

Director of Science

Role Description

Closing Date: 8 May 2017

Elutec is an innovative new centre of excellence for young people aged 14 to 19 who aspire to follow a career in design and engineering. Located on the London East site opposite Dagenham East station, we offer an exciting opportunity to help shape the future of Elutec and work with employers across east London and the Thames Gateway to develop an outstanding school for the benefit of its students.

Starts - This post is to start in September 2017.

Reports to - Principal

Salary – Negotiable within a range.

As Director of Science at Elutec you will have a minimum set of key responsibilities, as listed below, and opportunity to develop your role further within the leadership team.

Key responsibilities

Leadership within Elutec

- Ensure that the vision and values of Elutec and the sponsors are evident in every aspect of the discharge of the duties of the post
- Model the highest professional standards to staff, students, parents and partners in all aspects of the role and leading by example
- Show commitment to the senior leadership team working in a cohesive, supportive and forward thinking manner
- Working with other senior colleagues, play an active role in delivering Elutec policies
- Lead cooperation and collaboration between the team members, delegating responsibility as appropriate
- Work closely with the line manager to manage the science team
- Resource and budget management within the curriculum area
- Production of an annual curriculum area action plan for inclusion in the Elutec development plan
- Development of a subject specific pedagogy as appropriate
- Contribution to student recruitment and retention through effective use of self and team
- Be an inspirational and aspirational curriculum team leader/senior leader
- Be prepared to work in other areas of Elutec as directed
- Keep up to date with developments in the curriculum area, teaching resources and methods and make relevant changes to schemes of work and lesson plans as appropriate.
- Agree time and facilitate regular 1:1 opportunities with members of the team.

Curriculum

- Lead the development and implementation of the science curriculum
- Work closely with existing and new industrial partners to facilitate contextualised learning
- Work closely with appointed staff from the awarding body to develop and improve both the curriculum and its assessment
- Look for and encourage extracurricular interests by students and staff to develop subject knowledge

Teaching and learning

- Develop own practice and that of those in the team
- Lead the monitoring and evaluation of student progress in the subject area
- Develop and implement intervention activities for students who are not progressing well
- Lead the team in developing excellent use of ICT to further student progress
- Ensure that schemes of work, including lesson plans, are in place that will enable access to the highest grades by all students in all courses taught in the curriculum area
- Establish and communicate clear objectives for all learning activities
- Prepare thoroughly for learning activities
- Provide a variety of learning materials and resources for use in educational activities and identify and select different resources and methods to meet students' varying needs
- Use relevant technology to support the learning process and ensure that all such learning resources are available to students
- Observe and evaluate students' performance and development
- Set and assess students' work, provide appropriate feedback, encourage and monitor the progress of individual students
- Maintain accurate and complete electronic records of all students' progress and development and update all necessary MIS records accurately and completely as required.

Behaviour management

- Provide leadership across the school which ensures that the highest standards of attendance and conduct are achieved to deliver Elutec's aspiration to reflect the ethos and standards found in the best workplaces
- Manage behaviour of students at Elutec, alongside other colleagues, to ensure that the expected standards are achieved and maintained

Operational management of the science department

- Leadership of team meetings
- Management of all aspects of and preparation for subject specific formal assessment requirements

General

- Play an active role in fostering outstanding progress and achievement for students and staff alike

- Participate in curriculum, Elutec and parent meetings and communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- Participation in extracurricular activities such as social activities, sporting activities, clubs, student organisations and residential and leadership of one extension activity each week.
- To carry out such additional duties as requested by the Principal

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Person Specification

You should be able to give evidence for the following essential skills and abilities and those that are desirable where applicable and appropriate.

Essential

- Must like young people and be able to develop positive working relationships with them
- The ability to accept that young people make mistakes from time to time and to move on and give them a fresh start, managing their behaviour effectively at all times
- The ability to develop a loyal team, working to the strengths of individuals and delegating to enable individuals to develop into future leaders
- The ability to hold individuals to account for their performance and to be accountable for theirs and your own performance
- A passion for your subject and the ability to deliver it in a way that inspires and excites young people
- A desire to work with colleagues from other STEM subjects and create and deliver exciting projects to young people from within and outside of the school
- Qualified Teacher Status
- Degree in physics
- Consistently good or better results at KS4 and 5
- Ability to set high expectations of self and engender a culture of continuous improvement
- Ability to demonstrate outcomes for young people that are consistently high
- Experience of delivering extracurricular activities
- A commitment to develop personal subject knowledge
- The ability to modify teaching and learning to support both those with a special educational need and those who are gifted and talented
- Student focused and dedicated to achievement for all
- Excellent communication skills
- The ability to use available technology innovatively to facilitate teaching and learning
- A sense of humour

Desirable

- Experience of curriculum design, development and implementation

- The potential to develop and grow into an outstanding leader at Elutec
- Industrial experience
- Experience of a project based curriculum
- Experience of developing links with businesses to support part of the taught curriculum.
- Leadership of extracurricular activities

For more information about Elutec's vision, values, curriculum and employer engagement please see the prospectus on the website www.elutec.co.uk

April 2017