



HOLMWOOD HOUSE  
SCHOOL



I am delighted to welcome you to Holmwood House School and Nursery, where I believe we provide a truly inspiring learning environment and boundless opportunities for discovery and exploration, that enables our pupils to develop their individuality, confidence and tenacity.

Holmwood House is an independent co-educational school with thriving Nursery, Early Years, Pre-Prep and Prep departments and has recently announced its expansion to 16. The school is set in beautiful grounds a few minutes from the centre of Colchester, giving over 300 boys and girls access to a huge range of academic, sporting, creative and scientific facilities.

We believe that the quality of our teaching, nursery, boarding and support staff is paramount. At Holmwood House we pride ourselves on having excellent staff who ensure our pupils are provided with the very best learning environment during their time here.

Thank you for taking the time to prepare your application and for your interest in Holmwood House. Further information can be found on our website: [www.holmwood.house](http://www.holmwood.house)

Edward Bond

**Head**



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## Job Description and Person Specification

<b>Job title:</b>	Head of Science (full-time)
<b>Reporting to:</b>	Head
<b>Start Date:</b>	September 2022
<b>Salary:</b>	Dependent on qualifications and experience. Meals and refreshments will be provided free of charge during term-time.

To lead the Science Department and inspire, encourage and empower your teaching team and the pupils to achieve their highest potential in mathematics; to deliver a stimulating curriculum and ensure high standards of achievement in Science and the three separate sciences.

- Lead and inspire Science teaching across the School ensuring that every child is fulfilling his/her potential in Science;
- Offer guidance, advice and support to teachers in the department. Monitor the performance of members of the department including planning, teaching and marking
- Review, maintain and develop appropriate schemes of work for the department, be aware of developments in Science education and maintain a detailed knowledge of best practice in education
- Lead, promote and monitor extra-curricular activities and events related to Science
- Ensure the visual appearance of the department and classrooms are of a high standard
- Prepare and support children for entrance exams and academic scholarships to a range of independent senior schools both locally and nationally using appropriate syllabuses and resources accordingly;
- Ensure school expectations with regards to Independent Study (prep), marking and data analysis are met within the department, track the progress of pupils
- Devise appropriate forms of assessment, recording and reporting in accordance with whole school assessment policy
- Ensure continuity and progression between the year groups
- To be committed to the safeguarding of children
- To attend subject, phase and whole staff meetings and contribute to ongoing development of the schemes of work, assessment framework, etc;
- To subscribe to the school's approach to the 5Rs - Resilience, Resourcefulness, Responsibility, Reasoning and Reflection - as well as the principles of CODE - Challenge, Ownership, Dialogue and Engagement.
- To take part in the school's staff development programme by participating in arrangements for further training and professional development To continue personal development in the relevant areas including subject knowledge and teaching methods;
- To engage actively in the appraisal review process;
- To communicate effectively with parents as appropriate following agreed policies and protocols for communications in the school;
- To be computer literate;
- To play a full part in the life of the school, community, to support its strategic commitment, purpose and intent;

- In addition, all teachers are expected to take a share of lunchtime and break time supervision, offer a full range of after school activities and be totally committed to life in a boarding school.

### **Person Specification**

- Enthusiastic and inspirational
- An appetite for academic success
- Energy for a range of activities
- Computer literate
- Sense of humour is essential!
- Able to make his or her classroom inviting and interesting, constantly updating it to keep the pupils stimulated

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any job offer would be conditional upon suitable references and DBS disclosure. The School's Safeguarding & Child Protection Policy can be found by clicking [here](#).

### **How to Apply**

If you would like to apply for the position of Head of Science you will need to complete an application form. The information you provide will be used as the first stage of the selection process to decide whether or not you will be shortlisted for an interview. It is very important that you complete your application as accurately and fully as possible, including all the information you think is relevant.

### **Completing an application form**

- Please read through all information provided before completing your application form;
- We require information about all applicants to be presented in a consistent format: **Please do not submit a CV;**
- Complete all sections; do not leave any blanks. Enter N/A if not applicable and provide as much information as possible;
- Continue on a separate sheet if you require more space to complete any section.

### **References**

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from a current or most recent employer. Neither referee should be a relative or someone you know as a friend.

- Shortlisted applicants are advised that references may be taken up prior to interview. Unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

Holmwood House School is an equal opportunities employer. A copy of the School's equal opportunities policy is available on request.

### **Submitting an application**

Applications should be submitted via the school's [online application form](#)

Application forms received electronically will be required to be signed by the candidate if they are selected for an interview.

Please be aware that if you have not heard from us within 21 days, unfortunately your application has been unsuccessful. Due to the response to advertised vacancies, we provide feedback only to those applicants who are interviewed.

The application forms of unsuccessful candidates will be held confidentially by the School and destroyed after three months.

### **Interviews**

We will contact shortlisted candidates with further information about the exact format of the interview process but candidates should expect to be interviewed by several members of staff and may be required to undertake some form of practical assessment.

If you are invited to attend an interview you will be required to provide the following:

- Evidence of eligibility to work. For all posts, we are legally obliged to confirm that the appointee is eligible to work in the UK before they start working with us.
- Original documents confirming any educational and professional qualifications referred to in your application form.

### **Conditional offer of appointment**

Your employment with the school will be subject to the school being satisfied with the following:

- the enhanced disclosure received from the Disclosure and Barring Service;
- that you are not barred from working with children;
- information about whether you have ever been the subject of a direction under section 142 of the Education Act 2002 which renders you unable or unsuitable to work at the School;
- verification of your medical fitness;
- verification of qualifications and identity;
- confirmation of your right to work in the United Kingdom;
- the two references received; and
- such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations including such other overseas checks as necessary
- Completion of child protection training

### **Disclosure and Barring Service (DBS)**

As the school meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, any offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Candidates attending an interview are required to provide three forms of ID from the list below.

- Passport
- UK driving licence
- A UK Birth or adoption certificate
- EU photo identity card
- A utility bill, bank / building society or credit card statement that is less than three months old and which shows your name and current home address This must be an original document and cannot be printed from the internet.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. In the event that you are unsuccessful please be assured that photocopies of documents taken by the school will be destroyed immediately.

A full list can be found on the DBS website:

<https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

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

Where a candidate is found to be on the DBS Children's Barred List, or the DBS disclosure shows he / she has been disqualified from working with children by a Court; or found to have provided false information in, or in support of, his / her application; or the subject of serious expressions of concerns as to his / her suitability to work with children the facts will be reported to the Police and / or the DfES Children's Safeguarding Operation Unit.

If you have any queries about your application or the recruitment process, please contact Lucy Dyson, Head's PA, on 01206 574305 or email [headmaster@holmwood.house](mailto:headmaster@holmwood.house)