



St Augustine's
PRIORY

Independent Girls' Catholic Day School in Ealing, West London



HEAD OF CHEMISTRY

Applicant Information



Winner
Student initiative of the year



HEAD OF CHEMISTRY

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Letter from the Headteacher

Dear Applicant,

Thank you for the interest you have shown in the post of Head of Chemistry, at St Augustine’s Priory and welcome to our inspirational school which is at a very exciting stage of its development. Our priority is to deliver excellence in all aspects of this wonderful school - we have done this through nurturing and empowering our passionate staff, by fostering a culture of ideas, energy and possibilities and by a relentless focus on developing each girl to the best of her ability. We are expanding our school roll and have ambitious plans for the development of facilities.

St Augustine’s Priory is a leading Catholic, independent day school for girls aged 3-18 (with boys in the Nursery). The four parts of the school (Prep, Junior, Senior and Sixth Form) are located on the same site. 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’s most recent Diocesan Inspection Report graded St Augustine’s Priory as ‘Outstanding’, the highest possible grade, in all categories across both *Classroom Religious Education* and *The Catholic Life of the school*. Inspectors observed “The sense of community, underpinned by Catholic tradition and practice, provides a nurturing environment where pupils flourish academically and spiritually.”

The 13 acres of grounds in which the school sits provide a physical freedom unique in the heart of London. The Farm, Forest School, Meadow, Astro-turf and Open Air Theatre all utilise the natural setting, encouraging pupils to enjoy an emotional freedom to grow intellectually and

spiritually. Our examination results are exceptional and we pride ourselves on instilling in girls a love of learning.

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 to offer girls the best education possible; we continue in this tradition and rejoice in the generations of staff and of families who continue to work and study here. We offer a broad and varied curriculum with rich opportunities for personal development.

Girls are assessed on initial entry and move automatically through to the Senior School. External candidates who join us at 9+, 10+, 11+, 13+ and 16+ sit entrance examinations. Scholarships and Exhibitions are available. The school is highly sought after. Throughout Lockdown the school delivered an ambitious programme of remote learning. We are now offering Blended Learning for any students who are quarantining. Applicants with experience in remote technologies will be most welcome but training will be offered for all.

We warmly welcome candidates from a range of backgrounds and invite you to contact Mrs Gill Vymeris or Ms Nadia Chandler (HR Officer) hr@sapriory.com – if you have any questions.

Yours sincerely



Mrs S. Raffray MA NPQH
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 Head of Chemistry.

Science at St Augustine's is very strong and this is an excellent opportunity for the right, ambitious candidate to advance 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.

The successful candidate will join a friendly and supportive team of enthusiastic teaching professionals. We pride ourselves in our exceptional results at iGCSE with recent cohorts achieving 100% grades 6-9 in the past two years in Biology, Chemistry and Physics. This summer 39% of Triple students achieved the top grade 9 in Chemistry. Our double cohort achieved 100% grades 9-4 this summer.

The A Level results are also outstanding, and this summer the Chemistry department achieved 100% grades A*-B. Many of our students have secured places at university to study courses such as medicine and dentistry.

Our farm 'Priory Farm' is an ambitious project which was launched by the Science department. We are proud to have been short-listed for 2 separate Independent School Awards since its inception 3 years ago. Priory Farm provides a unique opportunity for students interested in Veterinary Science as well as promoting a general and emotional sense of well-being for staff and pupils alike. In the past academic year the Science department has collaborated with the Maths department in the IRIS melt project, by supporting students who developed an innovative idea for reducing our carbon footprint. The students who presented their ideas were awarded with highly commended for their creativity, the application of scientific knowledge and their engaging presentation.

The girls love taking part in various Science projects inside and outside the classroom, including Junior pupils who exhibit their projects during Science Week. Students are encouraged to participate in several different competitions both internally and externally throughout the academic year under the guidance of members of the Science department. Our well-equipped laboratories and a generous budget allows us to enhance the pupils' experience of scientific learning and discovery.

Our small class sizes at Key Stages 4 and 5 enable us to give a more personalised learning experience. This, in turn, enables girls to gain confidence and life-long learning skills resulting in grades well above their expected targets.

If you would like to work in a friendly, dynamic, forward-thinking team then you should apply for this exciting opportunity. Creativity is at the heart of this team and we strive for each pupil to enjoy learning the application of Science and achieving her very best in public examinations.

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.

Yours faithfully,
Mrs J Bennet
Head of Faculty



Our Science Department

The Team

The Science department is an ambitious department and the team is composed of:

Head of Science (Head of Biology)
Head of Physics
Head of Chemistry
Biology and General Science Teacher
Chemistry and General Science Teacher
Physics and General Science Teacher
Senior Science 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)

Form III to Lower IV follow a bespoke Science curriculum which covers a variety of topics in Biology, Chemistry and Physics. The program is based upon the Activate curriculum however it has been adapted to ensure students at St Augustine's develop a secure grasp of core scientific principles and skills. Progress is assessed by means of regular topic tests, and school examinations once a year.

KEY STAGE 4 (IGCSE)

(Upper IV – Year 9, Upper V – Year 11)

Students follow the Edexcel International GCSE either at double award level, or at triple award level.

KEY STAGE 5 (A level)

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

The A level course offered in Chemistry is OCR Chemistry A (H432).

University destinations

The list below includes some of the courses and destinations of our A Level Science students over the past three years.

Medicine	Imperial College London
Medicine	Liverpool University
Medicine	Plymouth University
Dental Surgery	Plymouth University
Dentistry	Queen Mary University of London
Mechanical Engineering	Cardiff University
Natural Sciences	Exeter University
Veterinary Medicine	Nottingham University
Biology	Warwick University
Biomedicine	Birkbeck University
Human Biology	Exeter University
Engineering	Manchester University
Biology	Leeds University
Zoology	Leeds University
Biochemistry	Birmingham University
Biology	Portsmouth University
Physics with astronomy	Surrey University

Facilities

The Science department enjoys enviable facilities. Our Science building is a beautiful bespoke space and has generously equipped laboratories and accompanying prep rooms.

Job Description: Head 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 Head of Chemistry is directly responsible to the Head of Science on curriculum matters and the Deputy Headteacher for pastoral issues.

Strategic Purpose

- Raise the profile of Chemistry in the school and enhance the reputation of the department
- Lead, develop and enhance the teaching practice of others
- Have accountability for leading, managing and developing the Chemistry curriculum
- Have line management responsibility for the Chemistry team
- Have accountability for raising standards in Chemistry

Operational Responsibilities

The post holder will lead, and work with colleagues to ensure the highest standards of learning and achievement for all students by:-

- Monitoring learning outcomes, standards and attainment and taking appropriate action
- Developing and implementing systems for recording individual students' progress
- Evaluating the quality of teaching and standards of achievement
- Setting targets for quality controlled improvement and taking appropriate action
- Ensuring schemes of work are developed appropriately and evaluating their impact on teaching and learning
- Ensuring the effective deployment of resources
- Liaising with parents, other schools and outside agencies
- Maintaining professional dialogue with the Junior school Science co-ordinator
- Leading the Chemistry Department and completing such matters as Examination entries.
- Leading, developing and enhancing the teaching practice of others

The post holder will work with relevant colleagues in providing high quality leadership and management by:-

- Working with the Headteacher to recruit and select staff for the Chemistry Department.
- Continuing to develop expertise and share it with colleagues
- Acting as a role model and providing guidance on a range of appropriate teaching and learning methods
- Monitoring the quality of teaching and learning and sharing judgements with teachers and support staff as appropriate
- Developing curriculum teams and individuals to enhance performance

- Planning, delegating and evaluating work carried out by teams and individuals
- Promoting a creative and collaborative working environment
- Creating, maintaining and enhancing effective relationships
- Providing effective support for colleagues
- Identifying CPD needs and co-ordinating access to opportunities for staff
- Ensuring that these are addressed through the provision of high quality coaching and support

The post holder will:-

- Provide a clear strategic direction
- Identify areas where improvement is needed, establish targets and develop and lead on the implementation of appropriate strategies on the quality of teaching and learning leading to improvement
- Develop and implement policies and practices for the curriculum area, which reflect the School's commitment to high achievement
- Use self-evaluation to inform practice and strategic planning
- Monitor the progress made in achieving subject plans and targets, and evaluate the impact on teaching and learning and student outcomes
- Contribute to the whole School strategic planning process
- Take responsibility for bidding for the Chemistry Department's budget and deploying these resources
- Ensure the reporting of student performance to parents and guardians
- Manage the professional development of staff within the curriculum area and evaluate the impact on teaching and learning

Having line management responsibilities for the Chemistry team

The post holder will have professional responsibility for the work of teaching and support staff within the Chemistry Department.

He/She will:-

- Act as performance management team leader for these colleagues
- Ensure appropriate arrangements for the induction of new staff
- Coach, mentor and develop all staff within the Chemistry area

Teaching

- Teach Chemistry as required from KS3 through to A level.
- 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.

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.

Pastoral Duties

At all times the welfare of pupils is paramount, and the post-holder has a professional duty to exercise sound judgment in upholding the School's systems and to make all necessary referrals to line-managers in a timely fashion. As a Form Teacher the post-holder will be required to:

- Ensure that registration of pupils is completed in accordance with the school's agreed procedures and be aware that this is a legal duty for children of school-age
- Care for children in the form as a reasonable parent might be expected to do
- Be respectful of appropriate boundaries in the exercise of professional duties and care
- Support other staff with regard to the pastoral care and academic welfare of members of the form
- Support members of the form in their dealings and relationships with parents, school staff and other pupils
- Ensure all administrative tasks in relation to the duties of a Form Teacher are carried out within the agreed deadlines and to an acceptable standard
- Accompany the form during school functions e.g. Mass and assemblies
- Develop positive working relationships and communicate effectively with parents and carers
- Deliver the school's PSHEE programme
- Provide pupils with a positive role-model

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.

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.

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.

Person Specification: Head of Chemistry

Applicants should:	Essential	Desirable	Primary means of assessment
Subject Delivery			
Have a good Honours Degree or evidence of qualification to teach Chemistry to A level	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 high expectations of pupils	x		Interview
Have Qualified Teacher Status or have completed PGCE	x		Application Form
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
Whole School			
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	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 no later the midday Friday 2nd October 2020.
3. The Selection Panel will then convene to determine a shortlist of applicants who will be invited to interview by email to invite them to interview and it is anticipated that the interviews will be held during the week commencing 5th October 2020, but this will be subject to confirmation.
4. 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 one written task, and there will be a formal interview before the appointments panel.
5. On the day of the interview all applicants should bring with them proof of identity and address, as listed on the application form.
6. 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.