



WESTONBIRT  
— SCHOOLS —

# Head of Science

## Candidate Pack



## **WESTONBIRT SCHOOL**

Located in the heart of the Cotswolds, Westonbirt School is housed in a magnificent building, formerly the home of the Holford family. It has extensive grounds, including a nine-hole golf course and is set in an area of outstanding natural beauty, situated opposite the world famous Westonbirt Arboretum with whom we have a good relationship.

The Senior School is an independent boarding and day school for pupils aged 11-18. The School also benefits from sharing the grounds with Westonbirt Prep, a growing Prep School and Nursery. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

For more information on Westonbirt School, please visit: [www.westonbirt.org](http://www.westonbirt.org)

## **WISHFORD SCHOOLS**

In May 2018, Westonbirt Schools joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)

## **THE OPPORTUNITY**

We are looking for an inspiring, engaging and talented teacher of either physics, biology or chemistry with the ability to teach all three sciences to GCSE and their specialism to A-level standard. The successful candidate will also have the required skills to lead the department throughout this period of transition as we introduce boys into the school.

Candidates are sought who can demonstrate a track record of successful leadership and particular aptitude for:

- Communication and relationship-building;
- Planning, implementing and managing change; and
- Teamwork and attention to detail.

Full job descriptions and person specification can be found in this pack.

## **REMUNERATION**

An attractive salary and benefits package will be provided.

## **APPLICATION PROCESS & IMPORTANT DATES**

Applicants should complete the school's application form and submit by email to Miss Michelle Andrews, HR Officer at [mandrews@westonbirt.org](mailto:mandrews@westonbirt.org). The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 11am Friday 22nd March 2019.

Interviews will be held Week commencing 25<sup>th</sup> March 2018

## **CONTACT DETAILS**

If you have any queries or would like further information, please do not hesitate to contact Miss Michelle Andrews, HR Officer on [mandrews@westonbirt.org](mailto:mandrews@westonbirt.org).

Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

# Job Description – Head of Science

## Overview

This is an exciting opportunity to teach and be the Head of Department for Science. You will be expected to develop an inspirational vision for Science in the senior school. The successful candidate will have responsibility for the delivery of Science education, to be responsible for the internal and external marketing and for promoting the subject within the School, to maintain high standards and to be responsible for both teaching at GCSE, AS and A2 level group lessons or individual as required.

## Main Responsibilities and Tasks

### Teaching and Learning

- Planning and preparing courses and lessons
- Teaching, according to their educational needs, the pupils assigned to you, including the setting and marking of work to be carried out by the pupils in school and elsewhere
- Assessing, recording and reporting on the development, progress and attainment of pupils
- Organising and participating in extra-curricular activities
- Supervising and so far as practicable teaching any pupils whose teacher is not available to teach them.

### Leadership

- Responsibility for implementation of the curriculum
- Responsibility for assessment and tracking of students within the department
- Promote science within the school and beyond
- Promoting outstanding teaching within the department
- Interviewing science students for VI form scholarships and marking common entrance papers
- Entering students for external examinations and setting internal examination papers
- Ensuring departmental and school health and safety policies are followed throughout the department
- Managing the departmental budget and billing
- Organising and communicating with the science coach to ensure maximum positive impact on the progress of students
- Develop appropriate extra-curricular activities and opportunities as appropriate to the curriculum and interests of the students
- Line manage the science technician
- Foster a lively and positive atmosphere within the department

### Key Events and Academic Calendar

- To attend Parents' Evenings, information evenings, future schools fairs, Open mornings and other key events
- To support outreach events with local feeder schools.

### Continuing Professional Development

- To ensure up-to-date knowledge of educational issues and trends
- To attend relevant professional training courses and independent school sector conferences.

### Parents

- To ensure good, timely and appropriate communication is maintained with parents of pupils.

### General Duties

- Promoting the general progress and well-being of individual pupils and of any class or group of pupils
- Attend assemblies, registering the attendance of pupils and supervising pupils, whether these duties are to be performed before, during or after school sessions
- Providing guidance and advice to pupils on educational and social matters
- Making records of and reports on the needs of pupils

- Communicating and consulting with the parents of pupils as directed by the Headmistress
- Communicating and co-operating with persons or bodies outside the school
- Participating in meetings arranged for any of the purposes described above
- To promote and market the school locally and nationally and to actively contribute to the activities of the school and support colleagues
- To be aware of and comply with Health and Safety policies, legislation and best practice
- To work within school procedures and codes of practice
- To undertake such other duties as are required by the Headmistress.

### **Person Specification**

The successful candidate will have the following skills, experience and qualities:

#### **Skills**

- Be an outstanding teacher
- Excellent communication skills and ability to build relationships with pupils, parents and colleagues
- Excellent planning, administration, time management skills
- The ability to work to deadlines.

#### **Experience**

- Educated to degree level with qualified teacher status and a track record of success
- Leadership experience in a similar setting
- Evidence of a commitment to continuing professional development.

#### **Personal Qualities**

- Leading by example with honesty and integrity
- A 'can do' attitude and the willingness to work hard to get things done
- A strong entrepreneurial spirit
- Ambition, energy, enthusiasm and commitment
- Interest in and drive to enhance the extra-curricular life of the school: music, sport, drama, etc
- Ability to play a significant role in the local community, raising the school's profile
- Leadership qualities including authority and empathy to connect with and inspire teaching and support staff
- A confident and outgoing personality that will be able to maintain the support of colleagues, parents and pupils
- Be able to take the initiative and able to take an idea and develop it through to completion
- Have a good sense of humour and be flexible and adaptable.