



**Head of Science
Candidate Specification**

Dear Applicant,

Thank you for your interest in the role of Head of Science at Edge Grove. This is a full-time position starting on 1st January 2025.

The School seeks to employ an inspiring, child-centred and dynamic individual who will work collaboratively and proactively to celebrate and promote Edge Grove's Mission, its core Values and its pupils' progress and outcomes.

The successful candidate will place children at the centre of their thinking and work with teaching and non-teaching colleagues alike to ensure the best possible outcomes for every child. They will be solution-focused, be a strong communicator both in writing and oracy and will recognise and celebrate our community's unique cultural diversity. They will be analytical thinkers and innovators, active learners and strategic thinkers, keen to develop their teaching roles in pursuit of future leadership roles. They will be critical, creative and original thinkers able to use their initiative. They will demonstrate excellent teamwork and leadership skills and be passionate about influencing communities for the better. They will be resilient and flexible in approach to problems and possess outstanding reasoning, problem-solving and ideation skills. They will enjoy engaging with prospective, current and former pupils, teaching and non-teaching staff, parents and governors and will demonstrate excellent administration, management, organisational and communication skills. They will be able to multitask effectively in a busy and demanding environment, have a high level of emotional intelligence and empathy and be able to work effectively with all stakeholders at all times. They will lead by example in all of these skills in pursuit of an outstanding future career in education.

The successful candidate may have previous experience of working in independent schools, but this role is equally open to applicants who have never taught in independent schools.

'Welcome to the Pride' is the School's strapline, which articulates the warmth and strength of our diverse child-centred community in which children are at the centre of our thinking. Edge Grove provides children with over 40 acres of beautiful estate, heritage buildings, wonderful facilities and the educational space for children to grow and develop. Our pupils feel a strong sense of belonging and pride in our community and promote their own devised 16 core Values.

They develop independence as they move up through the School and develop the ten core skills identified by the World Economic Forum as those which will future-proof them for a future life and love of learning and fulfillment. We want children to develop their own unique character and creativity in pursuit of future happiness and success and in doing so to make their prep school days the best they can be.

The candidate specification which follows identifies something of the scope of the role, including the breadth of activities and personal specifications, but is not exhaustive. I hope that it provides you with all of the information that you need about the role.

If you have any further questions, please do not hesitate to refer to www.edgegrove.com or contact me. If the words above strike a chord and you would like to play a key part in the School's education, please read on!

I look forward to receiving your application and meeting you.

With best wishes,

Yours,



Ed Balfour
Head

JOB DESCRIPTION

Post: Head of Science

Responsible to: Deputy Head Academic

This job description is written in conjunction with the job description for a specialist teacher.

PROFESSIONAL RESPONSIBILITIES

- Promote the Mission and Values of the School;
- Lead and develop the Science Department.
- Act at all times within the School's policies and procedures;
- Achieve outstanding learning outcomes;
- Ensure the Science curriculum is appropriately structured from EYFS to Year 8;
- Provide opportunities for subject learning outside of the classroom;
- Enter pupils for external subject competitions.

Staff

- Foster a collaborative, effective, and solution-focused Science team;
- Monitor and appraise the effectiveness of teachers in the Science team.

Curriculum

- Deliver an incremental, dynamic and inspiring EYFS, KS1, KS2 and KS3 Science curriculum;
- Review, publish and implement an annual Science departmental development plan;
- Implement Science departmental and relevant whole-School policies;
- Keep up-to-date with Science curricular change and reform;
- Ensure pupils are thoroughly prepared for Senior School Assessments Science;
- Lead Science Department planning in the light of change and reform;
- Ensuring that effective tracking of pupil progress is in place throughout all Key Stages;
- Identify underperformance and measure the impact of Science intervention programmes;
- In conjunction with the Head of Learning Support, meet all SEND requirements;
- Vigorously defend Science teaching time;
- Attend Academic Committee meetings and disseminate relevant information;
- Coordinate the Science department's recommendations for the awarding of prizes;
- Coordinate non-classroom supplementary Science learning experiences for pupils;
- Prepare and manage an annual Science Department budget;
- Plan for, provide, maintain and record all Science resources (including books, past papers, file shares, Department websites, furniture, equipment);
- Ensure that the Science Department is well-presented and conducive to learning;
- Help maintain a calm and purposeful atmosphere around the School, in and out of classrooms;
- Evaluate the effectiveness of teaching and learning, the subject curriculum and progress towards targets for pupils and staff and to inform future priorities and targets for the Department;
- Attend all relevant meetings appropriate to your role, as specified by the School;
- Carry out, following consultation, any other reasonable task determined by the Head.

Other

- Contribute fully to the co-curricular and pastoral life of Edge Grove;
- Act as a Form Teacher;
- Promote the co-curricular ethos and life of the School;
- Set high expectations of enthusiasm for learning, punctuality and commitment;
- Be responsible for the day-to-day leadership and management of the Science Department;
- Provide excellent leadership as one of the School's leading classroom practitioners;
- Report on and celebrate achievements;
- Teach Science throughout the Middle and Senior Departments;
- Foster links with Senior Schools and relevant associations;
- Ensure continuity and progression within the Department across the School;
- Ensure that the departmental learning environment is stimulating, well-resourced and includes a range of interactive displays that reflects pupil learning;

- Liaise with other Heads of Department, to maximise opportunities for cross-curricular links;

Professionalism

Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside School, by:

- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
- Safeguarding pupil well-being, in accordance with statutory provisions to showing tolerance of and respect for the rights of others;
- Upholding fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- All staff must have proper and professional regard for the ethos, policies and practices of Edge Grove, and maintain high standards in their own attendance and punctuality;
- Teachers understand and act within the statutory frameworks which set out their professional duties and responsibilities.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the School.

CHILD PROTECTION

Members of staff will have unsupervised access to children. All members of staff work in accordance with the School's Child Protection and Safeguarding Policy published on the School's website. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety and welfare of pupils, they report concerns immediately in accordance with policy.

What is set out above amounts to a statement of what may be regarded as minimum expectations, not an exclusive summary and may be amended at the reasonable discretion of the Head to meet the changing needs of the School.

HEALTH AND SAFETY

The School takes its obligations under the Health and Safety at Work Act seriously and the post holder will be required to comply with all aspects of the School's Health and Safety Policies, particularly in relation to safe working practices. All staff must keep up to date with the requirements of these policies, which are regularly updated and posted on the Staff Intranet.

SALARY AND BENEFITS

Edge Grove offers its staff attractive salaries and pay progression compared to the wider education sector. We reward experience and responsibility and will discuss the salary for this position with candidates at the interview.

Other benefits include:

- ❖ Access to The Aviva Pension Trust for Independent Schools (APTIS) This is a defined contribution pension scheme for teaching staff;
- ❖ Life Assurance Cover which provides death in service cover;
- ❖ Income Protection Benefit;
- ❖ Free school lunch and refreshments during term time whilst the kitchen is operating;
- ❖ Parking on site in designated areas at no cost, although all vehicles are parked at the driver's risk;

- ❖ Access to an Employee Assistance Programme;
- ❖ School fee discount for teaching staff whose children are Edge Grove pupils, subject to the School's normal admissions procedures;
- ❖ Cycle to Work Scheme.

TERMS & CONDITIONS OF EMPLOYMENT

- All appointments are subject to an enhanced check with the Disclosure and Barring Service and at least two references from past employers, including any school employment during your career;
- All staff comply with the School's Child Protection and Safeguarding Policy;
- All staff set an example to pupils and dress appropriately at all times;
- The School operates a no smoking and no vaping policy;
- The School takes its obligations under the Health & Safety at Work Act seriously and the post holder requires all staff to comply with all aspects of the School's Health & Safety Policy, particularly in relation to safe working practices;
- All staff keep up to date with the School's current policies and posted on the staff shared drives;
- The School reserves the right, for operational reasons, to transfer you to alternative duties. For this reason, it is a condition of employment that you are willing to do so, if requested, from time to time.

DATA PROTECTION

The School collects personal data during the recruitment process, which it adds to the successful candidate's employment record. The School retains application information on unsuccessful candidates for six months after the completion of the recruitment process; after this, it will securely destroy it. For further information on how we use your information and with whom we share it, please refer to the Staff Data Protection Privacy Notice available on our website.

RECRUITMENT & SELECTION

Edge Grove School Trust Limited is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All applicants undergo child protection screening. This post is exempt from the Rehabilitation of Offenders Act 1974. The School carries out pre-employment checks, seeks references and conducts an Enhanced DBS check and other relevant checks with statutory bodies on the successful candidate.

We comply with the Disclosure & Barring Service (DBS) code of practice and have a written policy on the recruitment of ex-offenders as part of our Recruitment, Selection and Disclosures Policy. If you are shortlisted, you will declare any relevant convictions, adult cautions or other matters which may affect your suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. Guidance will be provided when you are invited to interview.

Please read the Recruitment, Selection and Disclosure Policy which is available on our website and should be read before making your application.

Please fully complete an application form which can be found on the About Us / Job Vacancies page on our website www.edgegrove.com. Please email the completed form and an accompanying letter of application addressed to the Head, to hr@edgegrove.com. Applications must arrive prior to the closing date and time. CVs are not accepted. Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. However, should a suitable candidate be appointed, we reserve the right to close the advert early.

Please refer closely to the 'Notes for Applicants' page in the application for employment and ensure that you are aware of your responsibilities relating to the declaration of criminal convictions and

cautions for a position within the School.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who are invited to interview.

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

To arrange an informal visit to the School or to discuss the role in confidence, please contact the Head via hr@edgegrove.com or 01923 855724.