



MILL HILL COUNTY HIGH SCHOOL

Headteacher: Andy Stainton B.Ed MBA NPQH FRSA

Worcester Crescent, Mill Hill, London NW7 4LL

Tel: 020 8238 8180

Aiming Higher – Promoting Harmony – Achieving Excellence



Key Stage 3 Science Co-ordinator +TLR 2B (Outer London Allowance) Candidate Information Pack



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Letter from Andy Stainton, Headteacher

Dear Colleague,

Thank you for your interest in joining our community as Key Stage 3 Co-ordinator of Science

We are looking for an enthusiastic and innovative teacher of Science, with strong interpersonal skills and a commitment to achieving high standards within a thriving department. Sciences are a popular option for students with combined and triple science offered at GCSE and multiple A Level sets in all three disciplines. The successful candidate will have a strong academic background and be a creative, excellent classroom practitioner who is capable of inspiring and motivating students and who has an interest in developing the Key Stage 3 curriculum and extra-curricular offer. We welcome applications from candidates with Biology, Chemistry or Physics specialisms.

All students study Science at GCSE with triple science growing in popularity. We currently have over 100 students studying Sciences at A level, in 8 sets. A large number of students apply to Oxbridge and Russell Group universities to study Medicine, Dentistry and a broad range of other science related subjects. The Science team comprises 16 specialist teachers, plus four technicians and the Department is housed in 13 labs in the centre of the main building. The Science Department runs a wide range of super curricular opportunities for students in KS4 and KS5 including the UKBC Biology Olympiad, the RSC Chemistry Olympiad and the British Physics Olympiad. We have also run the Cambridge Chemistry challenge for our 6th form students. These are in place to inspire and challenge students who enjoy the sciences. We have recently started giving our students the opportunity to develop their research by participating in Institute of research in schools (IRIS) projects.

As a school, we are committed to supporting staff wellbeing in a variety of ways. The good working relationships within the staff body, and between staff and students is why many colleagues have chosen to stay with us for the long term. We subscribe to an Employee Assistance Programme run by Education Support, which is free to all staff, alongside GymFlex, offering reduced prices for gym memberships. We are also strong in supporting staff career development and colleagues are successful in securing promotions at all levels. We support colleagues in pursuing NPQs and offer a secondment programme onto the Senior Leadership Team for middle leaders.

Although we achieve excellent results year on year and are heavily over-subscribed, we are not complacent. We know there is always more to do, and we work together to continuously reflect upon our successes and areas for development. We are keen to hear the voices of all our stakeholders.

Mill Hill County is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

Admission into Year 7 is offered to children of staff with two or more years' service.

If you feel that Mill Hill County High School is the right environment for the next step of your career, we would be delighted to receive your application. If you would like to visit us before applying, we would be happy to see you. Please contact Amanda Leonard, the Head's PA, to make an appointment.

Kind regards,

Andy Stainton
Headteacher

Key Stage 3 Science Co-Ordinator



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Title of Post:	Key Stage 3 Co-ordinator for Science
Salary:	Main Scale or UPS 1-3 Outer London Allowance + TLR 2B (currently £5, 345)
Commencement:	September 2024
Contract:	Full time – Permanent

We require, from September 2024, a teacher of science to lead the development of Key Stage 3 Science

To apply for this post please email a letter, no more than two sides of A4, outlining how your skills and experience to date equip you for this post, to Amanda Leonard at leonarda@mhchs.org.uk

Closing Date: 9am Tuesday 7th May 2024

Mill Hill County High School is an Equal Opportunities Employer.
We comply fully with the ethos of safer recruitment and undertake
all relevant checks, including enhanced DBS clearance.

We reserve the right to appoint a suitable candidate prior to the deadline.

[HOW TO FIND US](#)





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JOB DESCRIPTION

TITLE OF POST: Key Stage 3 Co-ordinator for Science

RESPONSIBLE TO: Head of Science/SLT Link

DUTIES & RESPONSIBILITIES in addition to the Teachers' Standards:

TEACHING & LEARNING

- Support the Head of Department in developing policies for the subject which reflect the School's commitment to high achievement, effective teaching and learning;
- establish, with the involvement of relevant staff, short, medium and long term plans for the development of the subject;
- Work with the Head of Department monitor the progress made in achieving subject plans and targets, evaluate the effects of teaching and learning, and use this to guide further improvement;
- by establishing provision of structured schemes of work in Key Stage 3, ensure curriculum coverage, continuity and progression in the subject for all students;
- provide guidance on the choice of appropriate teaching and learning methods to meet the needs of the subject, and of different students in Key Stage 3;
- establish, and implement, clear policies and practices for assessing, recording and reporting on students' achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvement, in Key Stage 3;
- evaluate progress and achievement in the subject by all students in Key Stage 3;
- Work with the Head of Department to systematically monitor the quality of teaching in Key Stage 3 through observation of lessons and adherence to the School's monitoring systems, and take action to improve further the quality of teaching through professional debate based on good practice;

MANAGEMENT OF PEOPLE

- Work with the Head of Department to establish clear expectations and constructive working relationships among staff involved with the subject through team working and mutual support; devolving responsibilities and delegating tasks, as appropriate; evaluating practice; and developing an acceptance of accountability;
- Audit training needs of staff;
- Lead professional development of subject staff teaching Key Stage 3 through example, coaching and support, and co-ordinate the provision of high quality professional development, drawing in other sources of expertise as necessary;
- To work with the Head of Department to ensure high quality training, monitoring and support is provided during the induction of new staff and for trainee teachers;
- Assist colleagues to achieve expertise in their subject teaching and to meet targets;
- Ensure you operate as a role model through meeting deadlines and modelling best practice

MANAGEMENT OF RESOURCES

- Support the Head of Department to establish resource needs for the subject and advise senior leadership/line management of likely priorities for expenditure;
- manage available resources to meet the objectives of school and subject plans;
- provide guidance to departmental staff on implementation of whole school policies relating to the teaching environment and health and safety.
- Source, promote and deliver enrichment opportunities for students of Key Stage 3 Science



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- To organise and run a weekly KS3 Science Club and help organise and offer other Outreach opportunities.

COMMUNICATIONS

- Support the Head of Department by chairing and minuting departmental meetings when required;
- establishment and maintenance of lines of good communication within the Department and with other staff, students, parents, Governors and appropriate outside agencies.

SAFEGUARDING

- The school is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making an appointment to this post
- We expect all postholders to undertake annual safeguarding and child protection training including familiarisation with national policy updates to Keeping Children Safe in Education

EQUALITIES

Mill Hill County High School is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity. We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for all to achieve.

ADDITIONAL INFORMATION

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role and accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.

