

INSPIRATIONAL
Box Hill School



Head of Chemistry

Candidate Pack

Box Hill School: Excellence Maximises Outcomes

Welcome to Box Hill School, where education transcends the curriculum since 1959. Under the leadership of our first female Headmistress, Ms Hayley Robinson, we empower each student to excel both in and out of the classroom. Nestled in 26 acres of Surrey countryside, our nurturing environment fosters growth for 450 students aged 11-18.

Round Square: Where Ideals Shape Futures

As a founding member of Round Square, we embrace the philosophy of Dr Kurt Hahn, championing a holistic yet personalised approach to education that nurtures global citizens. Guided by the principles of Internationalism, Democracy, Environmental Stewardship, Adventure, Leadership, and Service, we instil in our students a sense of purpose, empathy, and responsibility that goes beyond the confines of the classroom.

We believe when students are happy, they thrive.



Job Purpose

Directly Responsible to: Head of Science.

Areas of Responsibility

Your Professional Duties

You are expected to act in accordance with the aims, policies and administrative procedures of the school. The following duties shall be deemed to be included in the professional duties which you will be required to perform:

Specific Duties and Responsibilities

- As subject leader, it is expected that you would facilitate the implementation of department policy within the subject.
- Responsibility for monitoring progress in Chemistry at GCSE, A level and IB, as well as being able to help develop the delivery of Chemistry to all age groups by sharing good practice.
- Deliver GCSE Chemistry to children of varying abilities and SEN requirements.
- Potentially teach all three sciences at key stage 3 and ideally be able to teach another science to GCSE level.

- Be prepared to deliver IB Chemistry to both higher and standard level in both years 12 and 13 (experience of the IB would be an advantage but not essential).
- Be prepared to deliver A level Chemistry and ideally have experience of this.
- High discipline expectations and be able to enforce this in line with school policy.
- Inspire confidence in colleagues through good practice, enthusiasm, positivity and initiative.
- Show excellent teamwork skills and be willing to contribute to the wider development of the department.
- Convey their subject matter with skill and enthusiasm, taking into account the specific needs of the students.
- Develop and share good practice.
- Follow departmental and school policy as regards discipline, monitoring and intervention strategies.
- Help to raise the level of achievement and enthusiasm for Chemistry.

- Prepared to work hard to achieve the department goals.
- Instil a passion for learning for the subject.

Professional Standards:

- Support the aims and ethos of the school.
- Treat all members of the school community with respect and consideration.
- Attend staff meetings and Professional Development days.
- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Take responsibility for matters relating to health and safety.
- You may also be required to undertake such other comparable duties as your line manager requires from time to time.

Teaching and Learning

- Promote an environment where children are inspired and excited to learn, and which fosters a spirit of enquiry.
- Plan, prepare and deliver high quality, differentiated lessons that are pacy, stimulating and challenging in line with the school's schemes of work.
- Be an effective member of the department(s) in which you work, participating actively in meetings, cooperating with the Faculty Lead and other colleagues in the development of programmes of study, schemes of work, teaching resources, and methods of teaching and assessment.

Assessment, Recording and Reporting

- Provide or contribute to oral and written assessments and reports on the development, effort, progress, and attainment of pupils.
- Mark work according to agreed guidelines.
- Communicate and consult with parents both formally during parents' evenings and informally, as required.
- Make effective use of assessment information to promote and facilitate pupil progress and well-being.

Professional Development and Appraisal

- Review from time to time your own teaching methods and use of resources.
- Have knowledge of and keep up to date with current pedagogy.
- Actively participate in arrangements for your professional development as a teacher.
- Actively participate in arrangements for the appraisal of your performance.

Other Professional Responsibilities

- Uphold and follow the Staff Code of Conduct
- Operate at all times within all stated policies and practices of the school and annually review policy and procedure updates.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents, and colleagues.
- Maintain an attractive and stimulating classroom environment with displays of pupil work and learning resources and contribute to displays in the school as a whole.
- Maintain positive working relationships with pupils, colleagues, parents, and other members of the school community.
- Actively contribute to the extra-curricular life of the school through involvement in clubs, outreach activities and, as required, residential trips
- Attend staff meetings, assemblies, parent information evenings as required.
- Attend major events such as the Carol Service, evening concerts and performances, as required.
- Participate in Open Events.
- Undertake such other tasks as may reasonably be assigned by the Head from time to time.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of staff.
- This job description may be amended at any time, after consultation with you.
- All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils.
- Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Safeguarding and Child Protection Policy.



Person Specification: Essential Criteria

Person Specification			
	Essential	Desirable	Method of assessment
	These are qualities without which the applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Qualifications	<ul style="list-style-type: none"> • Degree • PGCE 	<ul style="list-style-type: none"> • QTS 	Production of the applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> • Teaching Chemistry to students aged 11 – 18 • Evidence of career development 	<ul style="list-style-type: none"> • Mainstream school teaching • Experience of teaching some or all of GCSE/IGCSE A level/ IB Chemistry 	Contents of the application form Interview Professional references
Skills	<ul style="list-style-type: none"> • Demonstrate an enthusiastic and imaginative approach to teaching the subject • Ability to use ICT in the classroom 	<ul style="list-style-type: none"> • Sporting, musical, dramatic, artistic or other skills which can feed into the extracurricular programme. 	Contents of application form Interview Professional references

Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills • Strong time management and organisational skills 		
Knowledge	<ul style="list-style-type: none"> • Up-to-date knowledge of Chemistry and teaching Chemistry • Teaching strategies which enable learners to make good progress • Lively, fun approach to teaching and learning 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Personal competencies and qualities	<ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviors • Positive attitude to use of authority and maintaining discipline • An approachable, professional colleague and classroom practitioner • Flexible, resilient, and well organised, with a good sense of humour 	<ul style="list-style-type: none"> • Able to work independently using a wide range of resources. • Able to create original classroom resources • Sensitive to the challenges presented by children who are far from home 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

Terms and Conditions



Staff on site
parking



Use of the
school gym



Staff discount
on school fees



Lunch is
provided free of
charge during
term time



Pension Scheme
provided
through Aviva
Pension Trust
for Independent
Schools



Cycle to work
scheme

Child Protection and Safeguarding

The Governors of Box Hill School are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post. This will include making an enhanced disclosure to the Disclosure and Barring Service. Further details about the school's policy regarding Safeguarding and Disclosure in relation to recruitment and selection can be found on the Current Vacancies page of our website.

Applications

Applicants are required to complete the school's Application Form and Equal Opportunities Monitoring Form.

CVs alone will not be accepted but can be included as part of the application process.

Additionally, please review the Explanatory Note on our application and recruitment process, available on the website's [Current Vacancies page](#).

Applications should be sent to: hradmin@boxhillschool.com

Early applications are encouraged as we reserve the right to appoint before the closing date.

The closing date for applications is Tuesday 18th March 2025, **13.00**.

Interviews will take place from Thursday 20th March 2025.

