



Head of SCIENCE



HALL SCHOOL
WIMBLEDON

Inclusive • Individual • Inspiring



Introduction

Hall School Wimbledon is the only non-selective, co-educational, all-through 5-18 school in Wimbledon. The school sits on one attractive site based at The Downs in Wimbledon. The school is extensively resourced with a variety of facilities both on-site and at our extensive playing fields 'Oberon' a 15-minute walk from the main site

Our belief is that anything is possible and that all pupils should engage fully in their own learning. The core values of Hall School Wimbledon are its 3 Is - Inclusive, Individual and Inspiring. This is our DNA and gives us direction, provides cohesion and a sense of mission. From our youngest Junior pupils to our Sixth Form students - all pupils and students are valued, regardless of academic prowess, artistic flair or sporting ability, with opportunities for all to join in and try new things. Our outstanding approach to pastoral care, coupled with a broad curriculum, supports our pupils to develop into well-rounded individuals on their educational journey.

Inclusive – We are an inclusive school, where every pupil is celebrated for who they are. We pride ourselves on spotting and nurturing the talents of all our pupils, enabling each one to be the best they can be. At HSW, pupils have an incredibly broad range of achievements in academia, sports, music, dance, art and literature.

Individual – Every child is valued and treated as an individual at HSW. Our small class sizes and intimate campus in the heart of Wimbledon foster a relaxed, friendly and family-orientated environment. Pastoral Care is central to what we do, with many outlets available for our pupils to be guided holistically, as they progress through their educational journey.

Inspiring - From the earliest days at HSW, we have sought to think differently about education without forgetting the basics of learning and teaching. We are committed to providing our young people with passionate, outstanding educational practitioners, who can inspire them through innovation and creativity. Throughout the school, we offer an exciting and broad curriculum to every child in our care. By the time our pupils leave us, we aim to have nurtured confident, empowered and globally-minded young people, who are equipped to lead society through the challenges of our times. With a thoughtful balance between academic teaching and co-curricular activities, supported with personalised pastoral care, we aim to create a fully rounded educational experience that will allow our pupils' future to take flight.

Vision Going Forward

The school is on an upward trajectory. HSW has recently had a significant strategic change by moving the Junior School pupils on to the Senior School site at The Downs. For the first time in the school's history, HSW is becoming one 'joined-up community' on one site - and this is the start of our vision moving forward.

In addition, the school is expanding to introduce a new educational phase to its age range – a 16 -18 Sixth Form. The new Sixth Form will embrace the inclusive nature that HSW already has to offer, will continue to be co-educational, and will inspire students to become well-rounded individuals. It will also allow our students a platform to be successful, from which they are able to move on to their next destination of choice, whether it be university, apprenticeships or the world of work.

It is our vision going forward, to build upon this excellent work to make HSW an outstanding school to work and learn in every section of the school – Junior, Senior and Sixth Form. All children deserve, at the very least, a good education and it is our aim to provide them with the very best.

Who are we looking for?

We are seeking to appoint a talented, well-qualified and inspirational Head of Science for either an April or September start. This post would suit either an experienced Science teacher ready for middle leadership, or an experienced Head of Department. We welcome applications from candidates from all three science specialisms. We will be launching our brand new Sixth Form from September 2021; therefore, the successful candidate will possess the ability to teach to A Level. We are looking for an individual who can demonstrate an innovative and imaginative approach to teaching and learning, display a willingness to be involved in all aspects of departmental development

and school life and be a dedicated team player who strives for excellence and leads by example. The successful candidate will also be responsible for the school's data management system – ISAMS. Previous experience of using ISAMS is desirable, but not essential as full training will be given to the successful candidate.

If you would like an informal discussion about the role, please contact the Headmaster
Mr Robert Bannon - head@hsw.co.uk

Please download our application pack or visit our website www.hsw.co.uk to learn more.

Staff Benefits

Working at HSW is a rewarding experience. We place a strong emphasis on the wellbeing of our staff. We believe in a good work/life balance and the value of a positive and happy place to work. Benefits of working at HSW include;

- Well behaved, happy pupils
- Small class sizes
- Private Pension Scheme
- Cycle to Work Scheme
- Subsidised Yoga Classes
- A social and collaborative staff body
- A small cohesive school community
- Internal and External CPD opportunities

How to apply

To apply, please send a completed application form with a letter of application (no more than 2 sides of A4) by 12pm on Monday 19th April. Applications should be marked for the attention of the Headmaster and sent to **Ms Nalini Chamane nsc@hsw.co.uk**.

Job Description

JOB TITLE: Head of Science

ACCOUNTABLE TO: Deputy Head – Director of Studies



Introduction:

Members of staff should at all times support and work within the framework provided by the school's ethos and agreed aims and objectives. All staff will be expected to play a full part in school activities (as appropriate to their role) and contribute to the success of the school. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Purpose of the Post

- 1. To work collaboratively with colleagues in the department and across the school including other Heads of Departments, to lead the subject of Science, and to promote the teaching of Science at Hall School Wimbledon.*
- 2. To inspire and enthuse members of the team, with a clear vision for the future direction of the Science Department.*
- 3. To oversee the Science curriculum area across all Key stages at Hall School Wimbledon.*
- 4. To be accountable for the effective teaching of classes assigned and the efficient management of available resources.*
- 5. To lead the teaching of the subject in such a way as to ensure that each pupil is positively encouraged to develop fully their potential.*
- 6. To line manage and appraise staff members in the Science department.*
- 7. To play a full and active lead role in the life of this very busy and successful department.*
- 8. To be the designated leader and responsible for ISAMS (School Managements Information System).*
- 9. In addition, to carry out such other associated duties as are reasonably assigned by the Deputy Head or the Headmaster.*

Main Duties and Responsibilities

- 1. To plan, prepare and deliver lessons in order to achieve effective management of the learning process, having regard to the departmental schemes of work, the overall aims of the school and department, public examination requirements and continuity and progression for all pupils.*
- 2. To lead in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies.*
- 3. To provide an appropriate balance of teaching styles and learning experiences.*
- 4. To lead in the process of curriculum development for this subject and respond to changes to ensure the continued relevance and the needs of the pupils, exam boards and school strategies and objectives.*
- 5. To prepare and implement a departmental homework policy which conforms to the school's homework policy, and which contains guidelines on methods of marking.*
- 6. To be responsible for the setting and co-ordination of internal examinations in Science, ensuring that each year group has the same paper(s) or that different papers are standardised, setting and marking of entrance papers where appropriate - arranging ad hoc examinations and marking for applicants during the year as requested by the Headmaster.*
- 7. Ensuring that assessments, records, reports and references are efficiently produced and recorded, and that records of work covered with each class are available for monitoring of and discussion.*
- 8. Ensuring that full use is made of target data to track progress and to use this, along with other relevant information to inform teaching and learning.*
- 9. Ensure that attendance records are kept for each class and also for your class as a Form Teacher/ Tutor.*

10. *Leading the overall development of the department, work with other Heads of Departments and contribute positively and effectively to working relations within the school.*
11. *Have and promote high expectations of all pupils to ensure that they can achieve their full educational potential.*
12. *Hold and promote positive values and attitudes and adopt high standards of behaviour in their professional role.*
13. *Communicate effectively with pupils, colleagues and parents with relevant information about attainment, progress and wellbeing via on-going communication and the school's agreed annual reporting processes.*
14. *Know how to make effective personalised provision for all pupils and how to take practical account of diversity and promote equality and inclusion in their teaching.*
15. *Ensuring that the departmental learning environment is made as attractive as possible to create a positive climate for learning.*
16. *To ensure that the department is adequately equipped by maintaining a good level of provision, ordering books, equipment and materials within the annual departmental budget.*
17. *To attend and be a member of the school Health and Safety committee.*
18. *To take responsibility for the management of the school information database – ISAMS.*
6. *To contribute to the development of schemes of work, assessments, resources and displays.*
7. *To keep up to date with marking, assessments and data entry.*
8. *To keep an accurate teaching record.*
9. *To write reports as and when required.*
10. *To attend all relevant Open and Parents Evenings.*

Additional duties

1. *To be the designated leader for ISAMS (School Managements Information System).*
2. *To play a full part in the life of the School community, including co-curricular activities and to support its distinctive mission and ethos and to encourage staff and students to follow this example.*
3. *To continue personal development as agreed.*
4. *To actively engage in the performance review process.*
5. *To undertake any other duty as specified by the Headmaster not mentioned in the above.*
6. *To comply with the School's Health and Safety Policy and undertake Risk Assessments as appropriate. To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.*

Teaching

1. *To undertake an appropriate programme of teaching in accordance with the duties of a standard teacher.*
2. *To model excellence in learning and teaching.*
3. *Ensure the highest standards of the teaching and learning of Science throughout the school*
4. *Ensure that all pupils are appropriately challenged, make strong progress and are enthused and inspired by their Science lessons*
5. *Plan and provide a stimulating, invigorating and motivating learning environment, ensuring that learning resources are well organised and accessible to staff and pupils, as well as embracing pupils' work on paper, display and in the general atmosphere created in the classroom*

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The responsibilities as listed above will be subject to review, and may be amended following consultation with the Head.



Person Specification

	Essential	Desirable
Qualifications and Professional Development	A good honours degree or equivalent professional experience in the relevant subject. No Science specialism preferred. Qualified Teacher Status	Evidence of ongoing CPD
Knowledge & Experience	Recent successful teaching experience of Science at GCSE and A level. Awareness of the strategies available for improving the learning and achievement of all students A good understanding of curriculum developments in the specific subject area. Use of Assessment of Learning to engage students in their learning Able to use student level data to raise standards. An understanding of how the relevant subject can contribute to a student's spiritual, moral, social and cultural development. Ability to market any of the Science specialisms at Sixth Form level for recruitment.	Experience of using Science as a co-curricular option. Experience of ISAMS school database system.
Skills	Excellent verbal and written communication skills Love of learning and care of students Capacity to meet deadlines Appetite for change and innovation Team Player Sense of humour and proportion Good ICT skills	Experience and interest in the use of ICT with pedagogy. Experience of using Google Classroom Experience of ISAMS
Other	Satisfactory Enhanced DBS Disclosure	



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of **our** future
today

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Hall School Wimbledon



HALL SCHOOL
WIMBLEDON

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Head of Admissions: Telephone: 020 8394 6144 Email: admissions@hsw.co.uk