

For April 2025 or September 2025

CANDIDATE INFORMATION

Head of Chemistry  
(Full or Part Time)





**Our mission is to develop academically successful, community minded, self-confident and well rounded individuals who are well prepared for their futures.**

Westbrook Hay is a thriving co-educational independent day school. Pupils enjoy a broad curriculum, achieve excellent results and have the all-important confidence to succeed.

The school roll is currently at a record high of around 380 pupils and in September 2023 announced that it is growing its Senior Section of the school from Year 8 to Year 11 and will begin offering GCSEs.

**Our ethos is to be a welcoming, inclusive community that provides the best for, and expects the best from us all.**

The school is well known locally for its warm and welcoming atmosphere. This is something we cherish and, even though we are potentially going to grow slightly in size, we do not want to lose this ethos.

We believe our ethos separates us from larger competitor schools in our locality. This ethos is generated by the staff and their relationships with the pupils and parents. It has been regularly described as 'friendly and professional'.

**We are seeking a new Head of Chemistry who can assist us with achieving our mission and thrive under this ethos, helping to lead the Chemistry provision and first GCSE cohort through this exciting phase of development. This position has the potential to be full or part time depending on the individual. The candidate's preference should be stated on their application and this will be discussed further at interview.**





# Our History



Westbrook Hay School, founded in 1892 by Augustus Orlebar in Bedford, has evolved over 130 years, relocating and renaming itself multiple times. Originally a small establishment with just two pupils, it grew under successive leaderships and moved to its current location at Westbrook Hay in 1963. It transitioned from a boarding school for boys to accepting day pupils and girls in the late 1970s.

Located between Berkhamsted and Hemel Hempstead in Hertfordshire, the school's beautiful location boasts 26 acres of parkland overlooking the Bourne Valley. For example, the school has a purpose-built Pre-Prep and is planning a new specialist STEAM (Science, Technology, Engineering, Art and Mathematics) building to cater for GCSEs. The Performing Arts Centre was added in 2016 and boasts impressive facilities for dance, drama and music. Specialist facilities also include a Science Laboratory, DT Workshop, Sports Hall, Swimming Pool, an ICT Suite and an Art Studio.

Under various heads the school has expanded and modernised, while continuing to prepare students for prestigious senior schools such as Bedford, Berkhamsted, Haileybury, Millfield, Stowe and St Albans. The school now moves into a new phase of development becoming an all-through school to 16.







# Long Term School Strategy

In September 2023, Westbrook Hay announced that it is growing its Senior Section from Year 8 to Year 11 to begin offering GCSEs.

The decision was made in reaction to the changing local market, from a position of financial strength and due to demand from current and prospective parents.

This process has started extremely well with record numbers of pupils joining into Year 7 and new starters into Year 8. The first Year 9 cohort will be in place for September 2025.



# School Structure

The school is growing to form three main sections

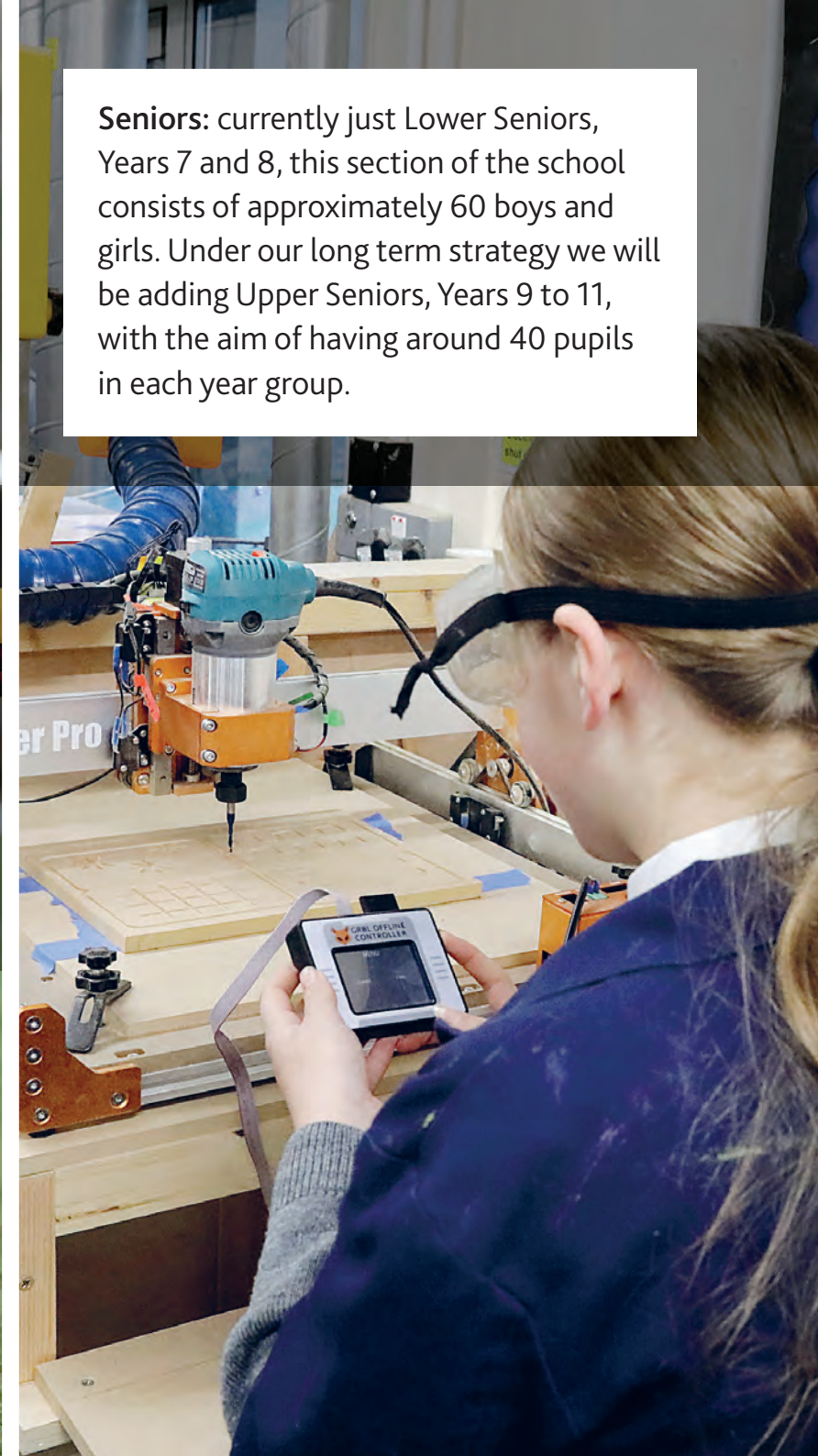


**Pre-Prep:** for pupils from Nursery to Year 2, this section of the school is two form entry and consists of approximately 140 boys and girls.



**Prep:** for pupils from Year 3 to Year 6, this section of the school is two or three form entry and consists of approximately 190 boys and girls.

**Seniors:** currently just Lower Seniors, Years 7 and 8, this section of the school consists of approximately 60 boys and girls. Under our long term strategy we will be adding Upper Seniors, Years 9 to 11, with the aim of having around 40 pupils in each year group.





# Academics at Westbrook Hay

At Westbrook Hay we are dedicated to nurturing each pupil's uniqueness. This spans from their formative years and continues into their GCSE years where we take pride in providing an environment where well-rounded individuals can flourish and succeed.

Academic life at Westbrook Hay encourages effective, life-long learning habits, through a broad and engaging curriculum. Key to our academic success is the fact that every pupil is well-known in our close-knit community. Classes are small and our teachers ensure that they do all they can to support pupils with their learning on an individual basis.

## GCSE Programme

In their time at Westbrook Hay, pupils are given the opportunity to fully explore a wide curriculum, which promotes academic rigour and curiosity. Within our GCSE Programme, our goal is to offer a diverse array of options that allows each pupil to leverage their strengths, while enjoying a broad range of experiences. English, Maths, Science and the Humanities (Geography, History and RS) form the core of our GCSE curriculum, with each pupil

encouraged to take a total of nine GCSEs.

While GCSE results are important, we understand that academic success holds different meanings for different people. In a world where external pressures on young minds are prevalent, Westbrook Hay provides a supportive and nurturing atmosphere in which to take GCSEs.

## Pre-Senior Bacculaureate

In Years 7 and 8 our pupils undertake their Pre-Senior Bacculaureate (PSB). As a PSB school, Westbrook Hay pupils follow an assessment model that has at its heart the development of the right attitudes, behaviours, skills and values required for children to flourish in an ever-changing world.

The six core skills of collaboration, communication, independence, leadership, reviewing & improving and thinking & learning are developed through termly enrichment days. These new world skills will equip the children for the future. As they develop and eventually go to the workplace, they will be able to think critically and communicate effectively with people from a range of different cultures.

## Learning Support

Our flourishing Learning Support Department monitors and puts in place support for pupils who have an identified learning difficulty or specific need. Within the department, pupils will gain on-going and practical support which will vary and change as they grow through their time at the school.

The Head of Learning Support monitors the progress of pupils, ensuring that lessons are appropriately differentiated and that the pupils' needs are met within the classroom. A continuous cycle of monitoring and feedback means that pupils with a range of learning needs are fully supported and make excellent progress at Westbrook Hay.



# Overview of the Role

We are seeking a candidate who has the dedication, enthusiasm and passion to lead the Chemistry Department into the next phase of development. The first Year 9 cohort will be in place for September 2025. In subsequent years the school will continue to grow to Year 11 for September 2027. We are looking for someone who can plan for and develop with this exciting expansion. This position has the potential to be full or part time depending on the individual. The candidate's preference should be stated on their application and this will be discussed further at interview.



## Chemistry Department

The Head of Chemistry will lead the Chemistry Department across all sections of the school and will be a part of the wider Science Department. The successful candidate will initially teach pupils in Years 6-9, the exact commitment will be based on timetable demands each year, as the school develops towards offering GCSEs. They will also be responsible for supporting teachers delivering Chemistry as a part of Science lessons in Years 3-5 and Pre-Prep.

Science is an integral part of Westbrook Hay's curriculum. We want our pupils to be scientifically curious and to have a passion for understanding how the world works. The subject is taught through Topic Lessons in Pre-Prep and then as a core part of the Prep curriculum from Year 3 onwards, with pupils starting to have lessons in our Science Laboratory from Year 5.

Pupils in the Prep (Years 3-6) and Lower Seniors (Years 7-8) broadly follow the national curriculum but there is the freedom to explore other topics that may be beneficial to their learning. From Year 9 individual lessons in Biology, Chemistry and Physics are all taught equally. When choosing their GCSEs, pupils will have the opportunity to study a combination of the three disciplines, choosing to study all three or opting to study their favourite one or two.

Science is taught by Class Teachers up to Year 4 and is delivered by a specialist Prep Science Teacher to Year 5. We are advertising for individuals with Biology, Chemistry and Physics specialisms to assist with the delivery of Science and their separate disciplines initially in Years 6-9. As the school develops towards offering GCSEs, there are plans to employ a Science Laboratory Technician and appoint a Head of Science, which may be of interest to prospective candidates looking for additional responsibilities in the future.

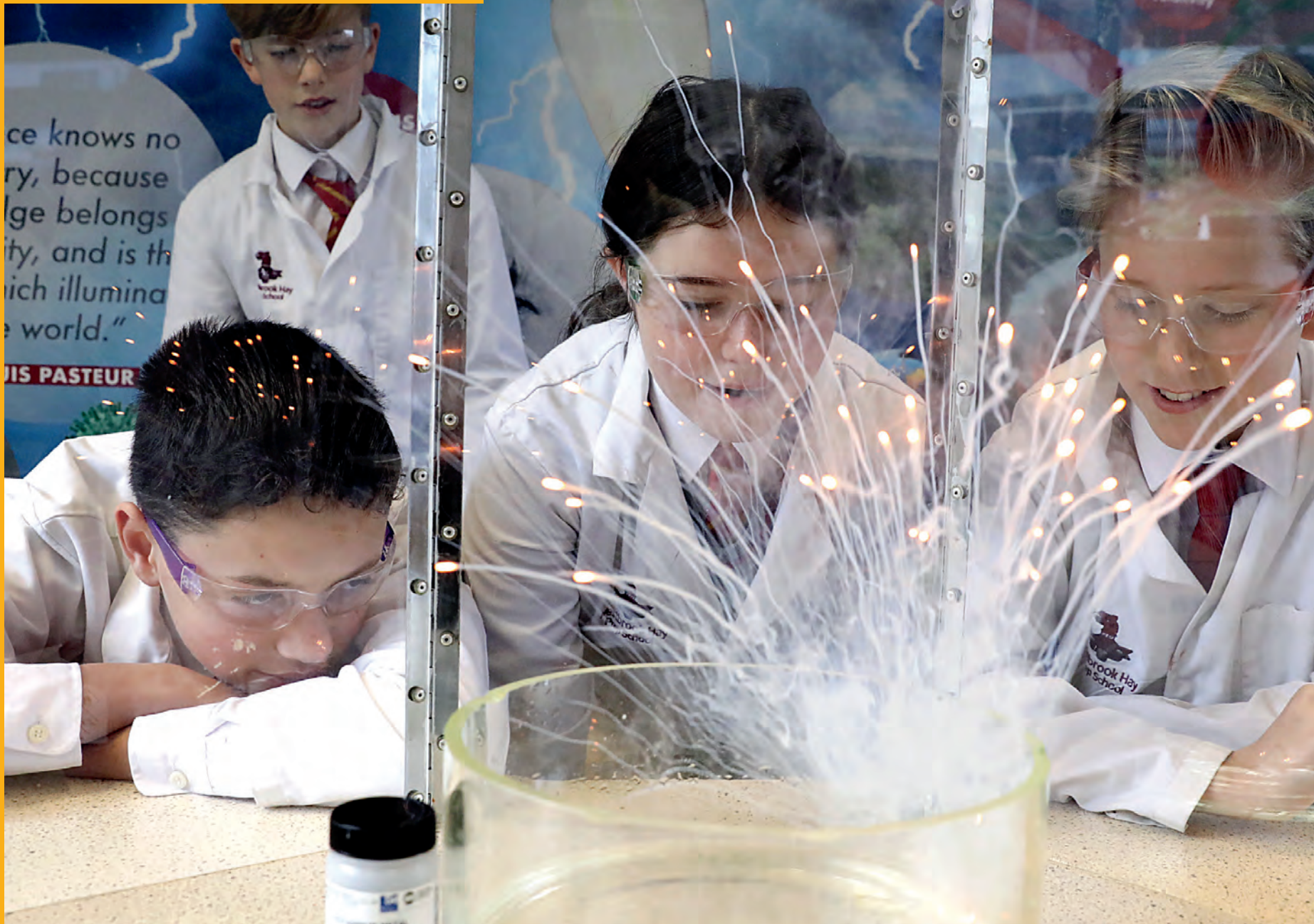
## Academic Leadership Team

The Head of Chemistry will be a member of the wider Academic Leadership Team (ALT). This body is in charge of monitoring academic life at Westbrook Hay. This includes the progress of pupils across the school, reviewing the curriculum, undertaking learning walks, leading initiatives in staff teaching and learning and setting the assessment and reporting schedules.

Led by the Deputy Head (Academic), this team includes the Senior Deputy Head, Director of Studies, Head of Learning Support and Pre-Prep Academic Lead. The Head of Chemistry will be an important part of the wider ALT and will be expected to attend around three meetings each term.



# Job Description



## Key Responsibilities

The purpose of this job description is to outline the main responsibilities of the Head of Chemistry. It is not restrictive and includes any other reasonable requests that may arise.

The safety and well-being of the children in School is paramount at all times. The Head of Chemistry is responsible for promoting and safeguarding the welfare of children for whom they are responsible, or with whom they come into contact. The Head of Chemistry will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties, the Head of Chemistry becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Lead for Child Protection or the Head.

The Head of Chemistry will be line-managed by the Deputy Head (Academic).





## Leadership and Management of Chemistry

- Lead Chemistry across all sections the school: Pre-Prep (Nursery to Year 2), Prep (Year 3 to 6) and Senior (Year 7 to 11)
- Chair and organise all aspects of the Chemistry Department meetings, at least once a term
- Ensure that any required INSET is provided for Chemistry Teachers
- Hold and manage a budget for Chemistry, ensuring that teachers have the resources they reasonably require
- Actively promote Chemistry to parents and prospective parents

## GCSE Chemistry

- Have a deep understanding and knowledge of the Science National Curriculum and GCSE Chemistry
- Oversee the coordination of part-time or peripatetic staff within Chemistry
- Plan and structure exciting and imaginative schemes of work to ensure that pupils are appropriately challenged, make strong progress and are enthused and inspired by their lessons

## Relationship with Executive Group Members and Key Staff

- Advise the Deputy Head (Academic) on timetable requirements and staffing of Chemistry
- Advise the Senior Deputy Head on the provision and organisation of any events, clubs, competitions and trips linked to Chemistry
- Attend and contribute positively to all wider Academic Leadership Team (ALT) meetings
- Organise all internal assessments and examinations with appropriate colleagues including the Exams Officer and the Deputy Head (Academic)
- Work in collaboration with the Heads of Pre-Prep (Nursery to Year 2), Prep (Year 3 to 6) and Senior (Year 7 to 11) regarding the delivery and development of the subject in their sections
- Work with the Director of Marketing & Admissions to promote and publicise, both internally and externally, the work and achievements of the pupils in Chemistry

## Other Responsibilities

- Be prepared to teach other subjects if required
- Complete all policies relevant to the role
- Complete all risk assessments relevant to the role
- Potentially combine the role with other responsibilities from different tiers of the school's leadership and management structure



# Person Specification



## Personal Qualities

The successful candidate will have the personal qualities for leadership and will lead by example, commanding the respect of pupils, parents and colleagues. Most important perhaps is the ability to work, not just as a leader, but also as a team member.

The new Head of Chemistry will join a school where staff development is important and ambition is encouraged. Applicants will be expected to show that they have relevant educational experience as per the person specification. A good understanding of and a commitment to the ethos of a co-educational independent school will be important but it is not essential to have worked in an independent school in the past.

Science has a long and rich standing in the Westbrook Hay curriculum. Taking either Biology, Chemistry or Physics will be compulsory and it is hoped that through the postholder's excellent teaching and engaging lessons, our pupils will be inspired to take Chemistry at GCSE and may continue their studies onto A Level Chemistry or further after leaving the school.



## Skills, Experience, Qualifications, Knowledge and Personal Attributes

All staff at Westbrook Hay are expected to embrace and demonstrate in their professional lives the School's values of courage, independence, integrity, reflective learner, responsibility and togetherness.

### Qualifications and Knowledge

Educated to degree or equivalent level in Chemistry or other Science	Essential
Evidence of ongoing professional development	Essential
Knowledge of current best practice in Chemistry learning and teaching	Essential
Knowledge of safeguarding requirements within a school	Essential
Proven track record of delivering academic success in Chemistry at GCSE	Essential
QTS or PGCE	Essential



### Skills and Experience

Ability to teach Year 7 to Year 11 Chemistry	Essential
Ability to teach Year 7 to Year 11 Biology and Physics	Desirable
Ability to teach Year 3 to Year 6 Science	Desirable
Ability and enthusiasm to teach both boys and girls	Essential
Ability to make accurate and productive use of assessment	Essential
Ability to nurture and develop an ethos of high standards, personal fulfilment and academic success	Essential
Ability to plan time effectively and meet deadlines	Essential
Ability to problem solve and offer solutions	Essential
Ability to work within a dedicated and hardworking team	Essential
Effective management of pupil behaviour	Essential
Excellent administrative and organisational skills	Essential
Excellent communication skills to a range of audiences	Essential
Experience of leading initiatives and measuring impact	Desirable
Experience of working in an 'all-through' school	Desirable
Experience of working in the independent sector	Desirable
Experience, or being willing, to teach a second curriculum subject	Essential
Experience, or being willing, to coach sport	Desirable
Line management of teaching colleagues over a significant period	Desirable
Planning and managing budgets	Desirable



## Personal Attributes

A leader with the ability to collaborate with colleagues and contribute positively to the goals and team spirit of the Chemistry Department and the wider staff team	Essential
Commitment to equality, diversity and inclusion, and how this applies to the role	Essential
Commitment to inspiring all pupils to develop a life-long passion for Chemistry	Essential
Commitment to ongoing professional development	Essential
Commitment to safeguarding and promoting the welfare of young people	Essential
Commitment to the benefits of coeducation	Essential
Commitment to providing excellent opportunities for all pupils in the school	Essential
Excellent and inspirational leader	Essential
Excellent IT skills	Essential
High levels of emotional intelligence and interpersonal skills	Essential
Passionate about the wellbeing of all pupils, inspiring others through their care, enthusiasm and expertise	Essential
Positive role model	Essential





## The Head of Chemistry is expected to be:

### Personal

- Able to demonstrate high levels of interpersonal skills and emotional intelligence;
- Patient and kind, yet determined;
- Able to demonstrate integrity at all times;
- Loyal to the school and an embodiment of Westbrook Hay's values and mission its vision, mission and ethos;
- A lover of learning who is always willing to learn themselves;
- Empathetic to the plight/work of others and flexible enough to adapt their expectations to support others' needs and challenges whilst delivering the highest quality of education;
- Understanding of the impact of their own behaviours on others, being a personal and professional role model for the community.

### Professional

- Committed to putting our children first;
- A champion of the Westbrook Way Charter;
- A leader and a manager;
- Passionate about their subject, inspiring others through their expertise and enthusiasm;
- An outstanding teacher of their subject who is keen to coach other teachers to reach the highest standards;
- Courteous, professional and respectful to all, at all times;
- Discreet and professionally sensitive;
- Able to be at the forefront of educational thinking in their subject;
- Organised, meticulous and a first-rate administrator who has excellent IT literacy;
- Resilient and able to recover quickly from professional setbacks;
- Proactive and creative when problem solving;
- Able to lead others with a flexible approach;

- Able to meet deadlines;
- Confident, articulate and willing to offer ideas;
- Hard working but able and willing to delegate effectively;
- Able to manage differences of opinion and bring disagreement to an effective, respectful conclusion, being accepting when in the minority;
- Competent in monitoring and evaluating the performance of individual teachers in their subject.

### Leadership

- Committed to making Westbrook Hay a first-choice school;
- Open minded to change, new ideas and shifts in strategy;
- Able to play their part in the completion of a strategic plan;
- Able to motivate and energise others to achieve the school's mission;
- Able to identify operational weaknesses and opportunities and suggest actions for improvement;
- Be able to lead change and develop a culture of reflection, evaluation and improvement.





# Salary and Benefits

This is a leadership position, the salary will be competitive and dependent on experience.

## What can we offer you?

- A fantastic team of staff to work with and be a part of
- A post currently pensionable under the Teachers' Pension Scheme (under consultation)
- A school that is rated 'Excellent' by ISI with waiting lists in operation in a number of year groups
- Commitment to continuing professional development
- Enhanced Family Leave
- Free cooked lunches and refreshments throughout the day
- Membership of the Employee Assistance Programme
- Opportunities to attend events organised by the Staff Social Committee
- Receipt of a 'Golden Ticket' for assisting with an overnight event, which enables staff to apply for a half day either in the morning or afternoon
- Small class sizes, a beautiful rural location and excellent facilities
- 50% fee remission is offered for children of school staff, subject to availability of places





# Application and Recruitment Process



**The deadline for the receipt of applications is 12:00 on Thursday 13th February.**

To apply for this position, please complete an application via the TES website. Further information or any enquiries can be requested from our HR Officer, Mrs Rachel Franklin ([rachel\\_franklin@westbrookhay.co.uk](mailto:rachel_franklin@westbrookhay.co.uk)).

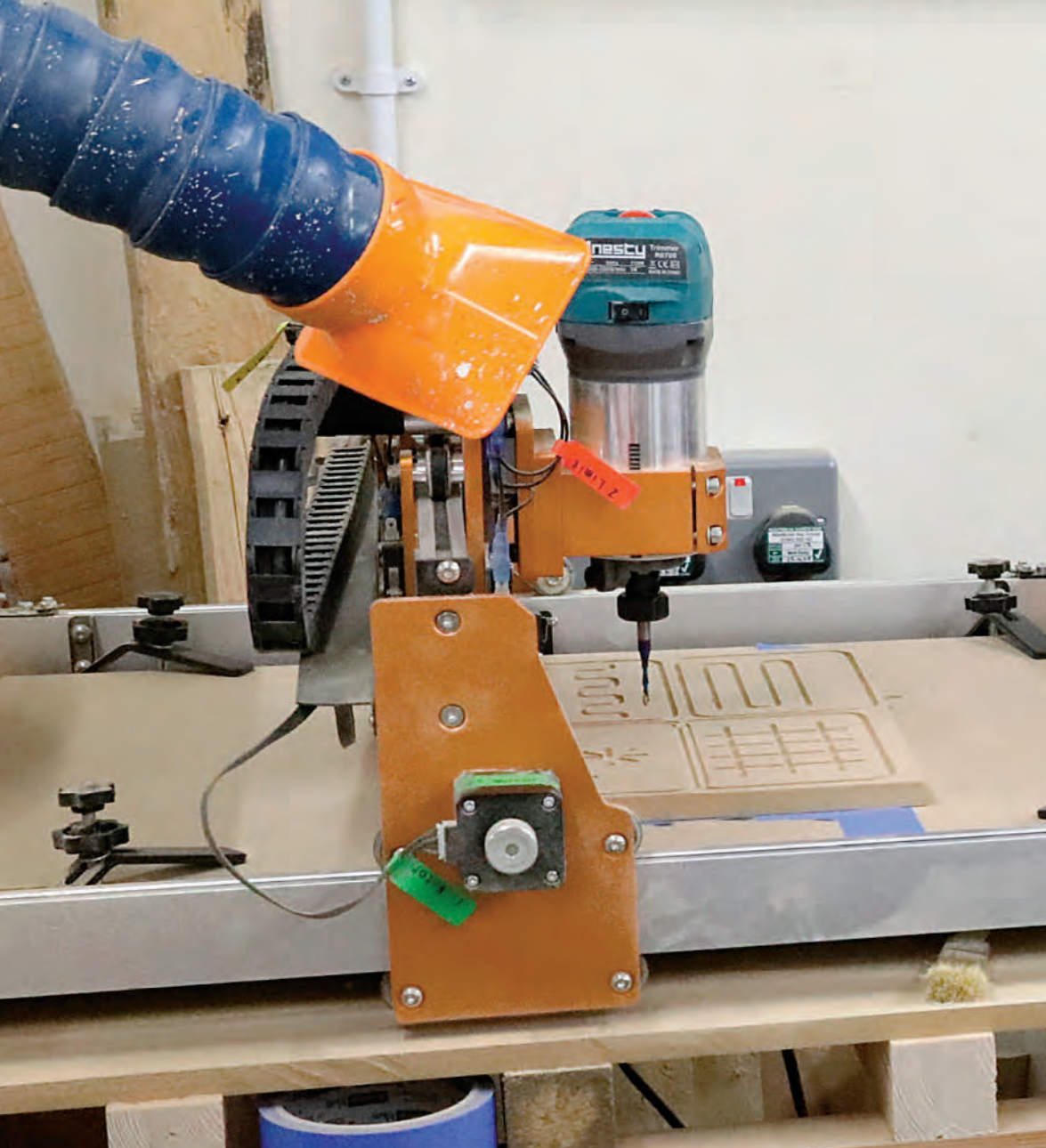
**It is anticipated that interviews will be held on the week beginning Monday 24th February.**

Although the programme is yet to be confirmed it will include an interview, the teaching of a lesson and other tasks. Candidates will be offered a tour of the school and lunch, if the timing is appropriate. Overnight accommodation is available on request.

**This appointment is for April 2025 or September 2025.** This position has the potential to be full or part time depending on the individual. The candidate's preference should be stated on their application and this will be discussed further at interview.



# Compliance Requirements



The appointment is subject to satisfactory pre-employment checks in accordance with DfES guidance, to satisfactory references, satisfactory clearance from the DBS, proof of identity and qualifications and a satisfactory medical report. Westbrook Hay is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be required to undergo child protection screening including checks with current and previous employers and the Disclosure & Barring Service.







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