



Job Description

Head of Science

Fulham Senior School

Line Manager/Reporting into:	Deputy Head Academic
Contract Type:	Full Time, Permanent
Start Date:	September 2022
Closing Date for Applications:	9am on Wednesday 18 May 2022

Fulham Senior School are looking for a committed, passionate, and enthusiastic Head of Science, with the ability to teach Science to GCSE level, as well as teach the IB, to lead the Science department at Fulham Senior, working with children from Year 9 to Year 13.

OUR SCHOOL

Every student at Fulham School can enjoy an outstanding education coupled with a family atmosphere, full of fun and consideration, where they are supported and encouraged to reach their full potential. We're known for the extremely strong secondary school preparation we provide our students, whether they stay with us or move on to another school.

Students receive the highest quality of education without the stress at Fulham.

At Fulham School we have two goals that drive all we do:

- To encourage the development of creative, problem-solving individuals with tenacity, kindness and secure self-worth.
- To provide the most distinctive, forward-thinking and outward-looking co-educational environment, where diverse abilities are recognised, celebrated and given fullest expression.

What makes Fulham School unique is the way we set about achieving these goals. Most schools share the best of intentions. We seek to put them into practice in new and innovative ways. Through our dedication and love of teaching, we offer a varied curriculum to ensure every pupil can achieve success.

Explore our website to learn more about our philosophy and how this is put into practise in each area of our school, from our Outstanding Ofsted rated Pre-Prep to Prep and Senior School. If you have any questions or would like to learn more, please get in touch. We would love to hear from you.

<https://www.fulham.school/>

“Inspiring Academic Excellence Across 5 Continents”

A definitive statement of excellence in private education, Inspired is a co-educational, non-denominational, independent school group designed to inspire students to achieve their maximum potential in a nurturing, progressive academic environment from ages 3 months to 18 yrs.

Inspired offers a fresh and contemporary approach to education by re-evaluating traditional teaching methods and curriculums, and creating a more dynamic, relevant and powerful model reflecting current attitudes. We nurture the unique individuality, talent and self-assurance of each student, equipping them to take on the world with the skills and confidence to ensure success.

Our current portfolio of 70+ schools currently operates across Europe, Asia-Pacific, Africa, the Middle East and Latin America, with quick ongoing expansion foreseen. The group has grown exponentially since its founding 7 years ago and offers a unique opportunity to join a connected global community obsessed with a dedication to excellence.

We take great care when selecting new colleagues to join Inspired Education and hand pick every single role. We believe true excellence in education is only achieved through an inspiring and passionate team with whom are dedicated to supporting our schools to recruit and retain students by sustaining engaging and inspiring learning environments through our 3 pillars of: Performing and Creative Arts; Academics and Sport.

Professionalism, responsive teaching, specialist knowledge, strong planning, excellent qualifications and an outstanding personal reputation, are just few of the core requirements we look for when recruiting Inspired teaching staff.

For more information about us, please visit [Inspired Schools - Premium Private Education \(inspirededu.com\)](https://inspirededu.com)

WHY APPLY

“Be at the forefront of International Education”

When you join Inspired, you don't just join a business. You become part of a unique global community of passionate professionals, with unrivalled access to extensive guidance, support and advice all focused on creating a culture of excellence in education.

WHAT WE OFFER

- The most collaborative environment, at every level, that you will find anywhere;
- Excellent resources;
- Excellent professional development within the Inspired group and a global network of over 70 schools to learn alongside;
- At the leading edge of independent school thinking;
- A culture of excellence;
- Network of opportunities;
- Competitive package;
- School's pension scheme;
- Staff at Fulham School may be eligible for school fee discounts of up to 50%, subject to their child(ren) meeting the entrance requirements;
- Free delicious lunch each day;
- Our campuses are located in the heart of Fulham and well-connected to public transport routes.

ROLE SUMMARY & JOB PURPOSE

- To lead and deliver an outstanding Science programme for all pupils from Year 9 upwards, ensuring the highest standards of teaching and learning are achieved
- Instil a passion for learning, with a dynamic and imaginative approach to teaching and the management of the curriculum

ROLE RESPONSIBILITIES

The General Professional Duties of all teaching staff include:

Teaching

- Planning and preparing lessons
- Teaching pupils and sets as assigned in the timetable, arriving punctually and maintaining good order and discipline among pupils, and registering pupils in accordance with School policies.
- Setting and marking work as required; recording and assessing progress; producing subject reports and references; setting and marking internal examinations.
- Promoting the progress of all pupils, differentiating for ability as required.
- Preparing all pupils appropriately for their age and stage of development, including preparation for external assessment at the relevant age ranges.
- Providing extra support after lessons if deemed appropriate by the Head of Department/Deputy Head.
- Attending parent evenings, communicating with parents, and participating in staff meetings as required to discuss progress, for example with a Deputy Head or SENCO.
- Carrying out break/lunchtime detention if deemed appropriate
- Maintaining a tidy and attractive learning environment in classrooms.
- Playing a full role in departmental life and academic life, for example sharing resources, contributing to displays, taking part in trips and outings, leading assemblies if requested.

Other responsibilities

- Acting as a form tutor as required.
- Attending Department and general staff briefings and meetings to discuss curriculum, pastoral and other matters.
- Leaving prepared cover work in case of absence and taking part in cover duties
- Contributing to the organisation of whole school events where relevant e.g. Sports Day, Swimming Gala, Carol Service, productions.
- Attending school assemblies.
- Sharing in duties on a rota basis as requested.
- Playing a full role in the wider life of the School and carrying out specific extra-curricular responsibilities as agreed.
- Upholding the staff Code of Conduct and showing commitment to safeguarding, child protection and the well-being of pupils.
- Actively upholding the behaviour and sanctions policies of the School, reporting concerns to form tutor or other pastoral or academic leaders as appropriate.

Professional development

- Periodically reviewing schemes of work and teaching methods with the Head of Department and taking part in classroom observations.
- Attending courses and INSET to develop professional skills as agreed.
- Attending appraisals on a regular basis.

General Responsibilities

- Always upholding Fulham School's Child Protection and Safeguarding Policy
- Maintaining high professional standards of attendance, punctuality, appearance and conduct
- Adhering to all school policies and procedures
- Maintaining positive, courteous relations with pupils, parents and colleagues
- Attending parents' evenings, departmental, pastoral and staff meetings
- Being prepared to be a form tutor and carry out break and lunch time duties
- Participating fully in the academic and pastoral life of the School and playing an active part in the extra-curricular programme
- Attending INSET days as required.

In addition to the general professional duties of all teaching staff the Head of Department's role includes:

- Establishing, reviewing regularly and revising where necessary the syllabus for each year group in line with, but not restricted by, the National Curriculum to ensure an outstanding Science curriculum for all pupils is delivered
- Planning, resourcing and delivering outstanding lessons
- Assessing, recording and reporting on the development and attainment of pupils
- Managing departmental budget, planning and controlling expenditure
- Overseeing the resources of the department, ordering and controlling materials and equipment
- Ensuring the effective display of student work within the general school environment
- Meeting regularly with Department member(s):
 - to establish common, progressive and detailed schemes of work for each year group.
 - to monitor and to assess progress within each year group and of individuals.
 - to ensure that common aims, objectives and standards are established.
 - to communicate, where relevant, issues raised in Heads' of Departments, and Heads' of Year meetings which affect the Department.
 - to discuss and agree methodology to ensure that effective ways of learning are implemented
 - to support other members of the department in the implementation of all aspects of their work
- Attending Head of Department meetings as requested by the Deputy Head Academic
- Observing other members of staff within the department on a formal basis and informal basis as required and managing the probation process for new joiners
- Submitting termly reviews to the Deputy Head Academic and Head about the work of the Department
- Being responsible for taking minutes of any formal departmental meetings and circulating them appropriately
- Collating and updating subject Emergency File as and when necessary
- Co-ordinating a Subject Week in liaison with other department members as requested by the Head and Deputy Head Academic
- Establishing and maintaining a collaborative working relationship with other departments at Fulham Prep, as well as Pre-Prep and Senior
- Extending the teaching of and the appreciation of Science beyond the classroom with a programme of trips
- Ensuring that he/she is up-to-date with developments in their subject teaching through membership of his/her Professional Association, subscription to relevant journals and by attending INSET training.

WHAT WE'RE LOOKING FOR

	ESSENTIAL	DESIRABLE
Inspired Required Teaching Standards A full outline of <u>Teaching standards</u> are available on request	<ul style="list-style-type: none"> • Able to set clear expectations and stretching goals • Adaptable teaching style incorporating feedback • A depth of understanding in the relevant subject area • Ability to judge learning effectiveness • Excellent preparation and planning • Assessment of student outcomes and feedback to enhance performance • Genuine care and attention for the highest standards of student welfare 	
Skills and previous experience	<ul style="list-style-type: none"> • Experience of leading or assisting the leadership at departmental level • Experience of teaching KS4 and KS5 Science (Physics, Biology and Chemistry) • Experience in the preparation of pupils for external assessment • Experience in the design of a Science curriculum and schemes of work • Experience of managing a budget • Experience in pastoral care and pupil wellbeing • Confidence with use of ICT in teaching • Excellent interpersonal skills; ability to work both collaboratively and independently • Excellent organisational and administrative skills – ability to plan, prioritise and manage a varied workload 	<ul style="list-style-type: none"> • Experience of teaching IB Science
Qualifications and Accreditations	<ul style="list-style-type: none"> • PGCE, QTS or equivalent • University degree in Science and/or in a related subject • Strong academic credentials • Appropriate right to work 	
Personal Competencies and Attributes	<ul style="list-style-type: none"> • A commitment to professional development • Evidence of a passion for the subject • Enthusiasm, energy and a positive and flexible approach • Ability to engage and motivate young people • Ability to manage own workload, to cope well under pressure and 	

	<p>meet deadlines</p> <ul style="list-style-type: none">• Interest in working with students inside and outside the classroom to support their learning and personal development• Readiness to engage wholeheartedly in the extracurricular and wider life of the school• Recognition of the importance of personal responsibility for health and safety• Demonstrable commitment to the safeguarding of students and child protection• Demonstrable commitment to equal opportunities• Commitment to the School's ethos, aims and whole community• A commitment to professional development and a demonstrated record of having kept abreast of recent, relevant educational methodology	
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HOW TO APPLY

An application/information pack can be downloaded from <https://www.fulham.school/> or TES. Alternatively, for further details please contact vacancies@fulham.school

All applicants will be expected to provide:

- a supporting statement clearly outlining why they are interested in the position and school
- a completed application form with their details and history of education, employment, and achievements
- at least two referees from a recent/current appointment

SAFEGUARDING STATEMENT

Inspired are committed to safeguarding and promoting the welfare of children and young people and if successful you are expected to share this commitment. The protection of our students' welfare is the responsibility of all staff and individuals are expected to conduct themselves in a way that reflects the principles and values of our organisation.

Any successful applications will also be required to undergo rigorous child protection screening including checks with past employers and an enhanced DBS check as well as completing any relevant safeguarding assessments.

VACCINATION STATUS

It is a condition of employment for all new staff to be vaccinated against Covid-19. You will be asked to provide visual proof of your status if you are offered a job with us. If you are unable to be vaccinated because of a relevant protected characteristic, then please discuss your situation with us in confidence during the interview process. Disclosure of vaccine status will be dealt with in accordance of the provisions within the GDPR Regulations.

EQUAL OPPORTUNITIES STATEMENT

Inspired Education is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, colour, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by law.

This policy applies to all employment practices within our organisation, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Inspired makes hiring decisions based solely the skills, experiences and attributes needed to continue to deliver excellence.