



The Purcell School  
*for young musicians*



## Head of Science (Biology)

Full time from January 2024

INFORMATION FOR CANDIDATES

## INTRODUCTION

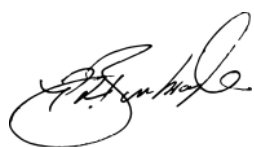
Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,



**Paul Bambrough**  
Principal



# ROLE DESCRIPTION

## Head of Science

We are seeking to appoint a dynamic, creative and innovative biologist to take on responsibility as Head of Science and to inspire students throughout the whole school with a love of Science and equip them with necessary skills to achieve highly both in examinations and life. You will have an infectious love of your subject and be able to motivate and enthuse young people across the age range. You will have high expectations of your students (and your colleagues) but it will be your focus on individual support and positive encouragement that will ensure these expectations are met. You will be an exceptional classroom practitioner with demonstrable success in both public examination, inspection and lesson observation. You will enjoy the company of young people and will have the ability to foster meaningful and purposeful working relations with all students. You will be sensitive to, and mindful of, those with specific needs (be these SEND students or those for whom English is an additional language) and will have experience of supporting such students to achieve.

You will be eager to capitalise on the uniquely creative and artistic nature of the school and be keen to foster working relations and projects between English, Music, Drama, Art and other subject areas.

You will be supported with the necessary resources to achieve success and given the freedom and autonomy to manage the Department as you see fit. The post is suitable for both a current Head of Department or for a successful and experienced teacher looking to step up into curriculum management.

The person appointed will be responsible for the overall organisation of the department, with responsibility for teaching across the age ranges, examination preparation, marking and administration up to and including both GCSE and A level. The department comprises two full time teaching staff (Physics and Chemistry) and a Lab technician and the successful incumbent will be able to successfully inspire and manage the team. The School is equipped with two newly refurbished laboratories and utilises other teaching spaces within the school (ICT room; academic classrooms) for non-lab based teaching. The School currently offers the AQA Science Trilogy at GCSE alongside discrete A level courses in all three sciences, but the new incumbent may wish to review the curriculum offer. Similarly, the new incumbent may wish to review the lower school provision.

This is a once-in-a-generation opportunity to shape and develop Science provision within a truly unique and inspirational school. Our students are inquisitive, articulate and thoughtful – they are also demanding (and sometimes challenging!) because their expectations are rightfully high. The successful candidate will understand how to harness these qualities and will be prepared to invest the time to truly understand our students (and school) and work with them to ensure they succeed.

## TERMS AND CONDITIONS

This is a full time post to start on 1st January 2024.

The salary will be based on the School's salary scale, according to the successful candidate's experience.

Children of staff are not eligible to be educated at the School except through the normal admissions and audition process.

All members of staff are expected to contribute fully to the School's extra-curricular and/or boarding provision.



## HOW TO APPLY

If you wish to apply, please complete the **School's Application Form** (available on our website) and send it with a supporting Personal Statement to the Principal as soon as possible. Please do not send a separate curriculum vitae as these will not be accepted. Closing date for applications is Friday 1st September 2024.

Personal statements should outline your experience, subject knowledge and evidence your achievements. If you have a specific area of specialism or industry experience, please demonstrate how this enables you to create inspirational lessons. The Personal Statement is your opportunity to tell us how your skills and experience, both within your subject and beyond, can contribute to an outstanding student experience.

Shortlisted candidates will be invited to the school where you will have the opportunity to meet key staff, and to lead a small lesson. Interviews will explore subject knowledge, pastoral experience, the ability to relate appropriately to students. Candidates will be required to produce evidence of identity and qualifications prior to the interview.

Applications should be made to the Principal, sent by email to [recruitment@purcell-school.org](mailto:recruitment@purcell-school.org) or by letter to:

Recruitment, The Purcell School, Aldenham Road, Bushey, Hertfordshire, WD23 2TS

## CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

## EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



# JOB SPECIFICATION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## JOB TITLE: HEAD OF SCIENCE

- All members of staff are ultimately answerable to the Principal.
- Your line manager is the Director of Teaching and Learning.

This job specification sets out the duties of the post at the time of drafting. Specific responsibilities are as follows:

### FOR HEAD OF DEPARTMENT

- To create engaging, rigorous and enriching schemes of work, ensuring they are robust and effective and meet the needs of all students
- To ensure that all lessons within the department are well-planned; lessons should be tailored to meet the learning requirements of the class with sufficient opportunities for group and individual challenges.
- To teach all year groups a range of Science disciplines.
- To lead the Science team; giving a clear vision and direction to the work, identifying key areas for improvements and planning appropriate actions to meet them.
- To ensure that staff have access to all relevant materials to carry out these tasks.
- To organise a framework for administrative tasks. This includes both day to day administrative and Science specific tasks.
- To manage both the people and resources associated with the department.
- To ensure that risk assessments are carried out in line with the school Health and Safety policy.
- To remain fully informed about national and local developments in their subject area as well as keeping abreast of wider educational issues.
- To develop the departmental Teaching and Learning action plan.
- To ensure that examination administration is carried out and that all students are prepared for external and internal exams.
- To manage the departmental budget

### FOR ALL TEACHING STAFF

- To carry out teaching commitments as agreed with the Principal and Vice-Principal
- To participate in the School's appraisal scheme
- To support and implement the School's behavioural policy
- To monitor students' attendance at lessons and to liaise with the Vice-Principal or the Instrumental Timetabler when difficulties arise
- To assist in providing cover for absent colleagues
- To supervise students during internal and external examinations
- To supervise students during breaks on a duty rota
- To attend assemblies
- To attend the weekly staff meeting and other relevant meetings by arrangement
- To attend Parents' Evenings
- To participate in School Inset meetings
- To contribute to the School's extra-curricular and/or boarding provision
- To assist occasionally at whole school events

### FOR ALL STAFF

- To promote the aims and values of the School
- To support and protect the interests of the students
- To support colleagues in their work
- To ensure the smooth-running of the School and the well-being of the School community
- To act in accordance with the current legal requirements, School policies and guidance on the safeguarding of children and young people
- To undertake such administrative and supervisory duties as may be required
- To follow the procedures and policies set out in the Staff Handbook
- To promote equality by actively protecting staff and students from discrimination

# PERSON SPECIFICATION

## Experience & Knowledge

A good degree in Biology (or closely related subjects)

Qualified teacher status (not suitable for NQT's)

Exemplary knowledge and understanding of the concepts and skills essential for student success

Thorough knowledge of the requirements for GCSE and A Level specifications

Proven track record in teaching groups up to A Level

Evidence of continued professional development

A broad skill base and to be comfortable in teaching a variety of disciplines

## Ability & Skills

The ability to use an imaginative range of teaching strategies to promote high expectations and high levels of challenge

The ability to use assessment for learning to improve teaching and learning

The ability to establish a safe and purposeful working atmosphere that supports learning and in which students feel secure and confident

The ability to lead and motivate a team

The ability to develop appropriate learning resources and to contribute to the department's Schemes of Work

The ability to promote positive relationships in the classroom and beyond

Good communication, planning and organisation

## Personal Attributes

An ability to inspire students of all levels and abilities

Enthusiasm, energy and imagination

Willingness to play a full part in the life of the School

Commitment to student success

Personal warmth and the ability to connect with students in a meaningful way

An ability to work as a positive member of a team