



King's High School



Information for Applicants

Head of Biology (For September 2021)

A Message from the Head



I am delighted that you are taking the time to find out more about joining King's High – a remarkable school and a very special community.

I hope that this brochure conveys a sense of the inspiring and dynamic culture at our school and across our Foundation.

King's High is a very special community, where we strive for excellence and to make a difference in our world. Our community strength lies in our relationships – between staff, pupils, parents, across our Foundation family of schools, our alumnae and partnerships with our local community.

King's High is an exceptionally vibrant environment in which to work with a forward-looking, innovative ethos. Our expert staff show exceptional commitment to our students both in the classroom and in their wider endeavours.

I very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.

Dr Burley
Head Master



The School

Founded in 1879, King's High School provides independent, single sex, day education for approximately 780 girls aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere and its strong reputation as a centre for educational innovation. It is founded on a distinguished academic tradition tailored to the individual needs of our students. We pride ourselves on the outstanding academic performance and broader creative and co-curricular passions of our pupils.

We value friendship, social responsibility, intellectual curiosity and creative thinking. Students are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our pupils to grow into happy, confident and compassionate young women with the ability to reason, analyse, learn independently and exercise strong judgement and leadership.

As we celebrated our 140th Year, the school moved into its stunning new home on the Foundation campus in September 2019, joining Warwick School and Warwick Preparatory School.

King's High School was shortlisted for Independent Girls' School of the Year 2020 and has further recently received the accolade of becoming a Tatler school.

www.kingshighwarwick.co.uk



Warwick Independent Schools Foundation comprises two schools: King's High with Warwick Preparatory School, and Warwick School. The Foundation is unique in the Midlands, offering co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This offers the best of both worlds for our pupils: teaching specifically tailored to their needs with extensive opportunities to collaborate outside the classroom.



The Role

We are seeking to appoint an outstanding and innovative Head of Biology to join a vibrant and ambitious department in a thriving school. The role is full time.

The successful candidate will have excellent communication and people skills, a positive mindset and a forward-thinking approach to the teaching of Biology in every Key Stage.

The successful candidate will be able to teach Biology to a very high standard, inspiring a genuine interest in the subject, and contributing with enthusiasm to the busy co-curricular life of the department and school.

This is an excellent opportunity for an innovative practitioner to develop their skills and lead a highly successful department. It is a particularly exciting time to be joining the school as we enjoy our superb new facilities at the Myton Road site.

The department enjoys excellent links to the schools within the Warwick Independent Schools Foundation and is extremely well resourced. The department consists of eight teachers who work collaboratively to ensure the very highest standards of teaching and learning.



Job Description

Reporting to: Reporting to the Deputy Head Academic the post holder is required:

- To lead and develop the Department in providing high quality innovative lessons and a strong enrichment programme
- To lead, manage and develop Departmental staff
- To plan, prepare and teach lessons as required within the department.
- To set homework and mark written work regularly and ensure that the correct procedures are followed.
- To set, supervise and mark school examinations and course work for public examinations.
- To assess, record and report on the development, progress and attainment of pupils and to communicate this information to parents via written reports and Parents' Evenings.
- To coordinate the delivery of any Oxbridge mentoring and preparation sessions and ensuring that there is appropriate support in preparation for any aptitude tests.
- To oversee the development of professional skills, including ICT skills, in the department.
- To review methods of teaching and programmes of work and participate in arrangements for further training and professional development.
- To contribute to and oversee departmental co-curricular activities.
- To keep records of attendance at lessons as required.
- To oversee the use of school library and other resources within the department.
- To undertake administration associated with running the department and public examinations.
- To oversee the maintenance of good order and discipline among pupils and safeguard their health and safety within the department.
- To plan, lead and minute Departmental meetings, and attend Head of Department, Year, Staff, Parents' and Inset meetings as required.
- To attend assemblies and participate in the pastoral programme.
- To provide cover for absent staff within the department, and to carry out other duties as required.
- To adhere to school policy on safeguarding and update training as required.
- To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.



Further Details

The Employer is the Warwick Independent Schools Foundation.

Salary

The Warwick Independent Schools Foundation has its own salary scale and salary will be determined according to qualifications and experience.

Staff Lunches & Parking

Lunches are provided, free of charge and staff are allocated a free parking space in one of several car parks on campus.

Pension

Applicants will automatically be enrolled into the Teachers' Pension scheme.

Child Protection

The School's Child Protection Policy is included in this pack. An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported accordance with the Foundation's Child Protection policy.

Safeguarding

All staff are required to:

1. Adhere to the School Policy on safeguarding and undertake training as required;
2. Ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Appointment Method

Interviews, lesson and tasks

Appointment Timetable

29 January 2021 (12 noon)

Deadline for submission of applications (on the standard application form)

ASAP thereafter

Notification of outcome to short-listed candidates week beginning 8 February 2021
& interviews week beginning 22 February 2021

The Application Form

This must be completed in full before the application can be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview.

If you have any queries about the completion of the form, please contact Mrs Sarah Norton (Head's PA) s.norton@kingshighwarwick.co.uk

Enclosures

- Application Form
- Job Description
- Equal Opportunities Policy
- King's High School Child Protection Policy
- Recruitment of Ex-Offenders Statement



Person Specification

	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> A highly qualified graduate in a relevant subject A teaching qualification or equivalent 	<ul style="list-style-type: none"> Additional qualifications at a higher level Qualified Teacher Status 	<ul style="list-style-type: none"> Contents of the Application Form Copies of qualifications
Experience	<ul style="list-style-type: none"> Outstanding classroom practitioner 	<ul style="list-style-type: none"> Teaching in a selective academic school Teaching at all levels including Oxbridge Background of teaching very able pupils with significant success Experience of teaching girls Experience of leading a department in all its academic aspects Experience of teaching a second subject in a secondary setting 	<ul style="list-style-type: none"> Contents of the Application Form Interview Professional references
Skills	<ul style="list-style-type: none"> Ability to communicate effectively with colleagues, pupils and parents Strong skills of analysis and evaluation Firm but fair behaviour management strategies Differentiation Ability to prioritise and make decisions Excellent time management and organisational skills 	<ul style="list-style-type: none"> Use of IT in the classroom and ability to develop resources 	<ul style="list-style-type: none"> Contents of the Application Form Interview Lesson Task Professional references
Knowledge	<ul style="list-style-type: none"> Genuine interest in the craft of teaching and knowledgeable about teaching and learning Subject knowledge of the highest order Understanding of the factors that influence girls' learning 	<ul style="list-style-type: none"> Understanding of how to use Assessment for Learning to develop pupils into independent learners Up to date knowledge of ISI requirements for subject departments 	<ul style="list-style-type: none"> Contents of the Application Form Interview Lesson Task



			<ul style="list-style-type: none"> Professional references
Personal competencies and qualities	A wholly professional attitude to include: <ul style="list-style-type: none"> Commitment to high standards and achievement and to raising these standards Commitment to own professional development Commitment to co-curricular activities, school life and events Commitment to collaboration with other schools in the Foundation An enthusiasm for the teaching of the subject Support for school aims and policies Ability to be positive and enthusiastic Ability to cope with pressure/workload 	<ul style="list-style-type: none"> Demonstrate being articulate, presentable, co-operative, reliable, customer responsive with a “can do” attitude with good communication skills both on the phone and in person that allows effective communication at all levels Creates good rapport with staff, parents and pupils Ability to prioritise Ability to organize self and work independently Ability to listen Ability to work in a team Sense of humour 	<ul style="list-style-type: none"> Interview Professional references Lesson Task
Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school's policies A willingness to adhere to the school's policy on safeguarding and to undertake training as required 		<ul style="list-style-type: none"> Contents of the Application Form Interview Professional references Successful DBS Clearance
Equal Opportunities	<ul style="list-style-type: none"> Understanding of the requirements of Equality and Diversity 		





King's High School
Warwick Preparatory School

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