

# Applicant Information



St  
Augustine's  
Priory



Teacher  
of  
Chemistry

## St Augustine's Priory

Dear Applicant,

Thank you for the interest you have shown in the post of Teacher of Chemistry at St Augustine's Priory and welcome to our inspirational school which is at a very exciting stage of its development. Our mission is to deliver excellence in all aspects of this unique school - we do this through nurturing and empowering our passionate staff, by hiring exceptional talent, by fostering a culture of ideas, energy and possibilities and by a relentless focus on developing each girl to the best of her ability and be equipped for life. We are consistently ranked the best performing GCSE school in Ealing (DFE league table).

St Augustine's Priory is a Catholic, independent day school for girls aged 3-18 with boys in the Nursery. We are an all-through school and it is an enormous benefit to girls and parents that pupils who join us in the Junior School are able to move seamlessly up with us through to the Sixth Form years. As a Catholic school we hold the care of the whole person as central to what we do.

The school is set in 13 acres of beautiful grounds with magnificent views. We are currently beginning a three phased building development programme to enhance our indoor space, entrance areas and to build a Sports Hall and Performing Arts Centre. Here girls have the physical, mental and emotional space to grow intellectually in an environment which both supports and provides plenty of challenges. Our results are excellent and we pride ourselves on instilling in girls a love of learning. We are committed to preparing girls for life-long effectiveness and to developing the range of skills they require to achieve long-term happiness and success.

We have been in Ealing for over one hundred years and we represent a wonderful continuity of expertise in educating women of the future. Our founders were exceptional, visionary women who strove relentlessly to offer girls the best education possible; we continue in this tradition. Our girls are dynamic, ambitious and a pleasure to teach. Our staff room is happy, welcoming and supportive of the excellent contribution all our staff members make to all aspects of our busy school life. We offer a broad and varied curriculum with rich opportunities for personal development and training.

The Science department is an innovative and popular department with a strong record of placing students at medical school and other competitive courses. This is a wonderful opportunity for a candidate seeking ambitious personal development.

We invite you to consider joining us on an exciting journey.

Mrs S. Raffray MA  
Headteacher

## **Mission Statement**

We are an all-through, inclusive Catholic girls' school with boys in the Nursery. As a girls' school we are committed to preparing girls for life long effectiveness and success. As part of their journey, girls will learn of intellectual risk-taking and emotional strength, reflection and self-knowledge, persuasiveness and team building as well as a cultural curiosity for an enriched enjoyment of life.

In our stunning 13 acres of grounds, girls have a physical freedom unique in central London. We aim to instil in them the emotional freedom to grow intellectually and spiritually and to understand the truth about themselves, others and our complex world. We will give them the courage to be ambitious and compassionate and we will provide a secure, happy and nurturing community in which to explore all of the above.

To this end we seek, develop and retain the best teachers who value well-being and the individual progress of each girl as much as they are relentless in their pursuit of academic excellence. Their goal is life-long success for each girl and they set the pace of energy and dynamism within which the girls flourish.

## **A Letter from the Head of Faculty**

Dear Applicant

Thank you for your interest in the post Teacher of Chemistry.

Science at St Augustine's is very strong and this is an excellent opportunity for the right, ambitious candidate to forward an already successful department. This is a school which values professional development and there are many ways in which the right candidate will be able to contribute to the wider strategic aims of the science department and the School as a whole.

There is a separate application form and applicants should pay particular attention to its accurate completion. I also enclose some information about the School.

Should you have any further queries please do not hesitate to contact the School. You are also welcome to arrange a preliminary visit to the School at a mutually convenient time.

I trust this brochure will be informative and helpful in making the decision to apply for this post, and I look forward to receiving your application.

## **Contents**

1. Information about the Science Department
2. The Job Description for Teacher of Chemistry
3. The Person Specification for Teacher of Chemistry
4. An outline of the selection procedure

Yours faithfully,  
Mrs J Bennet  
Head of Faculty

## Our Science Department

### Accommodation

Our Science Building comprises four spacious and well-equipped laboratories and accompanying prep rooms.

### The Team

Head of Science  
Head of Biology  
Head of Chemistry (and Examinations Officer)  
Head of Physics  
Biology and General Science Teacher  
Chemistry and General Science Teacher  
Biology/Chemistry Technician  
Physics Technician

### Information by years

#### Age 11- 18

While the core purpose of this post is 11-18 we are an all-through school and as such, teachers may be asked to teach some science at Key Stage 2 for which coaching and support is available.

At St Augustine's Science is a Core Subject. The girls are taught in mixed ability classes in Form III, Lower IV and Upper IV (the first three years of Senior School). During Upper IV, pupils select their GCSE Options and may choose to study either separate sciences (triple award) or double award. In Lower V and Upper V girls are taught in four sets depending on the course being followed and ability.

#### **KEY STAGE 3**

(Form III – Year 7, Lower IV – Year 8, Upper IV – Year 9)

Form III to Upper IV follow the Key Stage 3 Science Works program from OUP. Progress is assessed by means of regular topic tests, and school examinations once a year.

#### **KEY STAGE 4 (GCSE)**

(Lower V – Year 10, Upper V – Year 11)

The majority of pupils follow the Edexcel International GCSE either at double award level, or at triple award level. A few may be selected to study the AQA foundation level Combined Science: Synergy.

#### **KEY STAGE 5 (A level)**

(Lower VI – Year 12, Upper VI – Year 13)

The A level course offered in Physics is OCR Physics A(H156, H556), in Chemistry the A level course is OCR Chemistry A (H032, H432) and in Biology the A level course is OCR Biology A (H020, H420)

## Recent University destinations and courses

Dentistry	Manchester University
Mechanical Engineering	Bath University
Physics	Hertfordshire University
Engineering & Dentistry	Queen Mary, London University
Biomedical Science	King's College, London University
Medicine	St. George's, London University
Veterinary Nursing	Middlesex University
Physiotherapy	Coventry University
Medicine	Bristol University
Engineering	Southampton University
Optometry	Aston University
Optometry	Manchester University
Chemistry	Nottingham University
Chemistry	Southampton University
Geophysics	Edinburgh University
Meteorology	UEA
Biomedicine	King's College, London
Biomedicine	UEA
Biomedicine	Southampton University
Biomedicine	Surrey University

## Science at St Augustine's Priory

The Science Department offers weekly drop-in sessions for each of the Sciences. These sessions are very well attended by pupils throughout the Senior School. We also offer regular extra – curricular activities such as: Biology Club, where the pupils study our school pond; Chemistry Club where this term the pupils are making 'bath bombs' as well as making volcano cakes; Robotics Club, where we have been working on our entry for the VEX robotics competition, Project Club, where we work to complete a different brief each term (this year we are working on shadow puppets, designing and making a toy and water and air rockets), and Physics Stretch and Challenge Club, where AG&T students from the Senior School are invited to work on exam questions at a level above that which they are currently studying. The take – up of these sessions is very good and introduces aspects of Science that the pupils would not normally meet in their lessons. The department constantly strives for, and meets with, excellence throughout the school through a team of highly dedicated members of staff.

The Department offers many opportunities for enrichment. We take the pupils out to various events, such as the GCSE Science Live! Lectures. Pupils are inspired by hearing distinguished Scientists talk about their research and how it is changing the world. Our A level Biology students attend the Biology in Action lectures offered at by the Institute of Education, where topics ranged from craniofacial development to genetically modified plants containing vaccines. They also attend an education visit to the London Zoo in conjunction with the Geography Department to study the field of conservation further. We participate in the 'Top of the Bench' Chemistry competition, where the best Chemists from across different year groups compete. We offer both the Biology and Physics Olympiad (A level) and the Biology and Physics Challenge (GCSE) to our pupils so as to allow them to be exposed to the curriculum, but in a different way. There are numerous internal and external competitions run throughout the year to further enhance pupils' wider understanding and interest in the subject. The Department also takes part in national activities, such as Science Week and other creative methods of teaching. The Department has also worked in collaboration with the Religious Studies Department whereby some pupils in Year 8 wrote to Professor Robert Winston and asked him some of the big questions in Science. This resulted in them being invited to meet him and discuss the questions in person. We are very privileged to be located on such a large and open site that allows for many ecological aspects to be covered, especially sampling and biodiversity in Biology.

All three of the Sciences are very popular at A Level. The Department attracts able pupils who go on to study Medicine, Dentistry, Veterinary Sciences, Engineering, Architecture and many other demanding university courses at destinations such as UCL, Imperial College London and other Russell Group Universities. The Department has a strong history of supporting our pupils through the UCAS procedure, offering advice on work experience placements as well as giving regular tutorial sessions on the BMAT and UKCAT assessments.

## St Augustine's Priory

### Job Description: Teacher of Chemistry

#### Salary:

The post-holder will be paid on the appropriate point of the St Augustine's Grading Scale. We have our own pay scale which is above the maintained sector. St Augustine's has a very competitive performance pay policy with excellent opportunities for progression.

#### Line of Responsibility:

The Teacher of Chemistry is directly responsible to the Head of Chemistry on curriculum matters and the Deputy Headteacher for pastoral issues.

#### Strategic Purpose

- The basic duties of a teacher are outlined in the staff handbook and include other duties such as the form teacher role.
- All members of staff are expected to contribute to the rich extra-curricular life of the school.

#### Operational Responsibilities

##### Teaching

- Teaches Chemistry as required from KS3 through to A level.
- Contribute to teaching of other sciences as required from KS3 to GCSE as appropriate.
- Plan work in accordance with departmental Schemes of Work.
- Take account of students' prior levels of attainment and use them to inform planning.
- Set work when required for absent students.
- Maintain good discipline by following the school's policies and procedures.
- Establish a purposeful working atmosphere during all learning activities.
- Set appropriate and challenging work for all students.
- Identify and work appropriately with 'Special Educational Needs and Disabilities' students and 'Able, Gifted and Talented' students.
- Run drop-in help sessions, as required
- Run extra-curricular activities, trips and visits in relation to Chemistry or to support the wider curriculum of the school
- Provide and maintain a stimulating and ordered physical classroom environment.

##### Assessment, Recording and Reporting

- Keep appropriate records of students' work.
- Mark and return work set, including homework within an agreed and reasonable time.
- Carry out assessment programmes, as agreed by the School or department, including writing appropriate school examinations.
- Complete student reports in line with School Policy.
- Attend parents' evenings as required and keep parents informed about their daughter's performance and future targets
- Attend other school functions as required

## General

In addition the post is subject to compliance with:-

- School policies and guidelines on the curriculum and school organisation
- Local area safeguarding procedures

**The duties and responsibilities detailed within the job description should be supplemented by those accountabilities, roles and responsibilities common to all classroom teachers as set out in the Staff Handbook.**

## School Involvement

For all staff appointed to the School there is an expectation that they will:-

- Play a full part in the organisation and decision making of their specific department in the School generally through the structure of formal and informal meetings and thus contribute to the consultative process by which the School attempts to operate.
- Undertake a pastoral role such as a form tutor or member of a pastoral team thus contributing to the support of students in the widest context.
- Within their individual interests and capacities contribute to the wider, extracurricular activities on offer to students.
- Carry out other duties that are reasonably assigned by the Headteacher.

## Performance Management and Professional Development:

The teacher will be part of the School's Performance Management Scheme. S/he will have an appraiser who will set agreed targets and monitor professional development.

## Conditions of employment:

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post-holder must uphold the School's Policy in respect of all matters related to safeguarding and Child Protection.

The post-holder may be required to perform any other reasonable tasks, after consultation.

This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This Job Description is not necessarily a comprehensive definition of the post. The job description will be reviewed and may be amended annually, within the terms of your Conditions of Employment.



## St Augustine's Priory

### Person Specification: Teacher of Chemistry

Applicants should:	Essential	Desirable	Primary means of assessment
<b>Subject Delivery</b>			
Have a good Honours Degree or evidence of qualification to teach Chemistry to A level	x		Application Form
Be able to teach General Science in KS3	x		Application Form
Be able to offer Science for our Year 6 pupils		x	Application Form
Show they maintain an up-to-date knowledge of subject and teaching methodologies	x		Supporting Letter
Have good understanding of assessment and public examinations	x		Supporting Letter
Have Qualified Teacher Status or have completed PGCE	x		Application Form
Have high expectations of pupils	x		Interview
Be able to communicate effectively with pupils	x		Interview Teaching
Be able to communicate effectively with colleagues	x		Interview
Work well in a team	x		Interview
Act upon advice	x		Interview
Have good range of teaching strategies	x		Interview Teaching
Be able to use data to help children learn	x		Supporting Letter
Show knowledge of how to plan for effective learning	x		Interview Teaching

Be able to teach challenging, organised sequenced lessons	x		Interview
Know how to adapt teaching strategies to needs of all learners	x		Interview Teaching
Make effective use of assessment	x		Interview
Promote independent learning	x		Interview
Use homework tasks effectively	x		Interview
Give developmental feedback to pupils	x		Interview Teaching
Have good ICT skills	x		Supporting Letter Teaching
Have good report-writing skills and be able to work to deadlines	x		Application Form Supporting Letter
<b>Whole School</b>			
Have a sound understanding of safeguarding	x		Interview
Understand Special Educational Needs	x		Supporting Letter
Deal effectively with parents	x		Interview
Be willing to participate in the wider extra-curricular life of the School	x		Interview
Understand the roles of colleagues and managers in the school and able to work effectively as part of a team	x		Supporting Letter

## The Application and Selection Process

1. Applicants should complete an application form in full and write a letter in support of their application paying particular attention to the Job Description and Person Specification.
2. The completed application form and supporting letter should be emailed to [HR@sapriory.com](mailto:HR@sapriory.com)
3. The Selection Panel will then convene to determine a shortlist of applicants who will be invited to interview by email.
4. Shortlisted applicants will be contacted by email to invite them to interview.
5. On the day of the interviews all applicants will be asked to teach a lesson observed by a member of the appointments panel. They will then be asked to complete a written task, and there will be a formal interview before the appointments panel.
6. On the day of the interview all applicants should bring with them proof of identity and address, **as listed on the application form.**
7. Following the interview the successful applicant will be invited to accept the post by telephone, but only once a contract has been signed, will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.