



DURSTON HOUSE

# Head of Science Candidate Information Pack

## Required for September 2024 start

Closing date for applications:

24 June 2024

# Employee Benefits

At Durston House we offer a range of benefits, which include:

Generous pay scales

Training and Development Opportunities

A contributory pension scheme

Remission of fees for children of staff

Free daily hot/cold lunches, tea, coffee, biscuits and fruit during term time

Generous holiday entitlement

Employee Assistance Program

‘Values of kindness, respect and independence shine through.’

—Good Schools Guide Review 2024

## Key Facts about Durston House

- Girls & Boys aged 3 - 13
- 390 Pupils
- Located in Ealing, West London
- Day School with Breakfast Club & After-School Care Provision
- 15 pupils - Average Class Size
- Non-Selective Entry at Pre-School & Reception
- 6.75 acres of Playing Fields
- Top 20 School for Academic Results - The Sunday Times Parent Power 2023
- Less than 10 miles from Central London
- 7 TFL bus routes across neighbouring boroughs



# Welcome to Durston House School



Durston House is a leading London prep school for girls and boys aged 3 – 13, located in Ealing, West London. An education at Durston House is based upon academic rigour through excellent teaching, encouraging pupils to explore, question, take risks, and develop their creativity, communication and teamwork – all central to successful life-long learning. At Durston we have a fine record of preparing pupils for top Senior Schools in London and beyond. We take pride in the true and visible diversity of our community and embrace pupils and staff from all ethnic, cultural and religious backgrounds.

Durston House places an emphasis on high standards of work and targets that are commensurate with each pupil's personal development. We believe that it is hugely important to create an educational environment that encourages all pupils to be curious and enthusiastic about their opportunities to learn and grow.

In 2023, Durston House was awarded 17th on the 'Top 20 School for Academic Results' according to The Sunday Times Parent Power List, and while this is a superb accolade to have, we know the key to success is through hard work and a desire to continually improve. Placing our pupils at the centre of everything we do and making sure every opportunity is taken so that each pupil is able to flourish.

Lessons are delivered in a range of ways, taking account of different learning styles and preferences, and the certainty that pupils should explore and experience practically, not just from a textbook. Workshops, Outings, Trips and outdoor adventures complement the classroom experience across all year groups. Throughout the school there is an After-School Activities Programme, offering a wide range of activities from yoga, street dance, coding, skateboarding, photography and many more! After-School Activities at Durston House aim to inspire, enthuse and develop curiosity in pupils.

**Mr Giles Entwisle, Headmaster**

## The School

Founded in 1886, the school has a proud and long history of achievement in partnership with parents and the local community. The school encourages pupils to be active participants in their learning and lives; to revel in success; to celebrate effort; to expect challenge; to take calculated risks and to develop independence.

Pupils thrive in an environment of support, academic challenge and high expectations. Our ability to develop exceptional people cannot be separated from our rich history.

**“A school where they chant their Latin verbs, can plot countries and can hold a conversation with an adult knowing what’s going on in the world”, summed up by one happy mum.**

—Good Schools Guide Review 2024

Durston House School employs over ninety full-time and part-time staff in both teaching and support roles. The school offers a dynamic and inspiring environment for any teaching professional. In addition, the diversity of support roles available provides a wealth of opportunities for a whole range of specialists and professions – from Administration, Finance, Marketing and IT to Buildings and Grounds Maintenance and Catering.

As a member of staff, you will be encouraged to develop your skills and experience through our professional development programme. You will be part of a friendly and welcoming school community.





# The Role

Durston House seeks to appoint an outstanding classroom practitioner with a passion for teaching Science across Key Stage 2 and Key Stage 3. Working as a key middle leader, they develop, plan and deliver effective and high quality learning experiences to all pupils. The Head of Science carries out any tasks, as could reasonably be expected, as directed by the Deputy Head.

They support and promote the policies and procedures held on the School's intranet, including the Child Protection & Safeguarding Policy and other policies that promote the welfare and care of pupils.

They comply with the school's Data Protection Policy – Implementation by School and Staff, as well as its Privacy Notice, contained and referenced in the Staff Handbook.

## Responsibilities

### Duties as a Head of Science

- Be accountable to Senior Management for Science throughout the school
- Oversee the progression of Science throughout the school from Year 1 to Year 8
- Oversee and support all staff teaching Science from Year 1 to Year 8
- Set an example of good practice in Science teaching
- Assess and address the training needs of those teaching Science
- Oversee the development, planning and assessment of Science teaching, in conjunction with the Pre-Prep and Junior School Science Coordinators, who are responsible for Science in their respective sections of school
- Implement systems of assessment that facilitate coordination and continuity between year groups and between the different sections of the school
- Formulate and update the departmental documentation, which provides guidelines of principles of good practice in Science teaching and gives a framework through which the demands of National Curriculum, KS2 Tests, Senior School Entrance Pre-Tests, Common Entrance Tests and Scholarship examinations can be met in the light of current teaching practice and changes to the curriculum
- Formulate and update the Schemes of Work; ensure that they are being followed throughout the school
- Monitor marking and feedback, ensuring that the school and departmental marking policies are being followed
- Monitor and evaluate the learning and progress of pupils
- Coordinate the preparation, setting and marking of assessments and examinations including preparing pupils for Scholarship, Common Entrance and individual Senior School examinations
- Monitor and assess Science assessment results with Junior School Science Coordinator
- Produce and implement the Department Strategic Plan in conjunction with Pre-Prep and Junior School Science Coordinators
- Organise events and excursions that support the Science curriculum in Middle and Upper School
- Assist in the planning and organisation of the annual STEM Week, in conjunction with the Assistant Head Complementary Curriculum, Head of Maths and Head of Computer Science
- Provide and set appropriate tasks for absent Science colleagues in Middle and Upper Schools
- Cost and submit an annual budget bid for Middle and Upper School Science and monitor purchases to remain within that budget
- Oversee the costing and budget bids for Pre-Prep and Junior School Science
- Order new equipment and books, as necessary to meet the demands of the curriculum within the allocated budget
- Check and organise resources and equipment so that they are stored safely and used correctly by all the appropriate staff
- Provide an agenda for and chair Science Department Meetings with Pre-Prep and Junior School Science Coordinators and other Science teachers, according to the Meetings Schedule
- Record minutes of meetings and distribute appropriately
- Attend Heads of Department meetings
- Liaise with other schools, particularly Senior Schools, on changing requirements and new syllabuses
- Liaise with parents and other staff as appropriate
- Prepare a Science assembly according to the Assemblies Schedule

## Duties as a Teacher of Science

- Teach Science from Year 5 to Year 8 including some, or all of 13 plus Senior School Entrance, Common Entrance and Scholarship
- Devote sufficient time in and out of formal school hours for preparation, assessment and administration
- Follow the Science department Schemes of Work in the planning and delivery of the Science Curriculum
- Set and mark homework
- Set and mark assessments and examinations
- Follow the school's Marking and Presentation Policies
- Prepare feedback to parents about pupil progress, to be given at Parents Evenings
- Write reports according to the school's Reporting Policy
- Hold a First Aid at Work qualification (First Aid Training is provided)
- Liaise with parents and other staff where appropriate
- Maintain an ordered, stimulating classroom, displaying pupil work appropriately
- Liaise closely with the Deputy Head and Assistant Heads (Academic, Pastoral and Complementary Curriculum)

## Other General School Duties

- Accept responsibility for the welfare and care of pupils, at any time
- Be a member of a House, supporting its pupils and assisting in one of its constituent Vertical Groups
- Cover classes for absent colleagues as directed by Senior Management
- Undertake break and supervisory duties as designated by Senior Management
- Attend school Outings and Trips, as directed by the Senior Management
- Attend staff meetings, parent meetings and other meetings, within or outside normal school hours, according to the Meetings Schedule and as required by Senior Management
- Attend all Staff Study Days, according to Term Dates for Staff and the Meetings Schedule
- Attend major school events, such as the Carol Service, the School Concert and school productions, Open Mornings, outside normal school hours

## Duties as a Form Teacher (where appropriate)

- Be the first point of contact for pupils and parents
- Liaise with parents and other staff where appropriate
- Be responsible in the first instance for the general welfare of the pupils in that form
- Be responsible for overseeing a pupil's achievement and personal development
- Help the form to develop a collective spirit of loyalty, trust and support
- Disseminate any information or correspondence to pupils
- Prepare feedback to parents about pupil progress, to be given at Parents Evenings
- Read and check the form's school reports and write a general, Form Report for these pupils, according to the school's Reporting Policy
- Maintain an ordered, stimulating Form Room in which the pupils can take pride, as their base



## Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good Honours degree in a relevant Science subject</li> <li>• QTS or PGCE</li> </ul>	<ul style="list-style-type: none"> <li>• Higher degree or evidence of further study</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Recent and successful teacher experience in the relevant Science subject area at KS2 and KS3</li> <li>• Proven ability to set and achieve targets by being consistently focused on achieving high standards</li> </ul>	<ul style="list-style-type: none"> <li>• Middle management experience</li> </ul>
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Ability to deliver high quality learning over time to all pupils in the subject area</li> <li>• Understanding of safeguarding issues and promoting the welfare of children and young people</li> <li>• Capacity to work alongside colleagues, contributing effectively to a team</li> <li>• Commitment to excellence and the ability to lead by example in terms of teaching and learning</li> <li>• Knowledge and understanding of recent developments in learning and teaching</li> <li>• Well-developed communication skills, including high level of written and oral literacy and competent ICT use</li> </ul>	<ul style="list-style-type: none"> <li>• Potential for professional progression</li> <li>• Knowledge of Senior School and Common Entrance Tests and ability to prepare pupils for them</li> </ul>
Personal Competencies and Qualities	<ul style="list-style-type: none"> <li>• Commitment to equal opportunity</li> <li>• Excellent team player</li> <li>• Initiative</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Positive attitude to the use of authority and maintaining discipline</li> <li>• Positive and flexible approach to opportunities and challenges</li> </ul>	<ul style="list-style-type: none"> <li>• Cheerfulness/warmth</li> <li>• Patience</li> </ul>





# How to Apply

Durston House will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

1. If you would like to apply for this role, please download the application form from the School Website.
2. Your application form should be completed and returned to [recruitment@durstonhouse.org](mailto:recruitment@durstonhouse.org) by Monday 24 June 2024.

We reserve the right to appoint before the closing date for an exceptional candidate.

## Safeguarding Statement

Durston House is committed to safeguarding and promoting the welfare of its pupils and expects its entire staff to share this commitment. The successful applicant will be subject to child protection screening, including checks with past employers and the Disclosure Barring Service.

## Equality, Diversity and Inclusion Statement

Durston House School is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates.



# DURSTON HOUSE

12-14 Castlebar Road  
Ealing  
W5 2DR

T: 020 8991 6530  
E: [recruitment@durstonhouse.org](mailto:recruitment@durstonhouse.org)

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