



Candidate Brief

Head of Science

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**MOUNT HOUSE
SCHOOL**

INSPIRING EVERY INDIVIDUAL



Background

Mount House School is a small, co-educational independent day school for students aged 11 – 18 years located on a stunning rural site on Camlet Way in the London Borough of Barnet.

With over 260 students currently on roll, the School has ambitious plans and investment to grow to 350 in the coming years. Small class sizes and modern teaching methods supported by outstanding pastoral care combine to ensure each student achieves their best, whilst a broad and varied co-curricular programme equips them with the skills needed to thrive in adult life.

The School's vision is underpinned by ASPIRE, values that enable each student to be Adaptable, Supportive, Principled, Inquisitive, Resilient and Excellent.



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Benefits of working at Mount House School

- Small class sizes
- Excellent pastoral care
- A small, supportive, and vibrant community
- Entry into a pension scheme
- Opportunity to become a member of Chartered College of Teaching
- Individually supported CPD opportunities
- Free lunch and refreshments available
- Plenty of on-site parking



There is a real sense of community and opportunity for progression at Mount House. It has been very easy to settle in, and the support as I begin my career has been excellent.

Amy, Teacher of PE



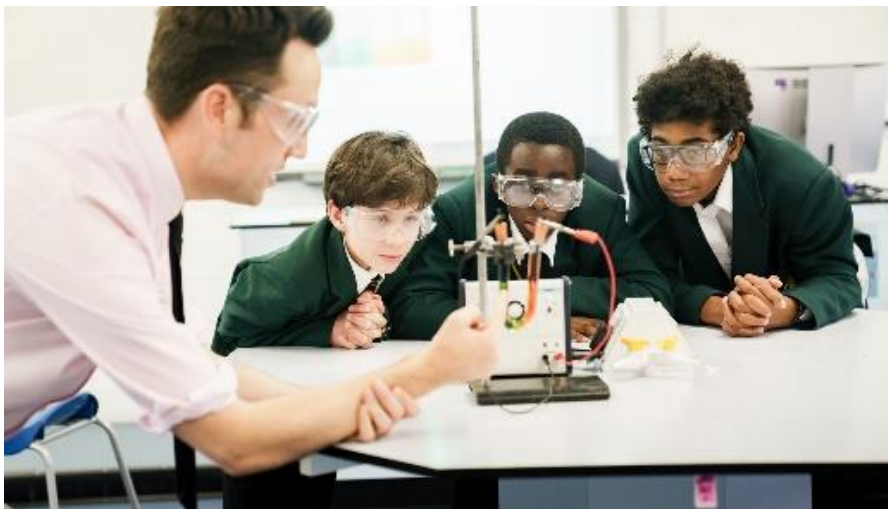


The Role

An exciting opportunity has arisen to join Mount House School as Head of Science. We are seeking to appoint a dynamic and inspirational teacher and academic leader to provide expertise in science subjects with a specialism in any of Biology, Chemistry and Physics considered. The successful candidate will be a creative thinker with first class communication skills. Experience in curriculum development is also desirable as the School continues to update the curriculum as it develops. This would be an excellent role for someone looking to take first steps into leadership as well as those looking at developing into more senior positions.

The school is expanding and currently has 5 newly refurbished science laboratories. The faculty is made up of specialists who usually teach across two of the sciences. Biology, Chemistry and Physics are taught as separate lessons from Key Stage Three and classes are considerably smaller than many other schools. Psychology is also within the faculty, and a candidate with experience of teaching this at A Level should make this clear on application. The department is well-resourced and active in co-curricular activities as well as developing some outreach work with local primary schools. At GCSE the AQA syllabus is taught, many of whom opt for the Single Awards, while others take the Double Award. A small handful of students have the option to take the AQA Foundation Combined Science. At A Level the AQA Biology, Chemistry and Psychology are taught, and OCR Physics course is taught.

The role comes with remuneration and time allowance in line with leading a core faculty.



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We are a dedicated and talented science department. Our science department is well-resourced and well regarded in the school. We are looking for teachers who want to create a classroom environment where students are not afraid to ask questions and get things wrong. We continue to invest in the science department by building two new science labs in the past two years.

Peter, current Head of Science

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The Person

Your professional duties

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. Mount House teachers are 3-dimensional: they are outstanding classroom practitioners, supportive and approachable tutors and committed to developing rounded students through the co-curricular programme.

All teachers are expected to promote the general progress and well-being of individual students and of any class or group of students assigned to them, providing guidance and advice to students on educational and social matters. The following duties shall be deemed to be included in the professional duties which you may be required to perform:

Teaching, Assessment and Reporting

- Planning and preparing courses and lessons.
- Teaching, according to their educational need, the students assigned to you; setting and marking work (including examinations) to be carried out by the students in school or elsewhere.
- Participating in arrangements for preparing students for and supervising them during public examinations and providing assessments.
- Assessing, recording and reporting on the development, progress and attainment of students. Providing or contributing oral and written assessments, reports and references relating to individual students and groups of students.

Tutoring

- All Mount House teachers are also tutors, responsible for a group of c. 14 tutees.
- Tutors keep records and write reports on the academic progress as well as the personal and social needs of tutees.
- Tutors communicate and consult with the parents of tutees.

Co-Curriculum

- Mount House teachers are expected to contribute to the School's co-curricular activities programme, offering at least one after school club each week.
- We rely on the goodwill of teachers to plan, lead and support our programme of school trips.

Promoting the subject

- Run and promote curricular and co-curricular activities which will keep the profile of the subject "strong" throughout the school.
- Prepare and update subject pages of any faculty and/or curriculum handbooks such as GCSE options booklets.
- Represent the department at GCSE and Sixth Form Option Evenings.

Appraisal and Professional Development

- Participating in any arrangements that may be made for teacher Professional Development Review.
- Be keen for continuing your own professional development both within your teaching and beyond.
- Reviewing from time to time your methods of teaching and programme of work.
- Participating in arrangements for your professional development such as the school's Teaching and Learning communities.
- Undertaking such training as may be reasonably required by the School to enable you to adapt to the changing requirements of the School and your role or as may be necessary to fulfil the School's statutory or regulatory obligations.

Child Protection, Discipline, Health and Safety

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you came into contact.
- Maintaining good order and discipline among the students and safeguarding their health and safety both when they are on the School premises and when they are engaged in authorised school activities elsewhere.

Administration

- Participating in meetings at the School which relate to the curriculum for the School or the administration or organisation of the School, including pastoral arrangements.
- Participating in administrative and organisational tasks related to such duties as are described above, including the management or supervision of persons providing support for the teachers in the School and the ordering and allocation of equipment and materials.
- Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after School sessions.

Subject curriculum development

- Review subject aims/objectives with Head of Faculty and subject colleagues and implement policies through a written scheme of work. This will include guidelines to other teachers involved in the subject area (if and as appropriate).
- Leading the writing and updating of the curriculum for KS3, KS4 and KS5 (if and as appropriate) – providing a range of schemes of work and teaching resources.
- Keep abreast of progress and developments within the subject area and communicate these to subject teachers (if and as appropriate). This should include auditing and review of the relevance and purpose of the curriculum (including diversity and contributions to digital literacy).
- Identify resources required to develop subject specific teaching, including textbooks, and keep the Head of Faculty informed with regard to budgeting.
- Aim to establish curriculum links between departments and keep departmental colleagues aware of new developments.

Examinations and Data

- Keeping up to date with changes in the subject examination specifications and recommending to Head of Faculty and Academic leadership what would be the preferred syllabus for Mount House students to study.
- Be aware of all examination board and tutor criteria and examination syllabus details.
- Use assessment data and update assessment levels in line with school policies.
- Public examination analysis for your subject.

Flexibility

- You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

As Head of Faculty:

The Head of Faculty will provide leadership and direction for the faculty and ensure that it is managed and organised to meet the aims and objectives of the school.

Main Duties and Responsibilities

To be responsible for securing high standards of teaching and learning through curriculum development and continual pedagogical innovation, resulting in student performance matching or exceeding school expectations.

To play a major role in the development of school policy and practice and to be responsible, like all other staff, for safeguarding and promoting the welfare of students.

Strategic Direction

- Overview and evaluate faculty performance in discussion with subject teachers and provide future targets based on such evaluation and discussion
- Ensure short, medium and long term plans are established for the development and resourcing of the faculty which contribute to whole-school aims, policies and practices and identify realistic targets for the development of the faculty
- Manage change effectively, deploying faculty staff and resources to maximise curriculum outcomes
- Develop and implement policies and practices for the faculty which reflect whole school aims and objectives
- Demonstrate both enthusiasm and high standards of teaching to members of the faculty
- Heads of Faculty have a responsibility to oversee subject areas ensuring they are led and managed effectively by subject teachers
- Ensure opportunities to stretch and challenge are given to students. This may include working with the Head of Service Learning and the Head of Academic Enrichment, or through the co-curricular programme.

Leadership

- Lead and line manage subject teachers within the faculty, striking up positive, constructive working relationships with colleagues and students
- Run fortnightly faculty meetings, and attend the scheduled Head of Faculty meetings
- To inspire confidence when working with students, parents/carers, teachers and Senior Leaders
- Represent the subject area at Heads of Faculty meetings and to report back on key issues as appropriate
- Provide SLT with relevant student performance information as part of the school's self- evaluation cycle.
- Oversee and monitor quality assurance programmes within faculty, such as lesson observations, learning walks, work scrutiny and student conversations
- Be possible for appraisal of your faculty members using the school PDR system
- Identify and implement strategies to address improvement needs
- To lead the faculty team in developing high quality resources for teaching, revision, intervention and enrichment
- To lead continuing professional development activities within the faculty, coaching colleagues through demonstration lessons, modelling approaches and team teaching
- To help teachers experiencing difficulty by observing their teaching, providing a structured programme of advice and support, and giving constructive support
- To lead the introduction or use of new technologies and online learning systems as agreed within the faculty
- To keep displays updated (or delegate within faculty as appropriate)
- To aim for the highest standards within the faculty and celebrate the team and students (including in assemblies, newsletters, and contact with parents).

Teaching and Learning

- Establish the faculty's curriculum intent and expectations for implementation. Ensure effective curriculum coverage, sequencing, continuity and progression in the subject areas for all students by all members of the faculty
- Ensure that teachers are clear about the end points of teaching modules and how lesson sequencing will support knowledge acquisition
- Ensure that teachers are clear about the learning objectives of lessons and through the provision of resources provide guidance on appropriate teaching and learning methods
- Ensure the development of soft skills, careers education, and ensuring diverse perspectives are embedded within the curriculum.
- Ensure the development of students' literacy, numeracy and ICT skills and SMSC knowledge through the faculty's curriculum intent and implementation
- Implement School policies for assessing, recording and reporting on student achievement, and using these to set targets for further improvement across the subject areas
- Establish high expectations and ensure that clear targets are set for student achievement including for those with special educational needs and the more able

- In conjunction with subject teachers regularly monitor the progress of all students, using data effectively to identify students who are underachieving, creating plans of action where necessary
- To analyse student performance data
- To quality assure end of year predictions
- To organise surgeries for students who need intervention/support

Other specific duties

- To undertake any other duty as specified by the Head but not mentioned in the above.
- Maintain high professional standards
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person



How To Apply

The post is available from September 2024.

Further details about the role and how to apply can be found at:
<https://www.mounthouse.org.uk/vacancies/>

Please e-mail application forms with a supporting statement to:
careers@mounthouse.org.uk

The closing date for applications is: **Monday 13th May at 9am**

Please note that CVs alone will not be accepted.

We reserve the right to close this advert early if we are able to appoint to the vacancy before the advertised closing date. We therefore encourage applicants to submit their applications as soon as possible.

Mount House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

