



EMPLOYMENT APPLICATION

HURLINGHAM SCHOOL

122 Putney Bridge Road, London SW15 2NQ

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office@hurlingham-school.co.uk

www.hurlingham-school.co.uk

Passport sized
photograph
(optional)

Position applying for: **HEAD OF SCIENCE &
MATHS TEACHER**

Please submit this application form together with a hand-written covering letter to the Headmistress at the above address.

Applicant's Information			
Surname			
Forenames			
Previous surname(s)			
Date of Birth (optional)			
Nationality			
Do you need a work permit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If you already have a work permit, when does it expire?
Tel No (home)		Tel No (mobile)	
email (home)			
National Insurance No.		DfES Reference No.	
Have you passed the NQT year?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you GTC registered? YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you have a current enhanced Criminal Records Bureau (CRB) check?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Ref no.
			Date of issue
Current Address	Since:		
Previous Address <small>(if resident at current address for less than five years please provide any previous addresses during this period)</small>	From:		To:
	From:		To:

For Office Use	
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Details of all Academic/Vocational Qualifications e.g. A levels, degree, first aid

Original documents as proof of qualification will be required at interview

Date Obtained	Title of qualification	Institution	Awarding Body	Grade

Please give details of your relevant skills, abilities, knowledge and your reasons for applying for this job, referring to person specification and job description for this role.

continue on a separate sheet if necessary

Other information

What activities outside work interest you?

Existing Contacts within School

Please indicate if you know any existing employees or parents at the school, and if so how you know them.

Referees

Please provide at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. Please note, references will not be accepted from relatives or from referees writing solely in the capacity of friends.

Name	Name
Position	Position
Address	Address
Telephone no.	Telephone no.
email	email

Declarations

I have read and understand Hurlingham School's Safer Recruitment policy.

Signature Date

I hereby give my consent for personal information provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

Signature Date

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature Date



JOB DESCRIPTION

HEAD OF SCIENCE

Head of Key Stage, Deputy Heads and Headmistress

This job description will be reviewed annually and may be subject to amendment at any time by the Headmistress, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Hurlingham School in relation to the post holder's professional responsibilities and duties.

The School's ethos is to provide a happy, secure atmosphere in which children can maximise their potential. We nurture self-confidence, self-discipline, self-motivation, self-esteem and above all a thirst and enjoyment for learning. We strongly promote creativity, good manners and respect for one another. We continue to foster an intimate and welcoming environment centred on family values.

AREAS OF RESPONSIBILITY AND KEY TASKS

Curriculum

1. Write a policy and oversee the scheme of work for science
2. Keep up to date with new curriculum requirements and ensure that the science policy and scheme of work are in line with National Curriculum guidelines and the entrance requirements for future schools at 11+
3. Write, instigate and evaluate an annual science action plan which underpins the aims of the 3 Year Development Plan, incorporates changes in the curriculum, improves areas of weakness and sustains areas of strength within science
4. Oversee appropriate mechanisms for assessment, recording and reporting of science

Professional Development

5. Ensure one's own professional development in science is updated regularly
6. Be aware of INSET requirements and provide in-house training as appropriate
7. Give guidance, support and advice to individual colleagues in order to improve their teaching of science

Teaching and Learning

8. Teach Science to pupils in Form V and VI
9. Ensure there is continuity and progression in the teaching and learning of science throughout the school
10. Monitor the delivery of the subject using a variety of approaches, including reviewing planning, monitoring pupils' work and observing lessons
11. Use the findings of monitoring to evaluate teaching and learning, and to disseminate good practice
12. Ensure there is adequate and appropriate use of ICT in the teaching of science

Resources

13. Plan a programme for the acquisition of new and replacement of outdated resources, with reference to the agenda of the science action plan
14. Maintain an updated audit of resources and oversee the distribution/storage of those resources



JOB DESCRIPTION

MATHS TEACHERS

Head of Key Stage 2, Deputy Heads and Headmistress

This job description will be reviewed annually and may be subject to amendment at any time by the Headmistress, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of Hurlingham School in relation to the post holder's professional responsibilities and duties.

The School's ethos is to provide a happy, secure atmosphere in which children can maximise their potential. We nurture self-confidence, self-discipline, self-motivation, self-esteem and above all a thirst and enjoyment for learning. We strongly promote creativity, good manners and respect for one another. We continue to foster an intimate and welcoming environment centred on family values.

AREAS OF RESPONSIBILITY AND KEY TASKS

Planning, Teaching and Classroom Management

1. Prepare lessons and schemes of work, as appropriate, taking into account the needs, interests, experience and existing knowledge of your pupils
2. Prepare pupils for 11+ entrance examinations
3. Identify clear learning objectives for each lesson and specify how these will be taught to ensure progression in pupils' learning
4. Ensure the learning needs of the whole class are met by providing suitably differentiated activities for each child, including those with specific learning difficulties and more able pupils
5. Provide opportunities for children to use ICT, where appropriate
6. Prepare children's work for displays
7. Take responsibility for discipline when teaching and, jointly with colleagues, maintain a high standard of discipline throughout the School.

Monitoring, Assessment, Recording and Reporting

8. Mark pupils' written work promptly, give positive, constructive feedback and comment appropriately with regard to specific learning intentions and future targets, thereby facilitating positive pupil development
9. Make regular assessments and observations of children's work, keep records to check work is understood and completed, monitor strengths and weaknesses, inform planning and identify the level at which the pupil is achieving
10. Meet with parents informally as required, to discuss children's well-being, progress and individual needs, drawing on attention to special skills and talents, as well as difficulties
11. Write reports on each child twice a year, and reports for transfer to other schools if required

Professional Development

12. Keep up to date with current statutory requirements and educational practice through personal study, attendance at INSET and peer observation
13. Maintain competent ICT skills to use in teaching and in general class administration e.g. class records on spreadsheets, presentation software for IWB, word-processing for planning
14. Participate in the annual Professional Development Review
15. Have an excellent working knowledge of teachers' professional duties and legal liabilities

Pastoral Care

16. Liaise with class teachers to ensure you are aware of individual children's pastoral needs
17. Provide a role model for the development of children's social behaviour and attitudes
18. Provide a safe, secure and well-organised environment that encourages the development of children as independent learners and considerate members of the school community
19. Implement school policies and guidelines for pastoral care, including: anti bullying, safeguarding and child protection, behaviour and sanctions
20. Recognise and respond effectively to equality issues as they arise and challenge stereotyped views
21. Build and maintain positive relationships with parents

Other Duties

22. Ensure you keep informed about events, general school organisation and staff discussions by reading the minutes from whole school and key stage staff meetings each week
23. Taking part in events that may be during the evenings or, occasionally, at weekends, within reason
24. Abide by all health and safety procedures and report any concerns regarding health and safety immediately to the Headmistress and Deputy Head (Pastoral)
25. Have a good working knowledge of whole school policies and aims
26. Comply with procedures relating to confidentiality and data protection
27. Promote the ethos, good name and reputation of the school at all times



PERSON SPECIFICATION

HEAD OF SCIENCE & MATHS TEACHER

Education and Training

Essential

- Science or maths related degree
- Qualified Teacher Status
- Evidence of commitment to own professional development

Desirable

- Evidence of professional development relevant to senior leadership

Experience

- Excellent classroom teacher, KS1 or KS2, with a proven commitment to improving the quality of pupils' learning
- Extensive knowledge of the science primary curriculum and requirements for senior school entrance examinations at 11+
- Experience of monitoring and evaluating the quality of teaching and learning
- Experience of modelling effective practice in teaching and learning
- Evidence of liaising collaboratively with colleagues

- Experience of responsibility for a class, KS1 or KS2
- Knowledge and experience of subject action planning
- Proven track record of successful subject leadership
- Use of assessment data to raise standards

Skills and Aptitudes

- Commitment to the vision and ethos of the school
- Ability to communicate effectively, in writing and orally
- Ability to inspire, challenge and motivate others to work towards common goals
- Commitment and ability to ensure all pupils achieve well
- Ability to prioritise, plan and organise self and others
- Ability to build and maintain effective relationships with parents
- Commitment to the safeguarding and promoting the welfare of children
- Commitment to Health and Safety, including staff well being and equal opportunities

- Understanding of the use of ICT as a tool in education for teaching and planning



EMPLOYMENT APPLICATION ADDITIONAL INFORMATION

Please send this section in a separate, sealed envelope which will be opened should you be short listed to attend an initial interview

Medical History

Are you aware of any on-going medical condition or treatment that we should be aware of? YES NO

If yes, please give brief details of your medical condition and any reasonable adjustments you anticipate we would need to make.

Disability Discrimination Act 1995

Do you consider yourself to be disabled under the Disability Discrimination Act? YES NO

If Yes, please provide further details of any adjustments that you think we could make to overcome a disability in relation to the essential requirements of this job?

If selected for interview, do you require any assistance/adaptations to help you attend? YES NO

If Yes, what assistance/adaptations do you require?

Criminal Records Bureau Disclosure

I am aware that a Disclosure will be requested from the Criminal Record Bureau at Enhanced level for the successful applicant for any post and that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. I have not been disqualified from working with children, am not named on DfES List 99 or the Protection of Children Act List, am not subject to any sanctions imposed by a regulatory body (eg the General Teaching Council),

and **either** (please delete as appropriate):

I have no convictions, cautions or bind-overs

OR

I have attached details of any convictions, cautions or bind-overs in a sealed envelope marked confidential.

Signature

Date

Declaration

I declare that the information given in this application form is true and complete. I understand that if I have given any misleading information on this form or made any omissions, this will be sufficient grounds for terminating my employment.

Signature

Date