



GUMLEY HOUSE
SCHOOL FCJ

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Application Pack

Teacher of Biology KS4 & KS5 (Full-time or Part-time)

*Are you passionate about teaching Biology?
Would you like to help students of all abilities
develop the skills and qualities that will allow
them to excel in the future?*

*We are seeking to appoint a dedicated
professional with excellent subject knowledge
and a passion for teaching to lead and inspire
students to succeed through GCSE and A Level.*

Required from
September 2025

Salary Scale:
MPS/UPS + OLA

*Gumley House School FCJ is
committed to safeguarding and
promoting the welfare of
children and young people and
expects all staff and volunteers
to share this commitment.*



STEPHEN BYRNE
Headteacher



Thank you for your interest in joining our school community here at Gumley House.

If you spend a day at Gumley House you'll understand what '*ethos*' means. Our school *really* is distinctive in the way it delivers an innovative and impacting education for our students.

I am very proud to be the Headteacher of Gumley House School and it gives me great pleasure to welcome you to our school. Thank you for taking the time to visit our school website and to explore more about joining our hardworking and caring community. I hope the information you find in this pack provides you with all the information you need about our Gumley Family.

Gumley is a Catholic school and Sixth Form Centre committed to academic excellence and firmly rooted in the tradition of the Faithful Companions of Jesus (FCJ). We are a happy and high-achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

We firmly believe that a serene and happy student is one who will succeed at study, and our pastoral programme is directed to that end. Our school motto is 'Vive ut Vivas', which means 'Life in all its fullness'. That's what we want for every single young person we serve. We want every person who joins Gumley to enter into a relationship with the Christ who demands excellence whilst demonstrating compassion and forgiveness when necessary.

Please do not hesitate to contact the school at any point on your journey of discovering more about a career at Gumley.

With every best wish,



www.facebook.com/gumley.house



www.twitter.com/gumleyhouse



www.instagram.com/gumley.house



www.gumleyhouse.com/LinkedIn



Founded 1841

Over 180 years of outstanding Catholic education

Gumley House is a school with a long tradition of educating girls (and boys in the Sixth form) to make a difference to our world. The school was established in 1841 by Marie Madeleine d'Houet, foundress of the Faithful Companions of Jesus (FCJ) an international society of Catholic sisters working in many parts of the world. In the UK there are five FCJ schools; each with its own identity but bound together by the tenets of the FCJ Philosophy of Education based on Ignatian principles.

Six core FCJ values of companionship, dignity, justice, hope, excellence and gentleness are at the heart of our work with young people and with each other.

Gumley is a vibrant learning community where students and staff learn and thrive together. The ethos of **academic and personal excellence** prepares our students to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning.

Sciences are of particular importance at Gumley with students eager to enter challenging and life-changing careers. Our students are provided with a broad and balanced curriculum which recognises the importance of creativity and the arts as well as making sure that maths and science are taught by well qualified specialist teachers.

As an oversubscribed non-selective girls school at KS3 and KS4 we have a wide catchment area with girls coming from 70 primary schools across west London. There are 52 ethnic groups represented in the school and 67 languages other than English. Our students are supported by an outstanding pastoral team led by one of our Deputy Headteachers who work with Heads of Year, Pastoral Managers and School Counsellors to provide a safe environment for all to flourish.

Gumley's academic results reflect our tradition of achievement, the students' high levels of ambition, parental support, as well as the challenging teaching and dedication of the staff. The vast majority of our students are accepted at their first choice university including Oxbridge, reading a wide variety of subjects. Some also attain scholarships or high level apprenticeships.

At the heart of our education is the belief that whole person development is paramount. Thus we strive to provide our students with inspiring opportunities and a wide experience through extra-curricular activities.

Gumley is situated on a beautiful site with excellent facilities. This creates a peaceful uncrowded environment in which our students are encouraged to live by our motto: 'Vive ut Vivas' - 'Live that you may have Life' and grow into their best self.



**GUMLEY HOUSE
SCHOOL FCJ**

Job Description

Reporting to: Head of Biology / Head of Science

Purpose: To facilitate and encourage learning which enables students to achieve high standards; to share and support the corporate responsibility for the well-being, education and discipline of all students.
To support the school's distinctive Catholic mission and FCJ ethos.

Working Time: Full-time as specified within the STPCD

Salary: MPS/UPS + OLA

PURPOSE:

1. To prepare and teach lessons of a high standard to the students assigned to him/her:
 - following designated programmes of study,
 - carrying out the necessary assessments,
 - adapting teaching to respond to the strengths and needs of all pupils,
 - providing information/comments for records,
 - monitoring students in accordance with agreed strategies.
2. To demonstrate good subject and curriculum knowledge.
3. To promote high standards of literacy, articulacy and the correct use of standard English.
4. To set high expectations which inspire, motivate and challenge students.
5. To maintain discipline in accordance with school policies and demonstrate good practice in the classes taught with regard to attendance, appearance, uniform, punctuality, behaviour, homework etc.
6. To contribute to the corporate tasks of development, record keeping, monitoring, evaluation of lessons and maintenance of materials.
7. To apply school and departmental homework policy which includes setting, marking of homework and monitoring homework diaries.
8. To work closely with and consult those teachers who are responsible for similar curriculum areas, ensuring continuity and progression for students.
9. To engage in continuous professional self-development in relevant areas.
10. To be a Form Tutor to an assigned group of students.
11. To promote the general progress and well-being of individual students and of the Form Tutor group as a whole.
12. To liaise with a Pastoral Leader to ensure the implementation of the School's Pastoral system.

13. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
14. To promote good progress and outcomes by students.
15. To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
16. To contribute to the preparation of Action Plans and progress files and other reports.
17. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
18. To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
19. To apply the behaviour management systems so that effective and safe learning can take place.
20. To understand, and always act within, the statutory frameworks which set out teachers' professional duties and responsibilities.

The job description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed.

This post is subject to the current conditions of employment for Teachers contained in the School Teachers' Pay and Conditions document and other current legislation.

The post holder is required to participate in the school's Appraisal procedures.

The post holder is required to support and encourage the school's mission and FCJ ethos and carry out all duties in the context of and in compliance with the school's policies and procedures as agreed by the Governing Body as well as in line with the current Health and Safety legislation.

All adults employed by Gumley House School FCJ are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with and upholding the school's policies in respect of child protection and safeguarding.

It is understood that areas of responsibility of the job description are not necessarily a comprehensive definition of the post or an exhaustive list of all duties performed. The main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the Headteacher.

The job description is a working reference document. The management duties and responsibilities will be reviewed at least once a year, together with the job description and may be subject to modification after consultation with the post holder and without changing the level of responsibility.

The job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

Performance Measures

Performance will be measured against The Teachers' Standards (September 2012) and student outcomes in relation to targets set and in addition will take note of progress with the Department Improvement Plan.

Confidentiality

The nature of your responsibility means that during the course of your employment you will see or have access to information of a confidential nature relating to the work of the school or the health or personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

PERSON SPECIFICATION

KEY: A = Application; I = Interview; R = Reference

ATTRIBUTES	ESSENTIAL	DESIRABLE	STAGE IDENTIFIED
EDUCATION			
Good Honours Degree or equivalent in relevant subject	X		AR
Evidence of continuing professional development	X		AR
Post graduate qualification		X	AR
Relevant higher degree or professional qualification		X	AR
EXPERIENCE			
Experience of being a form teacher		X	AR
ICT Proficiency	X		AI
Evidence of commitment to extended learning for students beyond the classroom	X		AR
Active involvement in the promotion of equal opportunities	X		AIR
Experience of working with parents/carers and external agencies		X	AIR
KNOWLEDGE AND SKILLS			
A passion for the subject and knowledge and skills to inspire students	X		AIR
Ability to teach Biology to KS5	X		AIR
Excellent interpersonal and teamwork skills	X		AIR
Excellent communicator – sensitive and effective	X		IR
An ability to establish good working relationships with a wide range of people including students, parents/carers, Governors and colleagues	X		AIR
Knowledge, skill and intelligent use of data to inform intervention strategies to improve outcomes for students	X		AIR
A keen interest in how students learn and experience of putting this knowledge into practice	X		AIR
Desire to be a Tutor and support the school's programme for care, welfare and guidance	X		IR
Knowledge and understanding of current educational issues		X	AIR
Knowledge and understanding of Safeguarding	X		I
A commitment to Equal Opportunities	X		AI
PERSONAL QUALITIES			
Supportive of the school's Catholic ethos	X		AI
Ambition and vision	X		AIR
A commitment to sustaining and raising achievement, attainment and aspirations of all students	X		AIR
Have the ability to work in a team	X		AIR
A sense of humour and perspective	X		AIR
Ability to work under pressure and remain positive, enthusiastic and resilient	X		AIR

Reflective and analytical	X		AIR
Energy, imagination and personal commitment	X		AIR
Personal and professional commitment to the philosophies of school improvement and effectiveness	X		AIR
Supportive of the school's Catholic ethos	X		AI
Potential and capacity to grow professionally and aspire further to take responsibility and lead		X	AIR
Excellent attendance and punctuality	X		R

How to apply:

Details of the school are available on our website www.gumleyhouse.com where you can download an application form. Please return your form by email or post to:

Donna Godwin,
P.A. to the Headteacher,
dgodwin@gumleyhouse.com

Gumley House School, St John's Road, Isleworth, TW7 6XF.

Please note that only shortlisted candidates for the role will be contacted and the date for interview discussed then.

If you require any further details about the role or application process, please contact Mrs Godwin at dgodwin@gumleyhouse.com