



Welcome

I am delighted that you have expressed an interest in joining Royal Russell School as our Head of Science.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is '**non sibi sed omnibus**' which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



Chris Hutchinson
Headmaster



Our School

Royal Russell is an HMC/IAPS co-educational school with over 1200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110 acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our Prep School, St David's School, is a new addition to the Trust, and provides excellent academic and pastoral care to pupils in Purley.

Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Our latest ISI Inspection was carried out in September 2022, and we are delighted to report that Royal Russell achieved the top grade of 'excellent' in every aspect.



Head of Science

You will be a well-qualified and inspiring teacher with outstanding subject knowledge, who has a successful track record of teaching at least one of the science disciplines from Key Stage 3-5 to a high level. You will also be an experienced leader able to bring all these subject areas together with a common purpose in order to take our results to the next level and maintain excellent recruitment into all sciences at A level. You will also have evidence of raising achievement and demonstrating good value-added through your teaching and leadership.

You will be specifically responsible for leading a relevant area of the Science curriculum, such as Key Stage 3 or a Key Stage for a specific science. You will also work collaboratively with colleagues beyond the department to promote STEM opportunities with our pupils.

In September 2020, we opened a brand-new purpose-built Science block consisting of 10 laboratories, 2 teaching rooms and discipline specific prep rooms. The dedicated team of staff provide outstanding support at all levels: our students achieved 99% pass rate for double award Science in 2024 and 100% of separate Science grades were awarded at 6+. Our A-Level courses are popular in all of the sciences with multiple classes running each year. We currently deliver the Cambridge International Physics course at A-level; OCR A in Biology at A-level; AQA in Chemistry and Psychology at A-Level. We offer Edexcel iGCSE for triple and double science; and a small number follow the AQA GCSE Foundation course in Year 11.

This role requires candidates who are committed to, and have experience of, using a range of teaching styles and methods, including the use of the Microsoft Office suite, who have the initiative and drive to develop pedagogy across the department and expand opportunities for co-curricular activities and experiences to extend learning opportunities outside the curriculum.



Key Responsibilities

Learning and Curriculum

- To fulfil the role of Head of Science by ensuring that the curriculum is coordinated and delivered to the same standard across all sciences
- To lead a relevant area of the Science curriculum, such as Key Stage 3 or a Key Stage for a specific science
- To lead and coordinate the Double Award Science course at GCSE.
- To lead by example, delivering excellent teaching and learning experiences and outcomes for our pupils in line with the school's Vision for Learning Excellence
- To support the team of teachers in the department to deliver excellent teaching and learning experiences and outcomes for our pupils
- To hold regular meetings with the Heads of Subjects and support each Head of Subject in developing long-term development plans for their area
- In conjunction with the Heads of Subjects, to continually review the effectiveness of all of the following:
 - Syllabi, texts, teaching materials and pedagogy for the department
 - Departmental programmes of study and schemes of work for each year group
 - Departmental trips, visiting speakers and enrichment activities
 - Technologies, textbooks and all other physical resources used by the department
- To propose any strategic changes to the Deputy Head, Learning with an analysis of the advantages, costs and risks of any proposed change
- To promote and foster academic excellence and a love of the subject beyond the curriculum through academic societies and extra-curricular activities such as STEM, the problem-solving challenge, working with colleagues to promote these throughout the department
- To provide opportunities that complement the Elite University and High Achievers' Programmes
- To liaise with the Head of Science in the Junior School to ensure close cooperation and collaboration across the School
- To develop an atmosphere of intellectual enthusiasm and openness to sharing ideas and good practice within the department as a collaborative team
- To lead behaviour for learning within the department, supporting colleagues and pupils to ensure consistently high expectations
- To have a clear and practical set of strategies in place to ensure success for all science pupils and to provide support as appropriate.
- To communicate with pupils, parents, guardians and colleagues to support pupil progress
- To be responsible for ensuring that the fabric of the Science department is maintained in good order
- To effectively manage the use of science accommodation and resources to create a stimulating and safe environment for teaching and learning and maximise the use of science facilities for all year groups



Leadership

- To lead and develop the Science department in line with the School's priorities as set out in the School Development Plan, ensuring a clear vision is communicated and shared with departmental colleagues
- To model passion and expert subject knowledge
- To communicate effectively with staff, holding regular meetings, formal and informal, to ensure that the department works collaboratively
- To lead the professional development of departmental colleagues, providing opportunities to develop their skills, knowledge and understanding and engaging fully with the School's Learning Together Curriculum
- To actively support the recruitment of high quality, new staff into the department and provide support for new staff throughout their induction and probationary period, ensuring that they become successful members of the school
- To support colleagues with the Professional Develop Review (PDR) process, setting ambitious targets and providing opportunities and support for colleagues to develop as practitioners
- To line manage the technicians in the department

Administration

- To effectively implement Health and Safety policies
- To run the department efficiently within the allocated resources
- To collaborate with the Deputy Head - Learning, Timetabler and Data Manager to build the department timetable
- To oversee the appropriate set up of Parents' Evenings in the department
- To plan and implement the departmental budget on an annual cycle in order to support the learning of pupils
- To ensure that pupil reports are produced to a high standard in accordance with the Assessment and Reporting Schedule
- To ensure the completion and record-keeping of relevant processes for examination entry, including NEA where applicable
- To promote the subject across the school, including providing content for newsletters and curriculum booklets





General responsibilities

- To attend and contribute to Heads of Department meetings
- To be available on public exam results days
- To participate in school events such as the Sixth Form Open Evening and Year 9 Options Evening
- To participate in Royal Russell Day, Entrance Exam days, the School Open Day and one Saturday detention Supervision (half days) each year
- To be a House Tutor, responsible for overseeing the academic, pastoral and co-curricular development of pupils within a designated Tutor Group, including registering and other House responsibilities as directed by the Housemaster/Housemistress
- To carry out regular school duties, as detailed in the published duty rota
- To be available to take extra lessons to cover for absent colleagues
- To ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times, and other relevant policies such as Health and Safety
- To perform other duties as agreed with the Headmaster



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale. As part of the vibrant community of the historic Royal Russell School you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop, served by the New Addington tram, is opposite the school entrance). In addition, we offer:

- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym
- A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club which operates during school holiday periods.

Further information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than **9am Monday 10th February** **Initial selection interviews will be held on 13th/14th February.** We welcome early applications and will review these on receipt.

If you have not heard from us by 14th February you should presume that you have not been successful on this occasion.

The school is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.

