



HEREFORD CATHEDRAL SCHOOL

CANDIDATE INFORMATION

FULL-TIME

Head of Chemistry

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SCIENCE AT HEREFORD CATHEDRAL SCHOOL

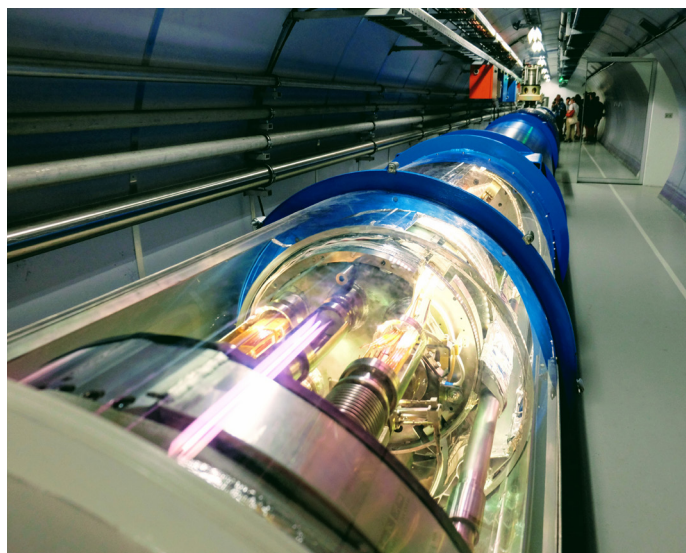
Science is a very successful and well-resourced faculty, comprising ten teaching staff and three experienced lab technicians. Biology, Physics and Chemistry all have dedicated laboratories with individual departmental prep-rooms.

There is a collegial approach within the faculty, with all members contributing to the development of programmes of study. Each member of staff is expected to offer an open-door policy when it comes to supporting our students beyond the classroom, and to provide stimulating, imaginative teaching spaces which encourage an interest and enthusiasm for our subject.

In Year 7, all pupils follow a combined science course comprising aspects of all three sciences. In Year 8 and Year 9, pupils are taught the three separate sciences by subject specialists. In the Spring term of Year 9 we start the GCSE course, following the AQA specification. Approximately 50% of pupils study the sciences separately, leading to the award of three GCSE qualifications. The remaining students follow a Combined Science course (Trilogy), resulting in the award of two GCSE qualifications.



Outside of lessons, there are a myriad of opportunities for our pupils to engage with science, including such activities as Chemistry Club, Science Society, the Biomedical Society, STEM Club and Dissection Club, to name a few. Pupils also gain regular success in Olympiads and competitions. We celebrate National Science and Engineering Week, and offer a number of science trips, including the biennial trip to CERN laboratories, the Biology Think Tank in Birmingham and a Forensics Day in Bristol. We regularly attend live lectures, conferences and museums, and run a number of outreach events for local schools.



J O B D E S C R I P T I O N : H E A D O F C H E M I S T R Y

Post title: Head of Chemistry
Hours/weeks: Full-time

Salary: Competitive
Start date: September 2025

Location: Hereford Cathedral School, Old Deanery, Cathedral Close, Hereford HR1 2NG

O P P O R T U N I T Y

Hereford Cathedral School seeks to appoint a dynamic and enthusiastic Head of Chemistry to join our outstanding faculty. The successful candidate will set the vision and direction for the department and be responsible for ensuring that our curriculum is aligned to excellence to A Level and beyond.

This is a role for a teacher wishing to take the next step in their career or an experienced teacher/HoD, who can lead a team of committed and talented teachers, as well as inspire the next generations of chemists. Leadership experience is not essential, but applicants must be able to demonstrate the skills required to lead a department.

This is a role for a teacher wishing to join a sector-leading educational provision which values continuous professional development, a culture of collaboration, reflective practice and where colleagues are nurtured, supported and encouraged in their careers.

The successful candidate will be highly motivated and fully prepared to undertake the demands of working in one of the UK's leading independent co-educational day and boarding schools.

O U R O F F E R

- A highly talented and supportive staff and governing body
- Competitive salary
- Access to our effective Professional Learning programme which includes our vision for 'Cultures of Thinking'
- Free lunch provided in term time
- Enrichment opportunities through our exceptional extra-curricular opportunities
- Opportunity to join a wonderful team of people
- A beautiful place to work in the most idyllic settings
- And finally, the chance to work with outstanding students

R E P O R T I N G L I N E S

The post holder reports to the Head of Science (and/or department heads)

A C C O U N T A B I L I T I E S

- To contribute to the Faculty by carrying out the professional duties of a teacher
- To maintain the Faculty's strong academic record

CONTINUED OVERLEAF



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SCHOOL'S YOUTUBE CHANNEL

THE ROLE: HEAD OF CHEMISTRY

RESPONSIBILITIES

- Leadership of the department and its teachers and support staff
- To conduct appraisals of teaching and teaching support staff
- To continue to embed the Cultures of Thinking ethos within the Department and whole school
- To attend half-termly Heads of Department meetings as well as Heads of Faculty meetings
- To liaise with the Deputy Head (Academic) to ensure a coherent programme of study for pupils
- To lead the development of the department and contribute to the departmental and overall School aims and objectives
- To encourage, facilitate and participate in the development of ICT within the department and to support the ongoing development of the Digital Strategy
- To liaise with the Exam Officer to maintain accreditation with the relevant examination and validating bodies. To ensure that there is a departmental presence at the start of every external examination in the subject. To ensure the accuracy of exam entries and data.
- To analyse and understand exam data and to report to the Deputy Head (Academic) and Headmaster on post-exam results
- To lead/oversee curriculum development, including the development of appropriate syllabuses, resources, schemes of work (designed to school framework), teaching, assessment and marking policies, which support the School's implementation of all current statutory requirements

Teaching Responsibilities:

- To teach Science and deliver an inspiring, challenging and balanced curriculum to students that supports the subject areas, in line with National Teaching Standards
- To participate in the development of ICT within the science departments and to support the ongoing development of the Digital Strategy
- Utilise department meetings, INSET and professional development opportunities to support the choice of appropriate teaching and learning methods to meet the needs of the subject
- Develop enrichment activities to enhance teaching and learning including clubs, trips and competitions
- To support the development of the faculty and contribute to the departmental and overall School aims and objectives
- To support curriculum development, including the development of appropriate syllabuses, resources, schemes of work (designed to school framework), teaching, assessment and marking policies, which support the School's implementation of all current statutory requirements
- To assess, record and report on the development, progress and attainment of students
- To embed the 'Cultures of Thinking' ethos within teaching pedagogy

THE ROLE: HEAD OF CHEMISTRY

SEPTEMBER 2025

Administrative Duties:

- To undertake appropriate administrative duties to support the operational needs of the department or wider school
- To maintain appropriate records and provide relevant and accurate information for information systems to ensure that all records are up-to-date

Pastoral Responsibilities:

- To provide pastoral support to pupils as a form tutor or similar role as required
- To attend year and whole school assemblies
- Liaise with Medical, Academic Support and any other professionals as and when necessary

General Responsibilities:

- To maintain good standards of behaviour amongst students, both when they are on School premises and when they are engaged in authorised School activities elsewhere
- To supervise, as required, groups of pupils engaged in private study, and the classes of absent staff
- To support through involvement in the School's extra-curricular activities
- To attend, and participate in as required, general school functions, meetings, cultural and social events, including those held out of school hours during term time
- Undertake whole school duties as outlined annually
- To take part in the School's professional development programme and take responsibility for own professional development. Actively seeks to reflect on and enhance own practice

Whole School Responsibilities:

- Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times
- To assist in the promotion of the School's reputation and in marketing activities as required
- To adhere to all the School's Policies
- To carry out any additional task reasonably required by the Headmaster
- You may also be required to undertake such other comparable duties as the School requires from time to time

It is not possible to present a definitive list of responsibilities for the role as it will be developed around the skills and experiences of the successful candidate.

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PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Qualifications	<p>Strong academic record: evidence of success at A Level and degree level</p> <p>Degree level qualification</p> <p>Evidence of involvement in relevant professional development</p>	<p>Masters degree or above</p> <p>Qualified Teacher Status</p> <p>Other relevant professional qualifications</p>
Experience and knowledge	<p>Excellent knowledge and understanding of the curriculum and a passion for the subject</p> <p>Knowledge and experience of lesson planning, use of resources and assessment.</p> <p>Understanding of the theory and practice of effective teaching</p> <p>Successful teaching at secondary/sixth form level</p> <p>Ability to teach Science up to GCSE level</p>	<p>Experience of creating a positive learning environment for pupils</p> <p>Development of schemes of work</p> <p>Worked effectively as a form tutor</p> <p>Awareness of HR policies and procedures</p> <p>Ability to teach an A Level science</p>
Skills and abilities	<p>Ability to supervise and manage groups of children and young people with confidence</p> <p>A positive attitude towards children and young people including the ability to demonstrate and promote positive values, attitudes and behaviour</p> <p>Build and maintain relationships through effective interpersonal skills</p> <p>Strong organisational and administrative skills, and able to manage own time effectively</p> <p>Excellent communication skills to inspire, challenge, motivate and empower others</p> <p>Think creatively to anticipate and solve problems</p> <p>Ability to deliver effective feedback</p> <p>Able to listen and reflect to seek continuous improvement and promote best practice</p> <p>Inclusive approach to education</p> <p>Values and takes responsibility for own professional development</p> <p>Good IT knowledge in Microsoft Office applications to include Word, OneNote, PowerPoint, Excel</p>	<p>Motivate and inspire confidence in pupils, staff, parents, governors and the wider community in order to further develop and promote the school</p> <p>Able to contribute to the School's extra-curricular activities programme e.g. coach a sports team, CCF, DofE</p>
Aptitude	<p>Naturally demonstrates a 'can do' helpful attitude</p> <p>Work under pressure, maintaining a sense of perspective and humour</p> <p>Reliability and integrity</p> <p>Resilience and tenacity</p> <p>Commitment, honesty and dedication</p> <p>Shares the School's values and vision and committed to the School's vision for learning experience and outcomes for pupils</p> <p>A willingness to develop teaching to KS5 (if not already working at this level)</p>	

P E R S O N S P E C I F I C A T I O N		
	Essential Criteria	Desirable Criteria
Circumstances	Able to work flexibly, earlier starts, evenings and weekends will be required. A strong commitment to support the School's extra-curricular activities programme	Full UK Driving Licence
Safeguarding Children, Young People and Vulnerable Adults	Understands their role in the context of safeguarding children, young people and vulnerable adults Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	

Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description above is not exhaustive and may, occasionally, be reasonably amended by the Headmaster.

H O W T O A P P L Y

An application form and information pack may be downloaded from the school website: www.herefordcs.com/job-vacancies

Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to recruitment@herefordcs.com

The closing date for applications is **10am on Wednesday 22 January 2025**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on [the school website](#).

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.