

HATHEROP CASTLE

THE ADVENTURE OF CHILDHOOD



Head of Science

Candidate Pack



A happy and high-achieving day and boarding prep school in the heart of the glorious Cotswolds

Hatherop Castle, Hatherop, Cirencester, Gloucestershire GL7 3NB

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INTRODUCTION

Following the recent appointment of Nigel Reed as Headmaster of Hatherop Castle, the opportunity has arisen for an experienced, inspiring Head of Science to join this highly regarded co-ed day and boarding prep school, located in the heart of the Cotswolds. The school is enjoying a period of significant investment and development since joining the Wishford Schools group in 2014, and a recent ISI inspection found the school to be 'Excellent' in all categories.

THE SCHOOL

Hatherop Castle School is a co-educational day and boarding prep school for pupils aged 2 to 13, located in a stunning rural setting in the heart of the Cotswolds. Set in 21 acres of beautiful landscaped grounds, the school enjoys a reputation for high academic standards within a caring, happy environment.

Children are prepared for entry to a wide range of selective independent secondary schools including Marlborough, Abingdon, Cheltenham College, Dean Close, King's Gloucester and Malvern St James, as well as Gloucestershire's highly sought-after grammar schools. The school has a 100% track record of achieving school of first choice and great care and consideration is given to ensure each child enters the senior school best suited to their needs.

Children at Hatherop Castle benefit from a full and challenging curriculum with expert teaching and wide-ranging extra-curricular activities. Here they build skills, techniques and a love of learning that will serve them throughout their school career. The Castle and grounds themselves play an enormous role in the children's experience, providing a wonderful and exciting place in which to spend their childhood, where they can play, explore, build confidence and take risks in a safe environment.

The school operates a very flexible boarding provision and has ambitions for growth and development in this area, including the launch of a weekly accompanied train service from London and further development of international links.

Since joining the Wishford Schools group, the school has begun an extensive programme of investment and refurbishment, with improvements to classrooms, boarding accommodation and the common parts of the school, as well as upgraded IT facilities and investment in staff. In June 2016 a new Performing Arts Centre was completed, providing an outstanding rehearsal and performance space for music, drama and dance. The school has recently secured control of a large walled garden which is to be developed to provide additional play space for the Nursery and Pre-Prep, for horticultural use and sports facilities. The coming years will see significant further investment and the successful candidate will play an important role in setting and delivering this vision.

Last inspected by ISI in March 2016, the school was found to be 'Excellent' in all categories.

For more information on Hatherop Castle School, please visit: www.hatheropcastle.co.uk

THE OPPORTUNITY

Candidates are invited to apply for the position of Head of Science for September 2017 or January 2018.

Candidates are sought who can demonstrate a track record of high quality teaching and successful departmental leadership.

A full job description and person specification can be found below.

Boarding

Candidates with an interest in taking a role within the Boarding House should note this in their covering letter. Accommodation may be available.

REMUNERATION

An excellent salary and benefits package will be provided including access to the Teachers' Pension scheme and school fees remission.

APPLICATION PROCESS & IMPORTANT DATES

Applicants should complete the school's application form and submit this by email to debbie.whitehouse@hatheropcastle.co.uk. The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 9am on 20th May 2017.

Interviews will be held during the week commencing 22nd May 2017.

CONTACT DETAILS

If you have any queries or would like further information, please do not hesitate to contact Debbie Whitehouse, Head's PA, on 01285 750206 or debbie.whitehouse@hatheropcastle.co.uk

Job Description

Head of Science

To take responsibility for the subject throughout the Prep and Pre-Prep.

This will involve:

1. Communicating an enthusiasm and excitement about the subject, being aware of its potential within curriculum time, in extra-curricular areas and outside the school.
2. Promoting the subject throughout the school through, for example, displays, activity days, visits, trips etc.
3. Being familiar with the requirements of the National Curriculum, the EYFS and the Common Entrance syllabus, the particular requirements of the schools for which we have scholarship candidates.
4. Keeping subject staff aware of developments in the subject: EYFS updates, National Curriculum reports, ISC meetings, HM/IAPS papers, CE exam changes etc.
5. Ensuring that all members of the department have the required Schemes of Work. These schemes should be active documents, indicating work which particular groups of children are doing at a set time during the year (see policy document on Schemes of Work). The Schemes of Work in the Pre-Prep should be produced in collaboration with the Head of Pre-Prep. The Schemes of Work need to be reviewed annually and a copy to be kept in the department and with the Headmaster.
6. The supervision of subject teaching staff and the provision of the necessary support, guidance and advice. Special care needs to be given to new members of staff.
7. The monitoring of teaching in the department. This includes regular observations, book scrutiny and feedback to staff. Copies of observation forms, scrutiny forms and notes on feedback are to be passed on to the Headmaster.
8. The monitoring of departmental assessment of pupils' progress; examinations, testing and marking of work; compiling APP sheets.
9. Being aware of pupils in the school who have particular needs - Gifted & Talented, Learning Support, English as an Additional Language - and working closely with relevant staff where appropriate
10. Maintaining the subject handbook for the department and ensuring that it is available to all staff members.
11. The subject teaching staff will be officially appraised. This appraisal will be recorded by the Headmaster.
12. The provision of written departmental policies. These will need to be reviewed on a regular basis and copies to be kept in the department and with the Headmaster.
13. Reviewing and writing subject development plan annually.
14. Providing the departmental staff with appropriate resources, dealing with requests as the budget allows.
15. Providing appropriate, fresh, up-to-date teaching materials; textbooks, reference books, pupil notes, reading lists, practice exam papers and other technological aids, such as DVD and computer hardware and software. Compiling a list of departmental resources, indicating age groups for which they are best suited for staff to carry out the relevant Scheme of Work.
16. Chairing regular formal departmental meetings (twice each term) to discuss the working of the department. Minutes of the meeting must be kept and a copy passed to the Headmaster.
17. Attending appropriate courses and encouraging subject teaching staff to do likewise. The provision of information on relevant forthcoming courses. Ensuring that on their return to school, subject teaching staff attending courses brief colleagues on information gained. Notes of the important parts and any implementation of ideas from the course to be passed to the Headmaster for possible inclusion in a whole staff meeting.
18. Attending regular Heads of Department meetings.
19. Ensuring that subject teaching staff are familiar with the requirements for subject reporting.
20. Advising on the display of subject work within the school.
21. Advising on trips/visits from outside professionals that are relevant to the Schemes of Work in the department.

22. Dealing with all queries, including those from parents and other members of staff relating to the work of the department.
23. Being part of the process of selecting, interviewing and appointing applicants for posts within the department.
24. Ensuring that all members of staff in the department are aware of all relevant Health and Safety policies and their specific relevance to the department. Keeping up to date literature and safety information regarding chemicals and specialist science equipment. Ensuring suitable storage and labelling of such chemicals and maintain their listing within the departmental resources.
25. Ensuring the science labs and contents adhere to health and safety regulations in consultation with the School Business Manager and Site Manager.
26. Encouraging practical science clubs outside the curriculum and across the full age range of the school.

Person Specification

Head of Science

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

Skills

- Be an outstanding classroom practitioner.
- 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.
- Departmental leadership experience in a similar setting.
- Evidence of a commitment to continuing professional development.
- Experience of working in a boarding environment.

Personal Qualities

- Leading by example in honesty and integrity.
- A 'can do' attitude and the willingness to work hard to get things done.
- Ambition, energy, enthusiasm and commitment.
- Drive and determination.
- 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.
- Be observant, have an eye for detail, spot problems and develop solutions.
- Have a good sense of humour and be flexible and adaptable.