



GUMLEY HOUSE
SCHOOL FCJ

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Application Pack

Deputy Head of Science

We are looking for a dynamic Science teacher with a passion for Science and an ability to lead and inspire students to out-perform expectations, to join this outstanding department.

Salary Scale:

MS/UPS + OLA + TLR 2C (£8,611)

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

185 years of outstanding Catholic education

Gumley 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 excellence and whole person development prepares our students to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning. We embedded Mandarin in our curriculum in 2008 resulting in 'Confucius Classroom' accreditation and provision of Mandarin teaching to support primary schools. The forward looking MFL department also teaches Spanish, French and Italian.

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 Assistant 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 with companies such as SKY.

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.



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Job Description

Reporting to:	Head of Science
Working Time:	Full-time as specified within the STPCD
Salary:	MPS/UPS + TLR 2C (£8,611)

PURPOSE:

- To support the Catholic ethos of the school through delivery of thought for the week, attendance at assembly and other acts of collective worship.
- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment and achievement within the whole subject area and to monitor and support student progress.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Principal Accountabilities

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.
- To be accountable for student progress and development within the subjects within the Science faculty.
- To actively monitor and follow up student progress, leading the Science team in identifying any under-performance and planning necessary interventions.
- To develop and enhance the teaching practice of others.
- To be accountable for leading, managing and developing the subjects within the Science department.
- To effectively manage and deploy teaching/support staff and physical resources within the department to support the designated curriculum.
- To link with the leadership team to ensure work in the curriculum area fully reflects the school's distinctive ethos and mission.
- To ensure Health and Safety policies and practices, including risk assessments, throughout the faculty are in-line with national requirements and are updated where necessary.
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area.
- The day-to-day management, control and operation of one curriculum area provision within the department.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.

- To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school.
- To assist the Senior Leadership Team, to ensure that the curriculum area provides a range of teaching which compliments the school's strategic objectives.
- To lead curriculum development for the whole department with particular emphasis on the relevant curriculum area.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- 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 process.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the cover office.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective operation of school quality assurance procedures.
- To establish the process of target setting within the department and to work towards achievement.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school quality assurance procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To help to establish common standards of practice within the subject area and develop the effectiveness of teaching and learning styles in the subject area.
- To contribute to the school procedures for lesson observation.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of school.
- To ensure the department quality procedures meet the requirements of self-evaluation
- To ensure the maintenance of accurate and up-to-date information concerning the relevant subject area on SIMS.
- To assist in the production of reports on examination performance, including the use of value-added data.
- To maintain appropriate records and provide relevant accurate and up-to-date information for SIMS, registers etc.
- To produce reports for senior leadership relating to the department performance and development to include; examination performance.
- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To represent the department views and interests.
- 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.
- To work closely with and consult those teachers who are responsible for similar curriculum areas, ensuring continuity and progression for students.
- 8. To apply the behaviour management systems so that effective and safe learning can take place.

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 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 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 your subject across all key stages	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, 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
To 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			
Ambition and vision	X		AIR
A commitment to sustaining and raising achievement, attainment and aspirations of all students.	X		AIR
A sense of humour and perspective.	X		AIR
To have the ability to work in a team	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
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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 to Donna Godwin, P.A. to the Headteacher at dgodwin@gumleyhouse.com

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