



CRANLEIGH SCHOOL HEAD OF CHEMISTRY

Cranleigh seeks to appoint, for September 2024, a well-qualified and enthusiastic teacher to lead the Chemistry Department. This post provides an excellent opportunity for an experienced and innovative teacher with a proven track-record in public examinations at A Level.

The role will involve leading the teaching and learning of Chemistry across the School. In addition to this academic leadership position, the successful candidate will also be expected to play a full role in the life of a busy and successful boarding school.

Cranleigh is a leading fully co-educational independent boarding and day Senior School consisting of around 700 girls and boys of 13 – 18 years of age. There is also a Preparatory School in close proximity. Cranleigh aspires to be a beacon of excellence in learning and teaching and is committed to the continuing professional development of all employees.

THE DEPARTMENT

The Chemistry Department is accommodated in a superb, dedicated facility, with four laboratories, a Chemistry office and a well-appointed prep room. There are currently six teachers in the Department and a full-time technician. The team is friendly, open and committed to providing all pupils with the opportunity to fulfil their potential. Weekly Department meetings give the opportunity for colleagues to share good practice, discuss the progress of individual pupils and keep abreast of upcoming developments in the subject and School.

THE CURRICULUM

On arrival in the IV form (Year 9) students are introduced to elements of the IGCSE course as well ensuring they develop practical and other skills that will stand them in good stead in subsequent years.

The sciences are taught separately throughout the School, with all GCSE pupils taking Edexcel IGCSE courses, either in Double or Triple Award format in years 10 and 11. At A Level the Department follows the AQA Chemistry course with approximately 40 pupils between the UVI and LVI years. The Department achieves very strong results of 80+% 9-7 at IGCSE, 90+% A*-B at A Level. There are opportunities to push pupils beyond the syllabus with out-of-class sessions on experiments and theory work, in addition to preparation with our Oxbridge applicants and students studying the EPQ.

The post will involve teaching the full range of abilities and ages from the lowest ability year 9 classes, right up to top flight students in year 13. It is vital that the successful candidate enjoys the challenge of teaching such a broad range of pupils – giving confidence and enjoyment to those who can struggle, whilst stretching and inspiring the most able.

The introduction of iPads for every pupil and teacher provides new opportunities in the classroom and, particularly in light of the current climate, the successful applicant must demonstrate a willingness to commit to utilising technology in his/her teaching.

THE POST

A Head of Department at Cranleigh is responsible to the Head and to the Deputy Head Academic and is expected to operate effectively in three broad areas:

- Academic leadership;
- Administration; and
- Team management

Specific responsibilities include:

Academic Leadership

- teaching to the highest standard across all year groups, aiming to be the foremost exponent of the teaching of the subject within the department;
- overseeing the continuing development of the schemes of work across the age-range;
- keeping abreast of changes to the curriculum and, in conjunction with the Deputy Head Academic, choosing specifications for the department;
- contributing to the preparation of students for higher education (including Oxbridge);
- leading the development of teaching and learning in the department;

Administration

- leading a weekly Chemistry Department meeting;
- providing written reports, report grades and summative assessment marks and departmental reviews by the deadlines set;
- managing the department budget;
- compiling the annual review documents and the departmental development plan;
- organising staffing, rooming, timetabling and setting for the department;
- overseeing the production of risk assessments for all practical work that takes place within the department;
- Take responsibility for raising data protection awareness within the Department and for ensuring a compliant data protection approach is adopted by all team members, across all operational processes, in line with the School's Data Protection, Information Security and IT Acceptable Use policies

Team Management

- ensuring the continued professional development of all members of the department;
- line managing a Chemistry technician;
- mentoring (or managing the mentoring of) PGCE and ECT student teachers in their development;
- undertaking work scrutinies and lesson observation.

THE PERSON

Leading an academic department in such a busy school requires very high levels of organisation, enthusiasm, energy and commitment. We aim to recruit an enthusiastic leader, willing to build on existing strengths of this department, with a willingness to review and refresh the overall department strategy, teaching resources and staff development.

The successful candidate will set an outstanding example through his or her teaching, and contribute to strategic planning at Heads of Departments' meetings.

The successful candidate will be expected to get involved in all aspects of this busy boarding school (which would normally include one evening duty per week), including acting as a tutor to a group of students within a Boarding House. All teachers are expected to contribute to the School's co-curricular programme and co-curricular activities alongside their academic responsibilities.

Please read 'Join Our Team' and the 'Recruitment Pack' to be found on our website, to gain an impression of the ethos to which it is expected that the successful candidate will contribute.

If you have any questions or would like to discuss any aspect of the post informally, please contact Ed Peerless (current Head of Chemistry) by email in the first instance: ejep@cranleigh.org.

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. The post holder will be subject to a DBS check.