

**Leadership Pay Scale**

**Permanent Full time or Part Time**

**Closing Date: 16th April 2018**

**Required as soon as possible**

**Director of Science**

**Pride & Professionalism Relationships Integrity Aspirations Social Justice Empowerment & Accountability**

**Every student ready for University, Every student a leader**

**Job Description – Director of Science**

**Responsible to: Vice Principal**

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| **CORE PURPOSE:**  The successful applicant will join the Academy and work closely with the Principal, Vice Principals and other Assistant Vice Principals. They will need to be ambitious, innovative and have the tenacity to ensure that students achieve ambitious academic targets.  This is a fantastic opportunity for you to shape the lives of young people in Brent. If you think you can help transform the opportunities for the community we serve then we would like to hear from you.  To provide strategic leadership and management of learning and teaching within Science ensuring high standards are maintained enabling every student to reach their potential  The Director of Science will line manage directly the Head of Science |

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| **PARTICULAR DUTIES:**  **In order to promote and achieve the school vision and purpose:**   * Lead on developing a range of strategies to promote student engagement in learning and enjoyment of academy life. * Lead on a range of strategies to engage parent/carers in their child’s learning. * Lead on behavioural strategies and systems to ensure an outstanding environment for learning. * Be part of the team with responsibility for Child Protection and Safeguarding. * Develop and maintaining relationships between the academy and local providers of services for children. * Work with the senior leadership team to secure the strategic vision for the academy. * Plan and deliver academy policies. * Lead on all aspects of behavioural and pastoral support through the design and implementation of an effective academy House system. * Oversee all behavioural systems, analysing data, evaluating impact and ensuring that effective intervention strategies are in place. * Work with Heads of House, Subject Leaders and Personal Advisers, to drive forward the academy rewards system   **Behaviour and Reward Systems**   * Lead on all aspects of behavioural and pastoral support through the design and implementation of an effective academy House system. * Oversee all behavioural systems, analysing data, evaluating impact and ensuring that effective intervention strategies are in place. * Work with Heads of House, Subject Leaders and Personal Advisers, to drive forward the academy rewards system. Student Leadership * Lead on the identification, role and monitoring of the Prefect system. * Lead on the election, role and impact of the Student Council. * Oversee the Heads of House and the programme of House Weeks and the deployment of House Captains. Parental Engagement * Lead on the organisation of Consultation Week and Parent Days. * Support the Parent Staff Association in delivering a programme which engages parents in the education of their child(ren). * Interventions * Address underachievement by contributing to academy strategy as well as supporting the development and implementation of faculty strategies and approaches. Standards/Quality Assurance and Additional Responsibilities * Participate in the Academy Performance Management Scheme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the Academy and Departmental Strategic Plan. * Support whole school and faculty Self-Evaluation strategies. * Support extended day activities to enhance students’ learning experiences. * Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy. * Attend team and staff meetings. * Attend and participate in Parent Days and Consultation Week. * Uphold the academy’s behaviour code and uniform regulations. * Participate in staff training and development.   **Key Organisational Objectives**  **The postholder will contribute to the academy’s objectives in** **service delivery by**:   * Following Health and Safety requirements and initiatives as directed. * The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. * Ensuring compliance with Data Protection legislation. * At all times operating within the school’s Equalities policies, demonstrating commitment and contribution to improving standards of attainment. * Adopting Customer Care and Quality initiatives. * Fulfilling the role of Student Personal Adviser and/or mentor if required. * Contributing to the maintenance of a caring and stimulating environment for young people.   Conditions of Service Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust. Special Conditions of Service Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview. Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.  ***This job description may be amended at any time following discussion between the Principal and member of staff, and will be reviewed annually.*** |

**This job description does not form part of any Contract of Employment. It describes the duties which the post-holder is required and expected to perform.**

**January 2018**

**Person Specification**

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| **Knowledge, Skills and Aptitudes**   * Degree in a Science subject * Experience of teaching science across KS3, 4 and 5 * Good knowledge of the National Curriculum and relevant Schemes of Work * Good understanding of how to develop skills and attributes in students * Qualified teacher status * Experience Ability to use ICT effectively * Ability to use ICT to raise achievement and as a management tool * Demonstrate experience of effective performance management and quality improvement within a school environment * Leadership experience, including managing staff and students * Ability to use collaborative teaching methods and work with colleagues in the preparation, assessment and monitoring of work * Demonstrable experience of improving student outcomes * Ability to provide high-quality outcomes * A record of continuous professional and career development * Experience as a form tutor and/or pastoral work * Using strategies to raise standards and achievement of students * Well presented * Excellent communication skills and organisational skills * Ability to analyse data effectively to assess performance * Ability to work hard under pressure while maintaining a positive, professional attitude * Ability to organise and prioritise workload and work on own initiative * Good interpersonal skills and the ability to work collaboratively, leading to professional development of staff, achievement of academy aims, and to the efficient running of faculties * Excellent creative teaching ability * Commitment to personal career development * Ability to organise whole school/year based activities * Ability to think and plan strategically and manage change * Willingness to engage with parents in order to encourage their close involvement in the education of their children * Knowledge and understanding Developments in the National Curriculum * Academy’s strategic plan and the role to be played by the Director of Engagement * Developing differentiated schemes of work * Effective strategies for supporting staff to improve teaching and learning * Positive, effective strategies for whole school behaviour management * Intervention packages available to support accelerated learning * Thorough knowledge of Ofsted framework regarding effective leadership, management and self-evaluation * Schools’ statutory responsibilities regarding the needs and care of students with SEN * Assessment systems * Equal opportunities:- Understanding of different social backgrounds of students * Understanding the needs of students and the appropriate strategies to support them * Understanding the needs of bilingual students |

**Responsible to: Vice Principal**

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| The Director of Science must demonstrate the skills and experience necessary to provide pedagogic leadership within their own and other schools. They play a key part in raising Learning & Teaching standards through the quality of their own teaching and by supporting the professional development of their colleagues. |

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

**Closing date: 16th April 2018**

Please download the application form from our website at The Crest Academy <http://thecrestacademy.org/about-us/staff-vacancies/>

**Please return completed applications to** [thecrestacademyhrhelpdesk@e-act.org.uk](mailto:thecrestacademyhrhelpdesk@e-act.org.uk)