

ST JAMES

Senior Girls' School

Head of Science
APPLICANT INFORMATION PACK



WELCOMING
open minds
and open hearts

A portrait of Emma Bell, the Headteacher, smiling. She has shoulder-length brown hair and is wearing a blue top and a necklace. The background is a soft-focus indoor setting with blue curtains.

**THANK YOU FOR
YOUR INTEREST**
*in working with
us at St James
Senior Girls' School.*

Our warm and diverse community is one of mutual respect and trust, with dedicated, expert teaching staff and compassionate pastoral care. We support our pupils to become their very best selves through genuinely open-minded enquiry and collaboration, underpinned by a belief in the limitless potential of the human spirit.

Academic outcomes and behaviour are excellent, and pupils take seriously our School motto which challenges them to speak the truth, live generously and aim for the best.

Built around a courtyard, there is a tangible sense of calm and purpose as you enter our Kensington Olympia School, and this is embedded in School routines through a short period of reflection at the start and end of every lesson and opportunities for mindfulness and meditation for all staff and pupils.

St James has its own salary scale. We value our team, and all staff benefit from regular professional development opportunities, a mentor, confidential life and career coaching as well as free refreshments and lunches whilst on site.

I am very happy to discuss any aspect of the position should you wish to do so and look forward to receiving your application.

A handwritten signature in blue ink that reads "Emma Bell".

Emma Bell
Headteacher

ST JAMES SCHOOLS

welcomes open minds and open hearts



Founded in 1975 by philosophically-inclined parents, our three independent day schools offer a distinctive approach to education which provides for the intellectual, emotional and spiritual development of every child; they aim to provide an environment in which a child can discover all that is best within their own nature.

We actively support our pupils' emotional wellbeing, focusing on mindfulness and fostering a positive School atmosphere built on mutual respect, trust and kindness.

Our schools enjoy enviable locations in London and Surrey: our Nursery, Preparatory School and Senior Girls' School are close to Hammersmith and High Street Kensington, while St James Senior Boys' School occupies a stunning 33-acre site in Ashford, in leafy Surrey, with transport services from London.

The School is committed to providing a comprehensive range of non-contractual benefits

Meal: Lunch will be provided on your working days in the on-site refectory during School term time.

Discounts: All permanent members of staff who have passed their probationary period may be eligible for School fees discounts. Any discount agreed ends when your employment terminates for whatever reason.

School of Philosophy and Economic Science membership: The Schools will cover the cost of membership fees for the employee to the School of Philosophy and Economic Science.

Life Assurance: All permanent members of staff are covered by life assurance. It is designed to help your dependants in the unfortunate event of your death while employed by us.

New technology for September 2024.



JOB TITLE

Head of Science

LOCATION

Kensington Olympia,
London



Head of Science

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

Aims of the Post

- To sustain and improve the quality of education offered to the pupils in the School through promoting the highest possible standards in an environment which is conducive to excellence in learning and teaching;
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- To promote a culture of continuous improvement aiming for the best possible progress and outcomes for all pupils;
- To develop and present Science in a manner which inspires wonder and a thirst for understanding;
- To oversee departmental monitoring, tracking and interventions in line with School Policy;
- To promote the ethos of the School through participation in the construction and implementation of the School Development Plan and in relevant curriculum committees;
- To cultivate and develop departmental self-review so as to ensure progress in standards of teaching and learning;
- To oversee the quality of the departments writing of reports, provision of subject information to parents, attendance at parents' meetings and response to parents' enquiries;
- To maintain good order and discipline among the pupils and safeguard their Health and Safety both when they are on the School premises and when they are engaged in authorised School activities elsewhere.

Curriculum

- To lead the department by means of effective teaching, professional vision and knowledge;
- To plan with the team for the development of the department and to write the departmental Development Plan in consultation with the team and within the framework of the School's Development Plan;
- To review syllabuses proposed by Awarding Bodies and select those which are most appropriate in the context of the School;
- To maintain, develop and monitor schemes of work within the framework of the School and the requirements of examination boards, working collaboratively with the whole team;
- To arrange, in consultation with members of the department and the Deputy Head, the deployment of those members within the timetable;
- To organise the arrangement of classes within the School's agreed policies;
- To oversee inclusive provision for all pupils within the department;
- To support members of the department in classroom routines and pedagogy within the School's agreed procedures;
- To monitor the quality of teaching and learning within the department;
- To ensure that curricular records are kept and reports written;
- To ensure that Health and Safety matters are properly understood and procedures followed effectively and consistently.

Line Management Duties and Responsibilities

- To participate in the appointment of staff to the department and in the drawing up of their specific job descriptions (if required);
- To promote development and training opportunities for the department;
- To take an appropriate part in the School's professional development process both as appraiser and as an appraisee;
- To co-ordinate support for trainee or early career teachers;
- To line manage members of the department including technicians;
- To quality assure and develop departmental practice in line with the School Development Plan;
- To provide reports and information to the Health and Safety Committee as required.



Specific Responsibilities as Head of Science



- To attend Heads of Department and other meetings as appropriate;
- To conduct weekly Department meetings, ensuring the provision of agendas and minutes;
- To ensure the discussion and transmission of departmental issues and policies to all relevant parties;
- To support effective communication by forwarding minutes and conclusions of meetings and any other documentation or memos to the relevant members of the department, to senior management and to other members of middle management;
- To provide accurate and timely updates for School publications and website.

Finance

- To formulate the department's annual budget, to monitor expenditure and keep an inventory of equipment, textbooks and all other resources;
- To oversee the provision and maintenance of effective resources for learning - textbooks, pupils' materials, equipment, rooms etc.



Person Specification - Head of Science

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

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	<ul style="list-style-type: none"> • Good honours degree • PGCE or equivalent • Ability to teach at least one of Biology and Physics to A Level 	<ul style="list-style-type: none"> • Any other related qualification • Ability to teach Biology, Chemistry and Physics at GCSE 	Production of the applicant's certificates
Experience	<ul style="list-style-type: none"> • Appropriate number of years' teaching experience • Excellent examination results achieved by pupils • Positive working relationships with colleagues • Experience of planning, creating and delivering schemes of work • Experience of managing/leading colleagues 	<ul style="list-style-type: none"> • Relevant recent INSET for teaching • Head and Safety qualifications 	Contents of the Application Form Interview Professional references
Skills	<ul style="list-style-type: none"> • Effective time management • Excellent organisational skills • Ability to motivate staff and young people • Outstanding interpersonal skills and ability to command the respect of pupils, colleagues and parents • Excellent oral and written communication skills to a range of audiences • Ability to make and keep excellent written records • Ability to work with a range of professionals, both within and outside of the school. • Willingness to share expertise, knowledge and skills • Excellent ICT skills 		Contents of the Application Form Interview Professional references

Knowledge

- Mastery of content of a GCSE syllabus and A Level syllabus
- Up to date knowledge of educational developments and evidence-based best practice
- Up to date knowledge of development in the subject and resources
- Up to date knowledge of Health Safety matters relating to Science practicals and Departmental working and materials storage

Personal competencies and qualities

- Enthusiasm
- Commitment to the ethos of the School
- Flexibility
- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience
- Ability to work as part of a team
- Dependability and good time-keeping
- Ability to take responsibility and show initiative
- Loyalty, personal integrity, discretion and an ability to maintain confidentiality
- Sensitivity, understanding and experience in responding to staff and pupil needs
- Sound judgement in dealing with parents, teachers and pupils
- Approachable and empathetic

Contents of the Application Form

Interview

Professional references





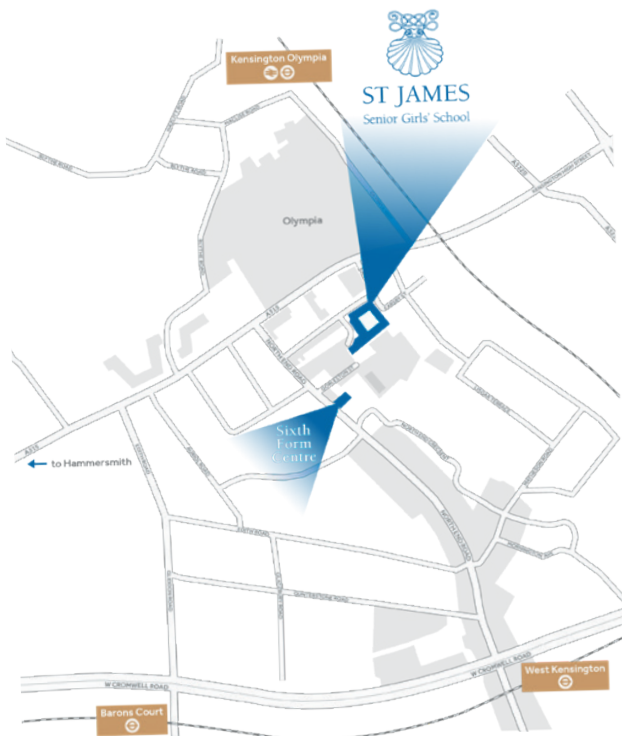
HOW TO APPLY

Please refer to our website for an application form at <https://www.stjamesschools.co.uk/work-with-us/>
Please note, we do not accept curriculum vitae. For more information, please email:
office@stjamesgirls.co.uk

Applications should consist of:

- A completed application form.
- A covering letter setting out your interest in the role and details of how you match the criteria outlined in the person criteria.

Please include the details of two referees in either your application or cover letter.



Earsby Street, London W14 8SH | Tel: 020 7348 1777 | stjamesgirls.co.uk

St James Senior Girls School is the trading name of the Independent Educational Association Limited. Registered Office: Earsby Street, London W14 8SH. Registered in England 1222329. Registered Charity No. 270156.

closing date

Noon, April 17, 2024

location

Kensington Olympia, London.

interview date

Interviews will be arranged directly with shortlisted candidates. The School reserves the right to offer the post at any stage in the appointment process.

transport links

by tube:

District line to West Kensington (5-minute walk)
District line to Kensington Olympia (2-minute walk)

Piccadilly line to Barons Court (10-minute walk)
Overground to Kensington Olympia (2-minute walk)

by bus:

28, 306 stop at Kensington Olympia
9, 23, 27 stop at North End Road

by car:

There is metered parking in the surrounding streets.