



Head of Science

Applicant Information Pack

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*welcome from
the headmaster*



Thank you for your interest in this position. You will find lots of information within this pack about the role and you are most welcome to visit West Hill Park in advance of an application. By visiting the School you will certainly gain a real understanding of how special WHP really is!

I arrived in September 2019 after six years of headship in Lincolnshire and, together with my family, have received a very warm welcome by the pupils, staff and parents. The School is set in wonderful grounds and our facilities are second to none in the local area. WHP is ideally located in the village of Titchfield and close to both Portsmouth and Southampton.

We are looking for candidates who want to become part of the school community and want to inspire a generation of children in order to prepare them for their future. Personality, enthusiasm, innovation and a commitment to the role are key characteristics that we will be looking for!

Job Description

Specific Duties and Responsibilities:

Responsibility to be taken for the teaching of Science throughout the school in liaison with the Headmaster, Deputy Head Academic and Senior Leadership Team.

This will include but is not limited to:

- Liaising with the SLT and other senior leaders in formulating and implementing the relevant policies of West Hill Park.
- Being familiar with the requirements of the National Curriculum, Key stage Tests, PSB, entry procedures to senior schools including Scholarships.
- Ensuring that, in liaison with colleagues, there are published schemes of work for each year group from Year 1 to Year 8. These schemes should be accessible, working documents indicating clearly to all interested parties the work that the children are expected to complete. They should display continuity and avoid unnecessary repetition.
- Ensuring that the relevant schemes of work are implemented throughout the school.
- Paying special attention to the induction of new staff to the department. Regular meetings should aim to ensure that all departmental and school procedures are known and followed.
- Managing the departmental budget.
- Researching and providing of appropriate teaching resources for each age group within the department.
- Calling of regular departmental meetings, the setting of agendas and the recording of minutes. All agenda and minutes should be circulated to respective members of SLT as well as members of the department.
- Ensuring, through liaison with the Learning Support department that all pupils receive the support that they require to reach their potential in Science and related subjects.
- Scrutinizing planning, exercise books and implementing other necessary strategies to ensure the execution of departmental policy and quality of teaching within the department.
- Producing and implementing the annual department action plan.
- Setting a good example in terms of dress, punctuality and attendance.
- Raising the profile of the Science department and celebrating successes amongst pupils, parents and the wider community.
- Form membership of a relevant duty team.

Clerical Duties and Responsibilities:

- Ensuring that all Science department timetables, school lists and registers are accurate.
- Ensuring that the Financial Manager has all the relevant information for billing purposes.
- Carrying out reasonable requests that may from time to time be made by the Head or Governors.





Further Details

West Hill Park School is looking to appoint a well-qualified and enthusiastic Head of Science with effect from September 2024. This will be a full-time, permanent position and the successful candidate will be expected to play a full and active role in the life of a busy and popular school.

Salary - dependent on qualifications, skills and experience and in **accordance with the School's pay policy.**

Pension - The School is currently an accepted school for the purposes of the Alternative Pension Scheme for Independent Schools (APTIS), run by Aviva. The School will contribute not less than 16.48% of your salary to APTIS.

Fee Remission - teaching staff who, subject to the School's normal admissions procedures, have children at the School may be eligible for a discount on the tuition fees. Full details will be available at interview.

On-Site Accommodation - West Hill Park has a number of on-site residences dependent on the availability at the time of advertising positions at the school. Further information can be provided at interview.

West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check, online checks, and will be asked at interview questions about safeguarding children. The School may contact any of your previous employers.



Application Process

How to apply - the closing date for applications is **Monday 22nd April**. A completed application form and a covering letter should be sent to: headmaster@westhillpark.com for the attention of Mr Chris Ward, Headmaster.

The School reserves the right to appoint before the closing date so early applications are encouraged.

To arrange an informal visit to the School or to discuss the role in confidence with the Headmaster, please contact Mrs Abigail Suttie (Head's PA) on admissions@westhillpark.com or 01329 842356.

Further information on the school can be found at www.westhillpark.com



WEST HILL PARK

*We look forward to
welcoming you*