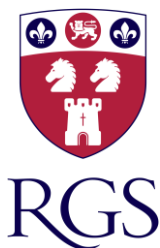


**HEAD OF  
CHEMISTRY  
JOB  
INFORMATION**



RGS



## HEAD OF CHEMISTRY

### Newcastle upon Tyne Royal Grammar School

With effect from January 2022 or earlier if possible

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#### THE POSITION

We have an exciting and rare opportunity for someone to join and lead our superb Chemistry Department. You must be an excellent Chemistry specialist with the ability to inspire our enthusiastic students from Year 7 through to A Level and Oxbridge. If you are a highly resourceful, collegiate and forward-thinking practitioner then we want to hear from you.

Being 'willing to go the extra mile' is a major part of the role for all teachers at the RGS, not merely in specialist activities, but in a huge range of extra-curricular sporting, artistic and cultural work. We are keen to invite applications from those who would like to make their own distinctive contribution to this ethos. We very much value colleagues who are willing to contribute to our extra-curricular programme.

The RGS has its own salary scale (which is above national pay scales for teachers).

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#### THE SCHOOL

Tradition has it that the Royal Grammar School (RGS) was founded in 1545. The RGS continues to flourish today as the premier independent school in the North East of England and as one of the country's leading schools. We regularly lead all northern schools in national league tables and pride ourselves on academic excellence, a high level of pastoral support and involvement in a wide range of sports and other extra-curricular activities.

The RGS has grown substantially in recent years. There are now some 1,315 students, 260 of whom are in the Junior School. The Sixth Form of 340 students is one of the largest in the independent sector. In September 2001 we welcomed our first group of girls into the Sixth Form and girls have been represented in all year groups since 2008; overall, they now comprise 41% of the school.

The school is based in Jesmond, Newcastle and facilities in addition to classrooms and science laboratories include; a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground in Osborne Avenue, which is just a short distance from the school.

In September 2019 phase three of our ambitious plans to upgrade our facilities was completed when our new state-of-the-art library building opened. The building also includes art studios, maths classrooms, a pastoral suite and an assembly space.

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#### THE CHEMISTRY DEPARTMENT

The Chemistry department is located within the Science and Technology Block (STC) that accommodates Biology, Chemistry, Physics and Engineering, Design and Technology. There are a total of 10 highly qualified teaching staff (6 full time and 4 part time) supported by 2 full time technical staff.

Chemistry is an extremely popular subject within the school. The subject is compulsory up to Year 11 where all students take a GCSE in the subject. A significant number of students elect to study the subject at A level with a total of approximately 150 students taking the subject in the Sixth Form, placing the RGS as one of the largest Sixth Form Chemistry departments within the independent sector.

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**Deadline:** 9am Monday 10<sup>th</sup> May 2021

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[a.pulham@rgs.newcastle.sch.uk](mailto:a.pulham@rgs.newcastle.sch.uk)

Students in all year groups are highly motivated and extremely pleasant to teach. Exam results at both GCSE and A Level are consistently excellent and the majority of our sixth form students go on to study science based degrees at top universities throughout the country.



### The Curriculum

The school operates on a two week timetable and the subject is delivered as follows:

Year	Course	No. Periods per cycle	No. Sets	Approx. Set Size
7	RGS Chemistry course (states of matter, separating mixtures and acids and alkalis) in separate science lessons	2	6	24
8	RGS-based course designed to develop practical skills and introduce some key concepts such as atomic structure, metals, non - metals etc.	2	6	24
9	Topics include formulae and equations, structure and bonding and introduction to reactions. Towards the end of year 9 students start some of the GCSE topics inc. solubility, separation techniques and alkane chemistry.	3	6	24
10	EDEXCEL IGCSE	5	6	24
11	EDEXCEL IGCSE (4CH0)	4	6	24
12	AQA LINEAR (7405)	10	6	11-14
13	AQA LINEAR (7405)	11	6	11-14

### JOB DESCRIPTION FOR HEAD OF CHEMISTRY

The following is the standard job description for all Heads of Department.

#### Head of Department as subject teacher

The Head of Department should play a full part in the school as a subject teacher.

#### Leadership of teaching and learning

The Head of a Subject Department exercises leadership of learning and of teaching in the department and therefore has responsibility for all aspects of management of the

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department; the deployment of staff and resources, conducting appraisals, providing regular positive encouragement where due and being willing to address tough issues on the occasions where necessary (seeking advice on employment law where necessary); the teaching and thus the quality of learning, attainment and progress of the students and the monitoring of these; the academic care of students; health and safety issues and the general welfare and professional development of the teachers in the department. The Head of Department naturally has a duty to lead the department in (and ensure departmental colleagues' contribution to) the furtherance of the school's ethos and vision and the declared educational aims and priorities.

### **Programmes of study**

It is the responsibility of the Head of Department to ensure that programmes of study, schemes of work, syllabuses etc are fully planned, reviewed and developed as appropriate and effectively taught in order both to allow students to achieve their potential and to meet external (generally examination board) requirements. The Head of Department is also responsible for the accurate and timely submission to the Exams Officer of external exam entries.



### **Differentiation**

The department should lay a strong emphasis on appropriate differentiation of work according to students' abilities.

### **Setting and marking work**

The Head of Department should ensure that the department has coherent and useful policies for the setting and marking of work and homework, for expectations of standards that should be achieved and for assessment.

### **Reporting**

The Head of Department must ensure that reporting to parents is consistent within the department and follows any whole-school policies in operation.

### **Monitoring performance**

The Head of Department should ensure that students' progress is tracked and that intervention is agreed and implemented by the department where underperformance (potential or actual) is identified. It is also the responsibility of the Head of Department to monitor the performance of the department through value added and any other appropriate indicators.

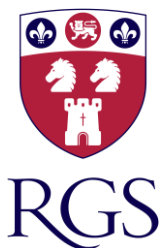
### **Deployment of staff and resources**

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The Head of Department arranges with the Academic Deputy Head the deployment of members of the department so that the teaching requirements of the department are covered, in suitable accommodation and with adequate resources and facilities. The Head of Department has overall responsibility for any health and safety issues within the department, even if the routine management of such issues is delegated to a member of the department, and day-to-day management of any technical support staff attached to the department.

### **Induction and professional development**

The Head of Department is responsible for the induction of new colleagues and also has a part to play in the continuing professional development and career planning of all members of the department.

### **Planning and resources**

It is the Head of Department's responsibility to manage and take care of the department's resources and to work with the Academic Deputy Head and Director of Finance each year to produce an appropriate annual budget for the department and to play a part in the school's strategic planning for the provision of IT throughout the school. The Head of Department is also responsible for the effective control of the budgets allocated to the department.

### **Communication and sharing good practice**

Heads of Department should ensure that good practice is shared beyond, as well as within, the department. They should promote good communication within and between departments and with the school's senior leadership, both through formal Heads of Department meetings (at which the feelings of their department on school issues should be expressed and from which decisions and discussion should be relayed back to the department) and through informal means of keeping in touch with colleagues at all levels.

### **Co-curricular leadership**

At the RGS it is also expected that Heads of Department will themselves be very active in the co-curricular activities that the school believes have a very positive impact on curricular learning, and that they encourage and support members of their department in doing the same.

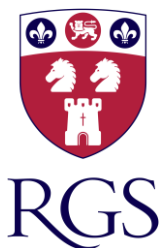


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## PERSON SPECIFICATION

The following person specification indicates those areas of skills and personal characteristics, qualifications, training and experience that are required of the candidates being interviewed.

### Qualifications and Training

- An honours degree in a relevant subject
- Courses of further study relevant to the post

### Experience

- Experience of teaching in a highly academic context
- Experience of teaching the full 11-18 age range

### Skills

- Excellent ability to manage a large team of professionals (both teachers and technicians) with clear direction, tact and sensitivity
- Inspirational teaching in their own classroom
- The ability to inspire professional teachers to really push themselves in developing innovative teaching and learning strategies using technology where appropriate
- Excellent organisational skills in managing complex administrative tasks to tight deadlines
- The ability to delegate and develop the skills and professional aspirations of the members of the team
- Financial acumen in managing a complex budget
- The ability to recognise and develop skills of the members of the team in constructing a departmental timetable bid
- Flexibility, tact and diplomacy in dealing with teachers, non-teachers and senior leaders
- A clear understanding of the role of middle management in progressing the school's development plan and the department's place within that
- Strong people management skills

### Personal characteristics

- Ability to cope with pressure
- Ability to communicate effectively with parents, students, and staff in a variety of ways
- Understanding and commitment to equality of opportunity for all
- Understanding of, and a commitment to, the ethos of the school as a community
- Tact, discretion and diplomacy
- A cheerful disposition, good sense of humour and the willingness not to take oneself too seriously
- A genuine liking of people and the ability to show warmth, good-humour, empathy and sensitivity

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## LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Sage, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

If you like sport then there's certainly no shortage of top class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

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The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of

parks for children and dogs alike to run around. There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

There are some really excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.

The RGS is on the edge of the city centre, a ten-minute walk from the main shopping areas. The leafy, affluent suburbs of Jesmond and Gosforth are close by with housing ranging from purpose-built flats in terraced streets and conversions of bigger houses to terraced houses, post-war semis and large, family-sized detached houses with big gardens. All of this is within walking distance of the school so no commute is needed. Properties are very affordable both within the city and the surrounding area. If you want to travel to work then you could wake up with a sea view, hop on the Metro and be at school just half an hour later. The region wins tourism and lifestyle awards for very good reasons!

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## HOW TO APPLY

If, having looked through the website ([www.rgs.newcastle.sch.uk](http://www.rgs.newcastle.sch.uk)) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in a covering letter of application. You must complete the application form, even if you want to also attach a CV. You are welcome to apply electronically, please email all documents to [jobs@rgs.newcastle.sch.uk](mailto:jobs@rgs.newcastle.sch.uk).

Please read the Information for Applicants with particular care before applying. And please note that the RGS is committed to the safeguarding of children and applies the Government's Safer Recruitment procedures, which will include:

- Checking that the submitted CV provides a continuous record of education and employment from age 16;
- provision of two satisfactory references, at least one of which must be from the applicant's current or most recent employer;
- completion by you of a confidential form of declaration of health (after offer of appointment) and, if necessary, a satisfactory report following a medical examination;
- evidence or other verification of your qualifications;
- a satisfactory Enhanced Disclosure Report from the DBS.

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Interviews will be held shortly afterwards. We will hope to make the appointment on the day, offering the post and gaining acceptance, so applicants should arrive for interview with a clear idea of what would be involved in moving to the area (if necessary) and working at the RGS. Potential candidates are welcome to come and visit the school.

If you have any queries please do not hesitate to email or to call the Headmaster on 0191 281 5711 or the Head of Science, Engineering and Design Technology, Andy Pulham, is available on [a.pulham@rgs.newcastle.sch.uk](mailto:a.pulham@rgs.newcastle.sch.uk) (same phone number).

### **Hours and Benefits**

- Working Hours – This is a full-time role. Normal working hours will be those necessary to carry out the duties of the post.
- Salary - The salary will be determined by the RGS Teachers' Scale.
- Pension - The School is part of the Teachers' Pension Scheme and all teachers are automatically included in the Scheme.
- Lunch - School lunch is provided during term time.
- Education - At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
- Car Parking – Limited staff parking is available during term time.

### **Equal Opportunities**

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. To help us achieve this please submit the equal opportunities form with your application. This will be sent directly to the HR team for monitoring purposes.

### **Safer recruitment**

RGS Newcastle is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. You must declare any convictions, cautions, reprimands or final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain Children's Barred List clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.

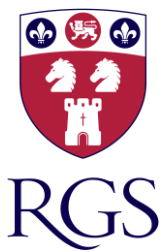
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## **CONTACT DETAILS**

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Tel: 0191 281 5711

General enquiries: [hm@rgs.newcastle.sch.uk](mailto:hm@rgs.newcastle.sch.uk)  
or [communications@rgs.newcastle.sch.uk](mailto:communications@rgs.newcastle.sch.uk)

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