

BRIEF FOR THE POSITION OF

HEAD OF PHYSICS

WOLDINGHAM SCHOOL



JUNE 2021



The school

Set in 700 acres of beautiful Surrey countryside, Woldingham is one of the UK's leading day and boarding schools for girls aged 11-18. Our vision is to provide an outstanding education that empowers women to change the world for the better.

As one of the UK's oldest girls' schools, Woldingham is proud to be a pioneer of women's education. Our single-sex environment is supportive and stimulating.

Woldingham is increasingly popular and we expect to have more than 600 students enrolled from September 2021.

Students achieve outstanding GCSE and A Level results opening doors to exciting careers. Woldingham is in the top 10% of schools for added value.

Most students leave Woldingham to take university places at prestigious institutions in the UK and overseas. Around 75% go to courses at Oxbridge or Russell Group universities. In the past five years we have had 26 Oxbridge offers. In recent years some of the most popular UK universities for students have included Bristol, Durham, Edinburgh, Exeter, Manchester and UCL. Woldingham students have

also taken up places at a range of universities overseas including Princeton, NYU and Cornell in the USA.

Academic excellence in all subject areas goes hand in hand with learning beyond the classroom. Our exceptional extra-curricular programme of sport, clubs, performing arts and outreach into our local community enables students to develop a wonderful range of skills, expertise and interests, alongside high-level academic achievement. Every student is unique. Our aim is to "write your own story" at school and throughout life.

Around 50% of students board – full, weekly or flexi. Around 40% of our students live locally, 40% come from London and 20% from overseas. Our global community is very important to us and students from more than 30 different nationalities attend Woldingham.



The Board of Governors agreed a new strategic development plan for 2019-2024, with a refreshed vision and mission underpinned by the school's Sacred Heart values of faith, community, intellectual values, social awareness and personal growth. The plan has been extremely well received and the school has made a positive start to achieve the ambitious vision.





HISTORY

Founded by Saint Madeleine Sophie Barat in 1842, Woldingham is one of the oldest girls' schools in the UK. Initially based in Acton, the school later moved to Roehampton and in 1946 moved to our current home at Marden Park. Initially a full boarding school, Woldingham now has a well-balanced mix of boarders and day students.

As the first Sacred Heart school in England, Woldingham was initially called the Convent of the Sacred Heart. It became Woldingham School in 1985 when it moved to lay leadership.

ETHOS

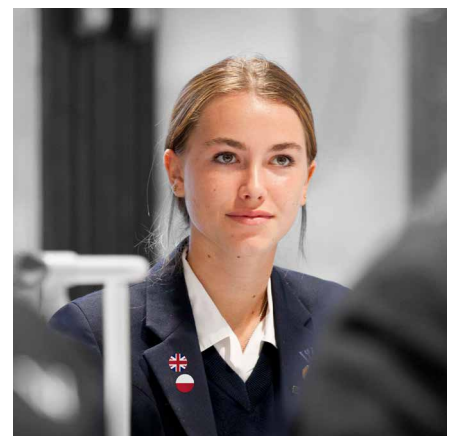
Woldingham is a happy and successful school where we develop confident, compassionate and courageous young women.

Students are encouraged to nurture respect for self, each other and for the environment. The Woldingham community is strong, forward-thinking and kind. Students leave Woldingham with academic results that open doors, values to navigate successful careers and family life ahead, and friendships that last a lifetime.

Woldingham is a Catholic school, where we welcome girls of all faiths or none. Woldingham is part of the Sacred Heart Network, which has schools in more than 40 countries around the world.

Woldingham has a strong sense of community based on a set of shared principles which are:

- Faith and living responsibly in the world today.
- Social justice and an awareness which impels to action.
- Community and sharing friendships with those outside it.
- Scholarship and a deep respect for intellectual values.
- Personal responsibility and growth in an atmosphere of wide and appropriate freedom.





ACADEMIC EXCELLENCE

Woldingham is committed to fulfilling the academic potential of every student. A selective school, Woldingham is proud to be in the top 10% of schools in the UK for 'value added education.' In 2020, 72% of A Level grades were A*-A and 62% of GCSE grades were 9-8. In 2020, 10 Sixth Formers took an EPQ and seven achieved an A*.

Teaching and learning are centred around our unique WOLD model, which sets out our expectations of every lesson.

Willingness

to work hard and
make mistakes

Opportunities

to maximise
all learning

Learning

is a life-long
process

Determination

to succeed

The school offers a broad curriculum with 27 A Level choices available in the Sixth Form. There is an excellent academic enrichment programme for all students, as well as a dedicated programme for academic scholars and intensive support for students applying to Oxbridge, medicine, dentistry and veterinary science.





PASTORAL CARE

Pastoral care is at the heart of the school. At Woldingham every student is known and supported as an individual by both teaching and support staff. The school supports – and expects – students and staff to be kind to each other. Woldingham's single-sex environment is supportive and stimulating. It enables students to be themselves and to grow into independent women who will make a positive contribution to the world. Relationships amongst the students and the staff are excellent. Tutors provide excellent academic and pastoral support and guidance for students, in close conjunction with Heads of Year, teaching and support staff.

THRIVE

The school's THRIVE programme promotes emotional well-being and enables every student to develop the growth mindset, resilience and self-worth to enjoy success

as well as learn from setbacks. It helps students face changes with flexibility, meet failure with resilience and manage their own busy lives calmly.

As part of the THRIVE programme, students develop study skills. Study skills are developed as girls move up through the school, with the strong foundations built in Years 7 and 8 carried on through to the Sixth Form.

THRIVE focuses on the importance of wellbeing. Students learn about handling social media, self-esteem and body image. They learn how to deal with pressure, responsibility and making the right choices. All skills needed to be successful at school and as an adult.

BOARDING

Woldingham's boarding tradition remains strong with the school providing a flexible approach to boarding to meet the needs of families today. Around half of

current students board with options including full, weekly and flexi-boarding.

Boarders live in their own year group and are cared for by a dedicated Head of Year, housemistress and assistant housemistress.

Boarders in Years 7 and 8 live in Marden and Years 9 to 11 in Main House, with individual study bedrooms from Year 10 upwards. Students in the Sixth Form live in purpose-built modern accommodation, providing the perfect transition from school to university.

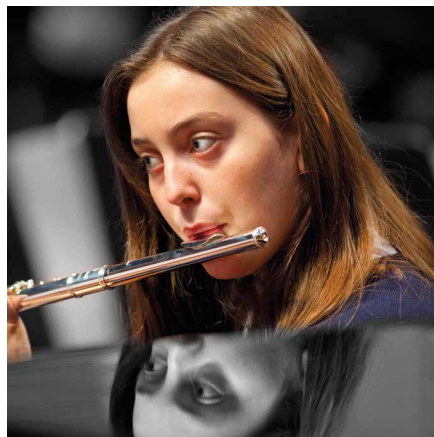
There is a busy range of evening and weekend activities with students in the older years provided with greater independence.

EXTRA-CURRICULAR

Woldingham has a rich and varied extra-curricular programme with more than 80 clubs and activities to choose from. Students are encouraged to balance study with activity, and to be committed and proud of their wider abilities.

The House system fosters community across the school, with a busy programme of activities and competitions. Woldingham has four mixed-age Houses, each of which promotes a spirit of community among students of different ages and staff. Students belong to one of four Houses named after Patrons with a close association to the Society of the Sacred Heart. Houses organise a wide variety of activities including charity fund-raising events, inter-House competitions and, a highlight of the year, the House Festival in September. House assemblies are held fortnightly. Each House has its own Mass and feast where students and staff celebrate together and focus their fund-raising efforts.

Woldingham has an active outreach programme to give back to the community – both locally and more widely.



SPORT

Sport is extremely important to life at Woldingham and plays a vital role in supporting physical and emotional health and wellbeing. Sport is about enjoyment, inclusion, team spirit, fitness, competition and performance. By the time our students leave, our aim is for them to have a lifelong commitment to sport and healthy living. We rightly celebrate the achievements of our athletes, some of whom represent their county and even country, and our school teams who do well in local and regional competitions.

Woldingham has excellent sports facilities including a sports centre with a large sports hall, two squash courts, fitness studio and a dance/gymnastics studio. We have extensive outdoor courts and pitches, an indoor tennis dome, an indoor swimming pool and an all-weather pitch.

In the autumn and spring terms, netball and hockey are our major sports. In the summer we play cricket, tennis and athletics. In addition, students compete in sports such as swimming and cross country. We place great value in being part of a team as well as excelling as an individual.

The school has a busy weekday and Saturday fixture list and participates in district and county tournaments. There are strongly contested House

sport competitions throughout the year, culminating in our annual sports day. We also offer a fantastic range of sport trips within the UK and overseas.

CREATIVE AND PERFORMING ARTS

Woldingham's Millennium Centre has some of the best facilities for music and drama performance of any school in the country. The 600-seater acoustically designed Dineen Auditorium includes an orchestra pit and fully computerised sound and lighting system. The Millennium Centre also has recital and rehearsal rooms, a studio theatre, wardrobe room, dressing rooms and fantastic foyer area.

Woldingham School has an outstanding reputation for drama. The industry standard facilities and specialist drama staff support students to create productions of the very highest standard. The school has high specification technical support with state-of-the-art sound and lighting run by a highly-qualified technical crew.

The Music Department is well resourced, dynamic and busy, providing many and varied opportunities for our musicians to perform. Standards and expectations are very high. In each term there is a large-scale concert and a number of informal and formal

recitals. Our musicians perform in the numerous joint productions with the Drama Department and the choirs lead the singing at Westminster Cathedral for Masses and the school carol service.

Woldingham's art facilities are outstanding with purpose-built accommodation comprising two studios, a 3-D area equipped with a range of power tools and two kilns, a dark room and a textile room. Student artwork is displayed throughout the school.

LOOKING FORWARD

The school published a new five-year strategic plan in 2019 with a refreshed vision and mission. The school's vision is to provide an outstanding education that empowers women to change the world. Woldingham's mission is to be a happy and successful school developing confident, compassionate and courageous young women.

The plan centres around six key strategic objectives: developing people; developing learning; developing ethos and community; developing infrastructure and operations; developing sustainability; and developing communications.



The role

Job title: Head of Physics
Department: Science
Responsible to: Deputy Head Academic

ROLE AND PURPOSE

Biology, Chemistry and Physics are popular and successful subjects at Woldingham School. In Years 7 and 8 the Science students study goes beyond the National Curriculum requirements for Key Stage 3 and so provides the necessary grounding for later work at Key Stage 4 (IGCSE) level.

In Year 9 Biology, Chemistry and Physics are taught separately as we launch them on their Edexcel IGCSE course. This leads to awards in three separate IGCSE grades, one for each of the sciences. Alternatively, students can study for IGCSE (Double Award) Science in Years 10 and 11.

At Advanced Level the Science faculty offers OCR courses in Biology and Chemistry and the Edexcel course in Physics.

Specific Responsibilities:
This job description outlines the following:

- (1) The five personal skills expected of any Head of Department at Woldingham School.
- (2) The seven objectives that a Head of Department uses to inform their working life.

(3) The specific responsibilities that fall under each of these seven objectives.

OBJECTIVES

- (1) **QUALITY ASSURANCE:** To secure and maintain high standards of teaching and learning in the subject. To ensure that the quality of the educational experience provided within the department for all pupils, regardless of ability, serves as a positive advertisement for Woldingham School.
- (2) **PUPIL ASSESSMENT AND MONITORING:** To establish maintain and review practices for the close monitoring of every individual pupil's progress and performance.
- (3) **LEADERSHIP OF STAFF:** To support, guide and motivate all teachers within the department including line management of the Key Stage 3 Co-ordinator and Lab Technicians. To work closely with the School Leadership Team to identify, anticipate and resolve any problems affecting the morale of the staff in the department and their ability to perform their jobs to a high standard. To take an ongoing interest in the professional development of all staff in the department.

Close to London, yet in an outstandingly beautiful rural setting, Woldingham is a happy and successful Catholic boarding and day school for girls aged 11 to 18. With a strong community and caring culture, we are building on a proud heritage that stretches back over 175 years. We're now driving an exciting future that's underpinned by fresh ideas, an innovative spirit and state-of-the-art facilities.

- (4) **EFFECTIVE STRATEGIC THINKING:** To continually evaluate the effectiveness of teaching and learning practices, schemes of work, qualifications and courses on offer in order to ensure that pupils are always being provided with the best learning opportunities available. To identify and anticipate needs in the subject and consider these in relation to the overall needs of the school.
- (5) **RESOURCE MANAGEMENT:** To ensure that human and other resources within the department are always employed to maximum positive effect.
- (6) **MARKETING AND PUBLIC RELATIONS:** To work closely with the School Leadership Team and the Marketing Department to advertise the strengths and achievements of the department and the school.
- (7) **CONTRIBUTING TO WHOLE SCHOOL LIFE:** To share in all aspects of school life, not simply those relating to the department alongside the Head of Science.
- (8) **HEALTH AND SAFETY:** To ensure staff and students work in a safe and healthy environment.





UNDER OBJECTIVE 1

- To hold regular Head of Department meetings for the three Heads of Subject
- To clearly communicate the teaching and learning standards and objectives of your department and the whole school to all members of staff under your leadership.
- To promote and foster academic excellence and a love of the subject beyond the curriculum through academic societies
- To develop an atmosphere of intellectual enthusiasm and the open and relaxed sharing of ideas and good practice within your department.
- To carry out a regular annual calendar of quality assurance activities within the framework laid down by the school.
- To respond to concerns regarding any aspect of the teaching of a member of department with swift, effective and fair quality assurance activities.
- To review academic targets set within the department and monitor staff and pupil performance.
- To ensure that the appropriate members of the School Leadership Team are kept promptly and fully informed of any serious quality assurance concerns.
- To ensure that – both within and outside the class room – those pupils that show a particular aptitude for or interest in your subject are provided with appropriate opportunities for academic extension and enrichment.
- To have a clear and practical set of strategies in place for dealing with underachieving pupils in your subject.

UNDER OBJECTIVE 2

- To ensure, through standard quality assurance activities, that assessment is being carried out according to the criteria laid down in the academic section of the staff handbook.
- To work with the Deputy Head Academic to use baseline data such as CEM test scores and predictions to inform teaching and learning, grade predictions for pupils, setting/banding of pupils and intervention to support underachieving pupils, to ensure that all pupils achieve their potential.

- To ensure that all reports produced by members of the department meet the criteria laid down in the academic section of the Staff Handbook.

UNDER OBJECTIVE 3

- To ensure that all the staff under your leadership – particularly those who are new to the school – know what is expected of them.
 - To ensure that any new Heads of your departments know where to access all the information they need, and are closely monitored and supported during their initial months.
 - To support staff who are facing a challenge in a particular area of their teaching with a professional blend of firm direction and support.
 - To get to know the particular strengths and interests of your staff and to ensure that these are recognised, employed and developed.
 - To ensure that staff CPD is a part of your annual cycle of quality assurance. To have a clear record of which INSETs and CPD opportunities your staff are working towards.
 - To encourage and develop particular responsibilities among your staff (e.g. key stage coordination, STEM Society, G&T responsibility, etc.) but also to be sensitive to the risk of overloading the more capable with responsibilities.
 - To take responsibility for, and work with the School Leadership Team and/or the HR Manager to successfully intervene in, any tensions that arise among the staff under your leadership.
- ### UNDER OBJECTIVE 4
- In conjunction with the three Heads of Subject, to continually review the effectiveness of all of the following:
 - i) The courses offered by your current exam board in relation to those on offer from other exam boards.
 - ii) The qualifications currently pursued by your pupils in relation to any others on offer for the equivalent age/ability groups.
 - iii) Departmental SoWs for each year group.
 - iv) Departmental trips, visiting speakers and other such enrichment activities.
 - v) Technologies, textbooks and all other non-human resources used by the department.

UNDER OBJECTIVE 5

- To nurture the staff under your leadership as laid down under objective 3.
- To review physical resources as laid down under objective 4.
- To ensure that, as far as possible within whole-school timetabling constraints, the departmental timetable is employing all staff where their particular strengths and enthusiasms will have the most positive impact.
- To anticipate future resource needs (whether staffing or non-human) as accurately and early as possible, so as to aid whole-school recruitment and budgetary processes and help ensure that your needs can be effectively met by senior management.

UNDER OBJECTIVE 6

- To ensure that that the profile of your subject is sufficiently prominent and healthy, both within and beyond the school, through strategies such as the development of a subject society, special lectures and so forth.
- To use academic enrichment events and/or subject-related societies to combine academic benefit for the pupils with effective marketing for your department and the whole school.
- To ensure that your department contributes fully to the positive image of the school on occasions such as Open Days - through careful preparation of the staff under your leadership, of physical displays and resources and of any activities on offer to visitors.
- To ensure that the department is well organised for the careful preparation and marking of entrance and scholarship papers and that you are aware of and can meet the deadlines laid down by the registry calendar for all such examinations.
- To ensure that all requests for the updating of course booklets and other materials for existing and prospective parents are responded to with due care and attention and carried out to-deadline.
- In conjunction with the three Heads of Subject, to ensure that all your staff are well prepared for parent-teacher meetings.





- In conjunction with the three Heads of Subject, to ensure that any staff absences from parent-teacher meetings are, as far as possible, flagged up in advance, and that any absences are compensated for by swift and useful communication to parents both before and after the event.
- To ensure that any communications from parents (whether direct to you or passed on from Heads of Year or the School Leadership Team) are dealt with in a prompt and thorough manner. Ensure that holding replies are always sent to parental communications within 24 hours, and that these replies specify a reasonable time-scale for a more detailed response.

UNDER OBJECTIVE 7

- To communicate with the School Leadership Team regarding whole school developments or procedures in a way that is honest but constructive.
- To take an active and positive role in whole-staff sharing of educational ideas and initiatives, whether through joining working parties or volunteering to run an INSET for other staff. To encourage the staff under your leadership to do the same.
- To undertake any additional duties as laid down by school policies (e.g. study supervision) or as reasonably requested by the Head.

OPERATIONAL EXCELLENCE

- An excellent track record as a teacher of your subject.
- A clear vision of how you want your department to develop over the next few years.
- Well qualified graduate with a degree in Physics or closely related subject.
- The ability to teach Physics up to A Level.
- Enthusiasm for your subject area and an ongoing interest in developments within it.
- The ability to plan time effectively, organise oneself well and balance strategic development with response to day-to-day events.
- Good ICT skills.
- **DESIRABLE**
- Ability to teach a second science at key stage 3 or 4

PERSONAL BEHAVIOURS

- The ability to solve problems and make decisions.
- The ability to anticipate problems. The ability to place your decision-making within the wider context of whole-school needs.
- The ability to communicate effectively with a range of staff, pupils and parents.
- The ability to defuse potentially difficult communication problems.

ETHOS AND WHOLE SCHOOL VALUES

Essential

- Committed to operating as part of the School community.
- Committed to the Sacred Heart Values.
- Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care.

SAFEGUARDING AND PASTORAL

Essential

- Committed to safeguarding and promoting the welfare of children and young people.
- A satisfactory Enhanced Disclosure from the DBS.

LEADERSHIP & MANAGEMENT

Essential

- An ability to communicate enthusiasm and vision to the staff and pupils under your leadership.
- The ability to lead and manage people to work towards a common goal.
- The ability to blend firmness, patience and empathy when dealing with difficult situations.
- The ability to show an interest in the welfare, happiness and professional development of those under your leadership.

Salary and Benefits

- Start date: January 2021
- Salary: A competitive salary
- Pension: The successful candidate will be auto-enrolled in the School's defined contribution pension scheme. There is an opportunity to opt out.
- Facilities: Meals are provided during term time when on duty. Members of staff can use the School's Sports facilities at allocated times.





How to apply

WOLDINGHAM SCHOOL IS RECRUITING A NEW HEAD OF PHYSICS

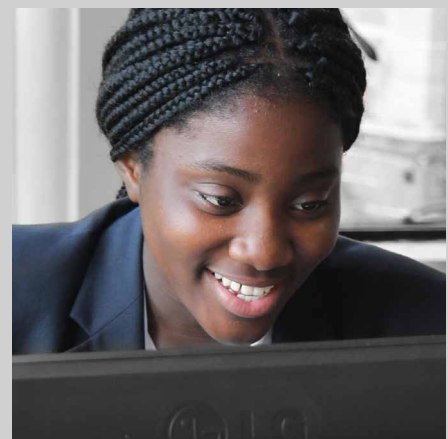
The closing date for applications is 9.00am on **23 June 2021**.
Interviews will take place in the week beginning **28 June 2021**.
To apply please submit your completed application form to
hr@woldinghamschool.co.uk with a supporting letter.

PROFESSIONAL DEVELOPMENT AND STAFF WELFARE

Our professional team of staff is Woldingham's greatest asset, and we want to ensure that everyone is supported to work in an effective, enjoyable and fulfilling way. Staff Development is a high priority, with induction and mentoring programmes for Newly Qualified Teachers and new colleagues, plus an annual cycle of Personal Professional Development planning for all colleagues and a new Leadership Programme in development for September 2021.

Staff are welcome to use our range of outstanding facilities including the gym, squash and tennis courts and the swimming pool. Our Staffroom Committee organises regular social events, and a range of wellbeing initiatives support staff in their working life.

Woldingham School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.





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