



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

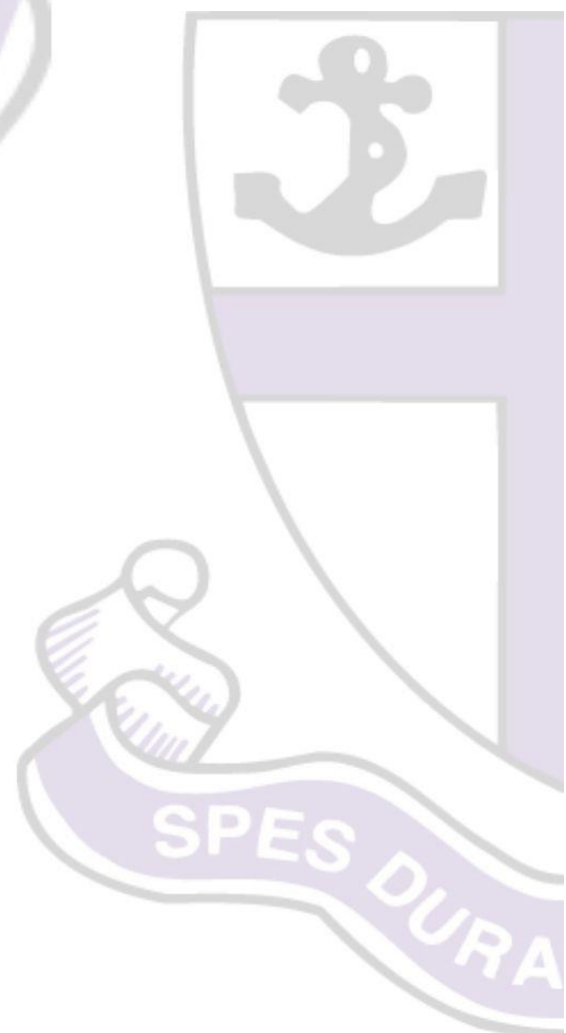
Head of Psychology
Part Time 0.5 Fixed Term
Required from September 2025

Contents

- Welcome Message from the Headmaster, Mr Will Chuter
- Recruitment of staff
- The School
- Commitment to Safeguarding
- The Role
- The Department
- Duties and Responsibilities
- Person Specification
- Method of Application
- Notes



T AVORUM



Welcome from the Headmaster



I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, appearing to read 'Will Chuter', with a long horizontal line extending to the right.

Will Chuter
Headmaster

Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2024, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our [Policies page](http://www.kimbolton.cambs.sch.uk/policies) to read our Safe Recruitment Policy at www.kimbolton.cambs.sch.uk/policies



You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



Head of Psychology

Required from September 2025

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltonschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

This is a hugely exciting opportunity to lead the opening of a Psychology Department at Kimbolton School. We are looking for an outstanding, dynamic and suitably experienced individual who can establish a department which delivers high quality teaching and inspires pupils wishing to study Psychology.

In September 2025 this will be a fixed term role of 1 year with a minimum timetable allocation of 0.5 (equivalent to 2.5 days teaching). There is potential for this to become full time and permanent depending on the success of subject recruitment for September 2026.

The Department

The successful candidate will have responsibility for all aspects of both curricular and super-curricular Psychology in the school, and will have considerable autonomy in developing innovative, ambitious and comprehensive provision for this exciting new subject area.

Psychology will only be offered at A-level and current plans are to follow the AQA specification. There is significant interest from the current 5th Form, and we would expect 2 teaching classes in Lower Sixth from September 2025.

Duties and Responsibilities

Departmental Leadership of Teaching and Learning

- Ensure the highest standards of teaching and learning are maintained across the department
- Be responsible for the attainment and progress of all pupils in the department including, but limited to, those on the Academic Support register, those Most Able and those for whom English is a foreign language
- Lead on innovation and development to ensure that the pupil experience is challenging and varied
- Develop schemes of work
- Follow school policy on quality assurance including lessons observations and marking audits
- Ensure that departmental policies are student focused and support the development of every pupil
- Use data to track, review and evaluate pupil outcomes and inform future decisions
- Provide opportunities for pupil voice
- Provide opportunities to share good practice
- Provide opportunities for pupil enrichment including trips and speakers
- Write and implement a Departmental Development Plan
- Ensure the effective deployment of resources
- Support school strategy in this area

People

- Uphold the responsibilities of the school's Professional Development and Review process (PDR)
- Support the professional development of colleagues
- Work with other functions of the school as appropriate including Academic Support and the Bursary
- Be responsible for the induction of new colleagues

The Head of Department is also responsible for:

- Compiling a department budget
- Liaising with the Deputy Head Academic over timetabling
- Overseeing departmental resources and rooms, ensuring good quality learning environments
- Supporting pupils in making GCSE, A-level and higher education choices
- Liaising with the Exam Office over internal and external exam arrangements
- Maintaining a Departmental Handbook including relevant policies

No list of responsibilities can really encompass all that is asked of the Head of Department; at the heart of their task is an active enthusiasm for the subject, along with energy and commitment – a commitment to helping Kimbolton pupils achieve success at all levels.

All members of staff are expected to play a full role in the life of the School outside the classroom, which includes a commitment to the extra-curricular sphere both after school and on selected Saturdays.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ○ Qualified Teacher status ○ Graduate Level with a good degree in a relevant discipline 	<ul style="list-style-type: none"> ○ Post-graduate qualification ○ PGCE
Training	<ul style="list-style-type: none"> ○ Willingness to embrace new ideas and methodology ○ Commitment to personal/professional development ○ Evidence of ongoing professional development 	
Experience	<ul style="list-style-type: none"> ○ Teaching KS5 students ○ High level of ICT skills 	<ul style="list-style-type: none"> ○ Experience of leadership
Knowledge and Skills	<ul style="list-style-type: none"> ○ Secure knowledge and understanding of concepts and skills in specialist subject ○ Clear understanding of the secondary curriculum and its assessment ○ Ability to employ a range of effective teaching, learning styles and assessment methods ○ Ability to access and use classroom relevant research and inspection evidence to improve teaching and learning ○ Ability to use assessment data to inform planning and set targets 	
Teaching & Learning	<ul style="list-style-type: none"> ○ Excellent classroom practitioner, with excellent subject knowledge and strong practical skills ○ Ability to raise achievement for all ○ Committed to ensuring excellent standards of behaviour at all times ○ Record of high pupil achievement as the result of your teaching ○ Evidence of initiative in improving performance and self-reflection ○ Enthusiastic and passionate for teaching and developing young people to reach their full potential ○ Motivated, with high expectations to support pupils of all abilities and needs ○ Proven exam teaching experience and results record 	
Skills & Attributes	<ul style="list-style-type: none"> ○ Create a stimulating and safe classroom environment ○ Ability to establish good working relationships and effective teamwork 	

	<ul style="list-style-type: none"> ○ Plan and deliver high quality learning ○ Good communication skills to work effectively as part of a team including staff, students and parents ○ Excellent role model for staff and students ○ Innovative approaches to curriculum delivery which motivate and inspire ○ An engaging and optimistic approach, demonstrating strong organisational skills ○ Ability to generate ideas and drive initiatives ○ Writing schemes of work ○ Data analysis and pupil tracking 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> ○ High expectations of students and colleagues ○ Enthusiastic and committed ○ A passion for teaching ○ Open mindedness ○ A forward thinking approach ○ Flexible and proactive ○ Excellent interpersonal skills ○ Ability to welcome and respond positively to constructive criticism ○ Ability to be reflective and self-critical ○ Ability to remain calm under pressure ○ Safeguarding and protection ○ Willingness to participate in the extra-curricular activities of the department and School in general ○ Supportive team member, with stamina, a good sense of humour and perspective on life 	

Method of Application

Please email a letter of application, together with the completed Application Form to:

The Headmaster, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at headmaster@kimboltonschool.com

The closing date for applications is: 9:00 am Wednesday 29th January 2025
We reserve the right to interview suitable candidates upon receipt of application

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies