



Saint Joseph's
CATHOLIC SCHOOL

Head of Science Department

Start date: September 2018

www.sjcs.org.uk

WELCOME FROM THE HEADTEACHER

Dear Applicant,

The Governors and I welcome your interest in the position of a Head of Science at our school.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our reputation within the community, following year on year improvements in results has resulted in us becoming oversubscribed and a school of choice for many parents.

Following an extremely pleasing Ofsted inspection in January 2018 we have a clear focus on the areas we need to improve and hence achieve Outstanding grading in all sections. I am thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Good in all areas with clear evidence of elements that are Outstanding.

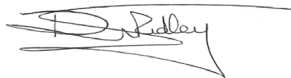
This post is an excellent opportunity to join our school at a very exciting time. We are looking for an ambitious individual who can inspire pupils and develop the Science Department.

Dates

Application Deadline: Friday 16th March 2018

Interviews: Thursday 22nd March 2018

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.



Mrs RA Ridley
Headteacher



JOB DESCRIPTION FOR HEAD OF SCIENCE

Post:	Head of Science
School:	St Joseph's Catholic School
Salary Range:	MPS – UP3 + TLR (Dependant upon experience) Additional package available for outstanding candidate
Responsible to:	Deputy Head teacher
Contract Type:	Permanent

Purpose of Role

What follows is designed as a generic job description for all Head of Science teachers without specific teaching and learning responsibility points. The conditions of employment of teachers are provided in the 'School Teachers' Pay and Conditions Document', issued annually.

- Responsible for the leading, managing and developing the curriculum area at all Key Stages (3 and 4).
- Determine the vision and strategic development priorities for the Science Department.
- Exercise leadership and management in respect of all members of the team.
- Responsible for monitoring aspects of student progress across the team.
- Develop and enhance the teaching practice of others.
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curricular for students in accordance with the aims of the school and the curricular policies determined by the Governing Body and the Head teacher.
- Monitor and support the overall progress and development of students in Science.

Duties and Responsibilities

Strategic Leadership

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies.
- Formulate the aims, objectives and the strategic development plan for the department.

Operational Management

- Day-to-day management, control and operation of the Science Department.
- Monitor and follow up on student progress.
- Assist in the implementation of school Policies and Procedures.
- Ensure Health and Safety policies and practices are adhered to.

Curriculum Provision

- Ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the School Development Plan.
- Offer leadership and support for the provision of gifted and talented students and disadvantaged students.

Curriculum Development

- Support and promote curriculum development within Science
- Keep up to date with national developments in Science and teaching practice and methodology
- Actively monitor and respond to curriculum development and initiatives, at national, regional and local levels.
- Maintain accreditation with the relevant examination and validating bodies.

Staffing

- Ensure the staff development needs are identified and that appropriate programmes are designed to meet such needs
- Contribute to Performance Management and act as reviewer for a group of staff within Science
- Ensure effective and efficient deployment of classroom support.

Quality Assurance

- Ensure the effective operation of quality control systems

JOB DESCRIPTION FOR HEAD OF SCIENCE

- Set pupil progress targets and support the work towards their achievement.
- Establish common standards of practice within the team and the development of effective teaching and learning styles.
- Contribute to the school procedures for lesson observation
- Implement school self-evaluation procedures and ensure adherence to those within Science
- Actively seek/implement modification and improvement where required within Science
- Monitor and evaluate the curriculum area in line with agreed school procedures, including evaluation against quality standards and performance criteria.

Management Information

- Ensure the maintenance of accurate and up-to-date curriculum information on the school's management information systems
- Analyse and evaluate curriculum performance data
- Production of reports within the quality assurance cycle
- Production of reports on examination performance, including the use of value-added data
- Identification of Key Stage 4 exam entries.

Marketing and Liaison

- Contribute to the school liaison and marketing activities, e.g. the collection of material for press releases
- Contribute to the development of effective subject links with partner schools and the community
- Attend and support where necessary at liaison events in partner schools leading to the effective promotion of subjects at public events
- Actively promote the development of effective subject links with external agencies.

Communications

- Ensure that all members of the curriculum team are familiar with the department aims and objectives
- Ensure effective and professional communication with parents/carers at all times.

Management of Resources

- Identify resource needs and contribute to the efficient / effective use of physical resources
- Co-operate with other curriculum areas to ensure a sharing and effective usage of resources to the benefit of the school and the students.

Pastoral System

- Monitor and support the overall progress and development of students within Science
- Monitor pupil attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- Assist in the implementation of the Behaviour Management system in Science so that effective learning can take place.

Teaching

- Undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher
- Use your own class as an example of high quality teaching and learning in the subject
- Ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school development plan
- Establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data
- Evaluate the teaching and learning of the subject by the monitoring of teachers' plans and through work analysis, identifying effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching.

This job description only contains the main accountabilities relating to the posts, and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

PERSON SPECIFICATION FOR HEAD OF SCIENCE

Post	Head of Science
School	St Joseph's Catholic School
Pay Range	MPS – UPS3 (Dependant on experience) Additional package available for outstanding candidate
Responsible to	Deputy Head teacher
Contract Type	Permanent

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • A degree or equivalent in Science or a related subject 	<ul style="list-style-type: none"> • Further accreditation in leadership and management
Professional Development	<ul style="list-style-type: none"> • Recent relevant in-service training in Science • Commitment to own professional development 	<ul style="list-style-type: none"> • Further professional training
Experience	<ul style="list-style-type: none"> • Ability to teach and lead the teaching of Science at KS3 and 4 • Excellent practitioner – evidence of outstanding lesson observations • Experience of developing resources to enhance learning and assessment throughout appropriate Key Stages • Ability to inspire and motivate students of all abilities • Proven success in raising attainment 	<ul style="list-style-type: none"> • Use of ICT in teaching • Experience of assessment for learning • Experience of managing an area of responsibility • Experience of managing change successfully
Knowledge and Skills	<ul style="list-style-type: none"> • Good knowledge of national and local initiatives in Science • Ability to analyse data • Use a variety of teaching strategies • Experience of monitoring and evaluating students' progress • Good communication and interpersonal skills • Ability to motivate, challenge and inspire staff • Excellent ICT skills 	<ul style="list-style-type: none"> • Examination marking experience • Ability to work using own initiative • Proven ability to set and meet deadlines
Commitments	<ul style="list-style-type: none"> • Sympathetic to Catholic values • Professional and positive working relationships with staff and pupils • An understanding of the school's priorities in line with the Development Plan and Self Evaluation process 	<ul style="list-style-type: none"> • Involvement in cross curricular initiatives and projects
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm & energy • Commitment to safeguarding and promoting the welfare of Children and Young people • Good health and attendance • Good organisation 	

SCHOOL ETHOS

St Joseph's Catholic School is a small 11–16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do. Our values and ethos permeates everyday life as a community, each child and every adult is treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.

OVERVIEW OF THE SCHOOL

Our school encourages and guides each of its pupils to develop their own unique gifts and talents. By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential. Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience and imaginative understanding.

At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve.

There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.

ACADEMIC SUCCESS

Over the past five years, St Joseph's Catholic School has exceeded challenging targets by over 11%, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils. We have received local and national recognition for our GCSE results which places our school as one of the top performing similar schools in the country.

In 2017, our A*–C GCSE grades including English and Mathematics was 68% with the Levels of Progress and Value Added being significantly higher than national average. Most pleasing, the Grade 5 (B/C) grades have been recognised as one of the best in Wiltshire.



STAFF WELFARE AND CAREER PROFESSIONAL LEARNING

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish. We offer the NPQML and NPQSL national qualification to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years.

Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.



SAFEGUARDING AND CHILD PROTECTION

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the school will be subject to an enhanced DBS check.

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.



Saint Joseph's
CATHOLIC SCHOOL

ST JOSEPH'S CATHOLIC SCHOOL

CHURCH ROAD

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