



# Beachborough

## ***Candidate Brief for the post of Head of Science***

The successful candidate should have appropriate professional qualifications (including Qualified Teacher Status) and must be willing to embrace all aspects of prep school life. Furthermore, the successful candidate must empathise with Beachborough's values (which can be found on our website) and our mission:

*Our mission at Beachborough is to create the conditions and atmosphere so that each child thrives intellectually, physically, culturally, and emotionally. The priority will be the happiness of each child as it is paramount to achieving lasting success and being fully prepared for senior school.*

### **A little about us:**

Beachborough has approximately 400 pupils. We value the efforts of each individual and remain determined that the 'family feel' influences all aspects of school life, especially pastoral care.

Beachborough is a day school with a flexible boarding provision, we are not academically selective unless it is clear the child's needs would not be met by our best possible provision. Beachborough embraces other nationalities, as many American families (from a nearby military base) choose the school. This brings a global perspective that is balanced with a culture that celebrates our British heritage. Equally, a Beachborough education delivers a broad, balanced, and demanding academic curriculum. In addition to this, co-curricular activities are available in the EYFS to Year 8 and are regarded as a major attraction of the school. Beachborough children are also given many opportunities to explore the arts due to our commitment to Drama, Art, and Music.

We have a dedicated Sports Hall which enhances our sporting and fitness programmes, and we value our partnerships with Northampton RFC and Buckingham Ladies Hockey Club. Our state-of-the-art technology suite offers all pupils access to the subject we call 'TED' (Technology Engineering and Design). This facility compliments other on-site resources, such as our woods, which allow our children to practise their construction skills, by den building at lunch break!

An integral feature of Beachborough, which has motivated staff in recent years, has been our passion to do all this and deliver the best possible academic standards with a strong commitment to embrace new technology to improve children's learning.

The teachers at Beachborough are focused on the academic journey, just as much as final exams. We are quietly proud of the growing number of scholarships and awards our pupils achieve. Beachborough is a registered charity with a Chairman of Governors who leads an active and supportive team of Trustees. Mrs Simone Mitchell joined the Beachborough team, as the School's new head, in September 2003, succeeding Mr Christian Pritchard after an excellent tenure at the school.

## Job Description

POSITION	Head of Science
REPORTS TO	Head of Manor House (Forms V to VIII)
LINE MANAGES	Teachers of Science throughout the school

### Key Purpose of the job:

- Reporting to the Head of Manor House, the Head of Science will uphold the aims and objectives of the school and promote these whenever possible. The Head of Science will endeavour to provide his or her pupils with the highest standards of education and care in accordance with the school's aims, policies, and procedures.
- To carry out the professional duties of a teacher, having regard for the requirements laid down in the Contract of Employment, the values and mission statement of Beachborough School and implement the policies as laid down by the Head and the Governing Body.
- To be responsible for the education and welfare of the children under your care in accordance with our corporate responsibility for the discipline, well-being, pastoral care, and a culture of safeguarding, including Prevent Duty.
- It is the responsibility of all staff to be able to source, understand and apply all school policies appertaining to their position, including the Staff Code of Conduct.
- Demonstrate knowledge and understanding of all areas covered in the Staff Handbook.
- Beachborough takes the safeguarding of children very seriously and staff are required to be aware of all policies and procedures related to Child Protection. You will be expected to have an Enhanced DBS check as part of the recruitment process.

### Main Activities:

**To liaise and communicate regularly with the Head of Manor House and colleagues.**

### Teaching

- To be responsible for each science class and to be an exemplar of effective practice.
- To manage and make best use of Teaching Assistants and Learning Support Assistants.
- To ensure the implementation of the Beachborough's Scheme of Work for science and keep abreast of current developments in the subject and new resources that become available.
- To produce written schemes of work and weekly plans for each lesson taught in collaboration with the team of science teachers and to review these regularly.
- To evaluate the science planning regularly.
- To teach pupils according to their educational needs, including the setting and marking of written work and differentiation of all lessons.
- To monitor and assess pupils' progress and achievement, set learning targets, and keep appropriate detailed formative and summative records.
- To assess, report on and record the development, progress, and attainment of pupils.
- To communicate and consult with pupils' parents about their progress, development, academic and pastoral needs.
- To prepare written reports to the highest standard and to keep to deadlines.
- To prepare for and attend two Parents' Evenings over the academic year, currently occurring in the Autumn and Spring Terms.

### Leadership

- Manage the Science Technician and other Teachers of Science.
- To ensure all pupils are making good progress within science.
- To manage and equip the laboratory, working within the budget for the department.
- Ensure lab and equipment risk assessments are up to date.
- Equipment and chemicals are well stocked and maintained with in Health & Safety regulations.
- To ensure the school's Assessment Policy is implemented across the department.
- To complete work scrutiny across the department.
- To take a full and active part in Beachborough Performance Review (BPR) and be committed to continuous professional development, including attendance at all INSET.

- As a department to run booster groups or additional Scholarship groups
- To be committed to working within the wider community including our Wetlands Manager.
- To contribute to any preparation for inspection tasks and the school's Strategic Plan.
- To play an active part in nurturing relationships with senior schools regarding the teaching of science including the science curriculum and scholarship expectations.
- Organise trips to enhance learning.
- Organise CTI and STEM days, the science aspect within Enrichment Week and incorporate the Wetlands to be part of the science curriculum.
- To promote the learning of science within the department by ensuring photographs and stories are submitted to the school newsletter and on social media channels.

#### **Pastoral**

- To promote the progress and wellbeing of individual pupils
- In liaison with the SENDCo, to ensure that the needs of children with SEND are met in the classroom environment.
- To accompany children on trips and outings and complete the required risk assessment forms.
- To support the transition between year groups, as appropriate.
- To be committed to flexibility in working with pupils within Manor House.

#### **Whole school**

- To be committed to working as part of team.
- To contribute to the Co-Curricular Programme.
- To teach Games
- To fulfil a fair share of 'duties' and 'cover'.
- To be a Tutor

#### **SAFEGUARDING**

At Beachborough, safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.

The post holders **must** adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the DSL.

Beachborough is committed to safeguarding, child protection and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form and the successful applicant will be subject to an enhanced DBS check.

#### **Equal opportunities**

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability, or age. Candidates will be assessed against relevant criteria only (i.e., skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

Person Spec	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in science or a relevant and suitable subject. A teaching qualification such as a PGCE.</li> </ul>	<ul style="list-style-type: none"> <li>• Master's degree or a professional qualification.</li> <li>• Evidence of continuous INSET and commitment to further professional development.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• The Teacher should have the ability to teach Science to scholarship level within Years 5-8. The Teacher should have experience of providing relevant, differentiated, and inspired teaching for all pupils in assigned class.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience running a department including managing a budget.</li> <li>• Experience of teaching Common Entrance and Scholarship.</li> </ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• The theory and practice of providing effectively for the individual needs of all children. (e.g. classroom organisation and learning strategies)</li> <li>• Outstanding pastoral care and safeguarding of children.</li> <li>• Curriculum requirements at the appropriate age.</li> <li>• The monitoring, assessment, recording and reporting of pupils' progress.</li> <li>• The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEND and Safeguarding Children.</li> <li>• The positive links necessary within school and with all its stakeholders.</li> <li>• Effective teaching and learning styles.</li> </ul>	<ul style="list-style-type: none"> <li>• New developments and advances in the teaching and direction of science and take an active interest in CPD.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• An inspirational, committed and highly effective practitioner, dedicated to achieving the best outcome for every individual child both inside and outside the classroom.</li> <li>• Committed to the personal development of pupils and be driven to attain and maintain our values.</li> <li>• Be able to use digital technologies where appropriate to assist lesson preparation and teaching.</li> <li>• Able to promote the school's mission positively and use effective strategies to monitor motivation and morale.</li> <li>• Able to develop good working relationships with colleagues and have the ability to work well within a team whilst promoting the best interests of the school.</li> <li>• Able to establish and develop close relationships with parents, governors, and the community.</li> <li>• Able to create a happy, challenging, and effective learning environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Be able to develop strategies for creating community links, especially to support STEM.</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Organised, resourceful, an excellent timekeeper, approachable, committed, empathetic, and enthusiastic.</li> <li>• Equipped with a sense of humour and the ability to make learning fun.</li> <li>• Sympathetic to the values and mission of our school.</li> <li>• Patient.</li> </ul>	<ul style="list-style-type: none"> <li>• Have an understanding and empathy with the ethos and spirit of Prep Schools/Independent education.</li> </ul>

**General notes:**

If the post offered is full time a discount of 50% is available for the children of the successful candidate at the discretion of the Governors. Part time teachers benefit pro rata.

Applicants must be willing to undergo all necessary pre-employment checks. Full details are given on the application form.

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**HOW TO APPLY**

1. Complete the Application Form.
2. Please e-mail your application to the HR Manager, Mrs. Dianne Igoea ([d.igoea@beachborough.com](mailto:d.igoea@beachborough.com)) by Monday 27<sup>th</sup> May and interviews will be held as soon as possible afterwards.

NOTE: early applications are encouraged as we reserve the right to interview candidates upon receipt.

*Beachborough is committed to safeguarding and promoting the welfare of children and the successful applicant must be willing to undergo child protection screening including checks with past employers and an Enhanced DBS check.*