, motivated and enthusiastic Well organised, with good time management skills 	

Information for Candidates

Candidates should apply to Mr Ben Evans (Headmaster) (hr@windlesham.com) with a covering letter and a fully completed application form, which includes the names and addresses of two professional referees, by close of business on Friday 14th January 2022. Applicants will be contacted for an interview if they have been successful in the short-listing process.

In accordance with the Children Act 1989 any appointment to the Windlesham House School staff is conditional on criminal records clearance and the successful candidate will be required to supply the necessary information and documentary evidence. References will be obtained on all candidates called for interview and applicants should be aware that the interview will contain questions relating to the candidates' suitability to working in a post involving children.

The school is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.





Windlesham.com

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