



Head of Chemistry

Information for Candidates
To start September 2024

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

Introduction from the Headteacher



Thank you for your interest in working at The Skinnners' School.

The Skinnners' School was opened in Tunbridge Wells in 1887. The current roll is 1121, with 318 in the Sixth Form.

Skinnners' aims to achieve academic excellence for all its pupils, whilst at the same time developing their independence as learners. We also believe very strongly in learning outside the classroom, through co-curricular and extra-curricular activity. We are thus preparing our pupils for life beyond school and want them to play a significant role in their communities and in society as a whole.

We cherish our own community and value the excellent relationship between pupils themselves and between pupils, staff and parents. We are committed to being a sustainable school and to our collaboration with other schools in our vicinity.

Please browse our [website](#) to read more about the history of the school, see our academic record, read our latest news and more...

Edward Wesson
Headmaster
The Skinnners' School



Our Values



The Skinners' School is place of learning. Students acquire not only qualifications, but a respect for scholarship and learning, as things worthwhile in themselves. We intend that they will also develop an appreciation of human achievement in the arts, humanities, languages, science and literature. Students must be diligent and open-minded, and they must develop the ability to think critically, to respect evidence, to distinguish between opinions and prejudices and to make balanced judgments of their own. Through involvement in our varied extra-curricular programme every boy should develop and grow intellectually, culturally, physically and spiritually and emerge as a well-rounded, flexible, articulate and collaborative individual.

Skinners' is a caring school. No young person will learn effectively unless he feels happy, safe and secure. At Skinners' we try to address the particular needs of every pupil through a comprehensive pastoral system. We value everyone as unique and we work together to develop self-respect, self-discipline and self-understanding. We aim to make responsible use of our talents and opportunities, strive for wisdom and knowledge and take responsibility for our lives.

Skinners' is a community. We respect others for themselves, not for what they have or what they can do for us. We believe that the capacity to form strong relationships is the foundation of a happy and fulfilled life. As such we strive to show others they are valued, to earn the trust and loyalty of others and to work together cooperatively. We do not tolerate bullying, violence, theft or abuse.

Skinners' is at the heart of a wider community. We learn to take on our responsibilities as citizens. We respect and celebrate diversity. We promote opportunities for all. We place truth, integrity, honesty, loyalty and goodwill at the heart of what we do. The ethic of service is more highly valued by us than that of self-interest. We believe that from those to whom much is given, much is expected.

These values underpin our work and relationships at Skinners' School; they are at the foundation of all that we do as the hub of the community



Skinners' Academies Trust



Skinners' Academies Trust is a new, collaborative Trust of five high-performing schools in Kent and London working together to improve outcomes for all our students. Launched in September 2023, the Trust educates a total of 4,500 students across primary and secondary phases and both comprehensive and selective schools.

The Trust builds on the longstanding collaboration and shared values across the family of schools supported by The Skinners' Company, one of the Great Twelve Livery Companies of the City of London. The Company is a major not-for-profit organisation with a well-established

reputation for philanthropy dating back some 700 years. Education is a core charitable purpose and its schools aspire to provide all their young people with the opportunity to make the most of their talents and fulfil their potential.

Skinners' Academies Trust's mission is to provide its young people with the opportunity to make the most of their talents and fulfil their potential. To do that they ensure that each school has first-class teaching, management and leadership, and are supported and held to account by high-quality governing bodies.



Job Profile



SCIENCE AT SKINNERS'

The Science department at Skinners' is a vibrant, curious and exciting environment, achieving consistently excellent results across all Key Stages. Within Science, the Chemistry department comprises 6 expert and collaborative teachers and a superb technician.

In terms of our curriculum we teach an integrated science course in Years 7 and 8. In Year 9, all pupils begin the GCSE Separate Science course (Edexcel). Science results at GCSE are outstanding, with over 70% of grades at 9-7 the norm.

The Sciences remain a very popular choice for students at A level, attracting at least three groups in each of Chemistry, Physics and Biology every year. In Chemistry, numbers can rise to more than 50. Results at A level are routinely very strong: 83% A*-B in 2022; 75% A*-B in 2023. Each year between 30 and 40 students go on to read science-related degrees, approximately 20 of them to Oxford and Cambridge.

All teaching takes place in spacious labs most of which have been recently refurbished. All have digital projectors and interactive whiteboards. There are also 20 wireless enabled laptops in the Science, allowing individual or whole class work to be done using modern IT facilities.

The Science department is supported by four dedicated laboratory technicians and it also has its own staff room where a considerable amount of information about teaching, learning and student progress is shared.

This role comes with a TLR 2/3 (£7,535)

Job Profile



Head of Chemistry

Responsible to: Head of Science

Key relationships: Head of Biology, Head of Physics, Teachers and Technicians

Location: The Skinners' School

Salary: Competitive

Full-time/part-time: Full-time

Specific:

Leadership

- Lead and monitor high quality teaching and learning for all students of Chemistry; this includes lesson observation, work scrutiny and pupil voice
- Develop a creative, energetic and enthusiastic environment in the Department that encourages pupils to learn.
- Create operational and strategic development plans for the Department in consultation with the Senior Deputy Head.
- Use assessment data, including CATs, KS3, GCSE and GCE indicators to help planning for the future and to gauge current performance.
- Support new members of staff and in particular early career teachers when they join the Department.
- Keep abreast of academic and educational development, and teaching and learning techniques, leading change where necessary.
- Make presentations to Heads of Departments', Governors' and MAT meetings demonstrating initiatives and ideas being developed within the Department.
- Take advantage of CPD opportunities as deemed appropriate for the leadership of the Department in ways that are consistent with the School Improvement Plan and the Department Development Plan; advise on professional development to support the needs of the Department, or where training is required to effect change in teaching and learning.
- Supervise and support the work of student and trainee teachers.
- Assist the Headmaster in interviewing and appointing new members of the Department.
- Embrace collaborative work with our partner schools.
- Liaise with a line manager from the Leadership Group regarding departmental developments and academic monitoring.

Management of the Department

- Maintain, review and alter as appropriate, the Department's Schemes of Work and Assessment Policy on an annual basis, or when deemed necessary; ensure the Head and Senior Deputy Head are informed of proposed changes.
- Determine the most appropriate public examination specifications for the Department at GCSE or A Level, as appropriate, and ensure that the Examinations Officer is informed of any alterations.
- Initiate and chair departmental meetings to ensure the effective coordination of teaching and learning within the Department.
- Participate in Heads of Department meetings and ensure that members of the Department are aware of all decisions.
- Manage the performance of teachers within the Department in line with whole school policy, through agreeing appropriate performance management targets.
- Support departmental colleagues with student disciplinary issues within the department.
- Market the Department at Open Evenings etc. to help recruit and retain pupils.
- Make sure pupils have the opportunity to be involved in extra-curricular and enrichment activities such as workshops, visits and trips that actively encourage learning in the subject.
- Take responsibility for the setting and marking of internal school examinations and those portions of external exams that are internally assessed in the subject; this includes ensuring consistency across the Department in all areas of assessment.
- Liaise with the Exams Officer regarding entries, withdrawals etc.
- Deploy the teaching time of everyone in the Department, in collaboration with the Head and Deputy Head (Academic), for the purpose of constructing the timetable.
- Control the annual departmental budget, obtaining best value for money when spending the Department's allocation of funds.
- Oversee the work of the Chemistry technician, ensuring that practical work is efficient and dynamic and that books, apparatus, chemicals and equipment are stored and maintained appropriately.
- Ensure the Department adheres to school policies with regard to Health and Safety regulations.
- Adopt whole school policies and national strategies within the subject area.

Person Specification



PERSON SPECIFICATION

- An outstanding teacher of Chemistry (the ability to teach Physics to a high level an advantage)
- Dynamic, professional, positive and resilient
- High expectations of self and students
- The ability to lead, inspire and manage others
- The ability to work collaboratively with other middle managers
- A capacity for sustained hard work
- Strong organisational and interpersonal skills
- A passionate commitment to equality of opportunity for all students
- A firm commitment to professional development
- A commitment to the ethos and wider life of the school

Remuneration:

A salary based on the School Teachers Pay and Conditions Document, appropriate to the qualifications and experience of the successful candidate.

General:

Exercise the professional duties outlined in the School Teachers' Pay and Conditions document.

- The teaching of all aspects of Chemistry at all Key Stages.
- The leadership and management of the Chemistry Department.



Application and candidate selection process: our candidate charter



We want every candidate to have an informed, engaging and positive experience, and to support this we've created our Candidate Charter which outlines our commitment to you.

We will:

- provide you with clear, accurate and timely information;
- give you the opportunity to ask questions – and we will ensure you get the answers you need;
- respond to enquiries promptly and usually within 24 hours during the working week;
- adopt a fair and consistent assessment process;
- make sure you have all the documentation and details you need for an interview, well in advance;
- provide you with real insight about what it's like to be part of our team;
- ensure all offers are fair and equitable; and
- seek feedback on your experience at every opportunity, so we can continue to improve.



In return we ask that you:

- be honest and upfront about your experience, aspirations and motivations;
- provide open and accurate information when submitting an application;
- always give yourself the best opportunity to succeed – research who we are and how we work;
- let us know if situations change in relation to your interest – and help us understand why; and
- prepare yourself for interview and let us know how we can support you.

Our commitment to you:

- **Transparency** We will treat you with respect, honesty and fairness
- **Protecting your privacy** We will ensure your information is secure and handled sensitively
- **Understanding You** will be given everything you need to make informed decisions
- **Showcasing talent** We will provide a good opportunity for you to share your skills, experience and potential
- **Feedback** We will provide constructive feedback professionally and promptly
- **Listening** We welcome feedback and we'll act on what you have to share
- **Inclusivity** Our hiring decisions align with our commitment to create a high-quality, diverse workforce.



Safer recruitment in education: information for applicants



The Skinners' School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The aims of our Safer Recruitment Procedures are to help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them.

What we will provide

All applicants for all vacant posts will be provided with:

- a job profile outlining the duties of the post, including safeguarding responsibilities;
- a person specification which will include a specific reference to suitability to work with children; and
- The Skinners' School application form

All applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role.

In addition, all applicants are required to account for any gaps or discrepancies in employment history.



Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

References

References will be requested at the selection stage directly from the referee. They will be asked about:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children; and
- whether the referee has any reservations as to the candidate's suitability to work with children.

If the referee has any reservations, the Trust/School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

We will also carry out online searches for all shortlisted candidates to identify any incidents or issues, related to suitability to work with children.

Pre-employment checks

- an enhanced DBS check is required for all successful applicants;
- prohibition and overseas checks will also be completed if necessary.

How to Apply



The closing date for applications is **Monday 19th February 2024 at 12 noon** with interviews shortly after.

- Application forms must be completed in full and applicants should directly address the skills and experience outlined in the person specification
- Further information about the school and an application form can be found on our website [here](#).

We look forward to hearing from you



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