

Dear prospective applicant,

Thank you for your interest in the position of **Head of Science**

**Salary Scale**

TLR 1.1 £9,474

**Background Information**

Varndean School is an 11-16 school with around 1350 students, set in a picturesque south coast location in the vibrant and diverse city of Brighton and Hove. We are a Good (Ofsted 2017) and well-established school already, and we have made rapid progress over the past couple of years and have no intention of resting on our laurels. The potential here is immense and the successful applicant will have a key role in our vision to develop World Class Learning through the leadership of Science. We are looking for an outstanding teacher and leader, to help further shape our curriculum such that our students achieve well and have a lifelong love of science.

**Method of Application**

The preferred method of application is electronically via email. All applications must be made using the school's application form. Applicants will be shortlisted for interview and the HR Officer will contact those selected regarding the time and venue. Applicants who have not been contacted within two weeks of the closing date can assume that their application was unsuccessful on this occasion.

**Closing Date**

Applications received after the closing date of 9am on Thursday 22nd February 2018 will not be considered.

**Interview Dates**

Monday 26th February 2018

**Safeguarding**

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Varndean School policies and practices to ensure learners are safeguarded and protected. Varndean School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If you have any questions please contact us on 01273 561281 or email [vacancies@varndean.co.uk](mailto:vacancies@varndean.co.uk).

Thank you again for your interest in working at Varndean School. We look forward to hearing from you.

Mr W Deighan  
Headteacher

Varndean School  
Balfour Road,  
Brighton, BN1 6NP

Headteacher William Deighan

Tel 01273 561 281

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### PERSON SPECIFICATION

JOB TITLE	GRADE
Head of Science	TLR 1.1

**NOTE TO APPLICANTS:** Whilst all points on the specification are important, those marked ‘E’ are the key requirements. You should pay particular attention to these points and provide evidence of meeting them.

	Essential /desirable
<b>Qualifications</b>	
Qualified teacher	E
First degree or equivalent	E
Evidence of on-going professional development	E
Evidence of further professional qualifications or study	D
<b>Experience</b>	
Substantial experience of working in a diverse, comprehensive secondary school	E
Evidence of sustained successful teaching at Key Stage 3 and 4	E
Successful management experience at the secondary age range.	D
Leadership of staff teams	D
Evidence of whole school improvement	D
Evidence of building and sustaining successful partnerships	E
Evidence of leading successful professional development activities	E
Evidence of developing the teaching of others	E

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Knowledge and understanding	
Clear grasp of the teacher standards	E
Clear understanding on what makes successful teaching and ability to communicate this	E
Confident ability to feedback to colleagues to help them make progress in their teaching	E
Confident user of ICT	E
Confidence in managing competing deadlines	D
Knowledge of school policies and procedures	E
Leadership	
Proven time management and organisational skills and ability to prioritise	E
Demonstrable ability to support colleagues to work in teams and individually to meet objectives	E
Motivate and inspire by consistently modelling the highest standards	E
Seek advice when necessary	E
Resolve conflicts sensitively	D
Ability to hold others to account and make difficult decisions when necessary	E
Communication	
Ability to communicate orally and in writing and to take account of different audiences as appropriate	E
Ability to negotiate with stakeholders	E
Ability to articulate a compelling vision	E
School ethos	
Commitment to maintain and develop a values driven community that promotes aspiration and celebrates success	E
Willingness to have an impact on colleagues, students and the wide community by persuading and convincing others of the speaker's perspective	E
Ability to support and develop a high quality of education for all young people	E
Personal attributes	
Acts in ways that are principled and based on a clear set of personal and education values	E

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Energy and enthusiasm required to make a difference	E
Reliability, Integrity and honesty	E
Adaptability to changing circumstances and ideas	E
Passionate about making a difference in the lives of young people	E

## **JOB DESCRIPTION**

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

<b>Job title</b>	<b>Head of Science</b>
<b>Reporting to</b>	<b>Deputy Headteacher</b>
<b>Core Purpose</b>	To lead, support, develop and hold accountable a team of staff to ensure high standards of teaching and learning and the well-being of students and staff. To ensure academic progress and personal development for students through teaching effectively and implementing school policies and practices.
<b>Key Tasks and Accountabilities</b>	<p><b>As a Leader of Achievement and Standards</b></p> <ol style="list-style-type: none"> <li>1. To raise standards in Science by leading the teaching, developing schemes of work, pedagogical approaches and professional development activities that ensure Science teaching continues to improve and makes a demonstrable impact on student progress.</li> <li>2. Develop a vision for Science teaching that contributes to the school's aims and is implemented and monitored through a clear and appropriately shared improvement plan.</li> <li>3. Keep up to date with changes in the Science curriculum and best practice and make sure that the Varndean curriculum reflects this context so that provision matches need and enables all young people to fulfil their potential. Ensure that staff in the department are up-to-date with these requirements and developments.</li> <li>4. To regularly and thoroughly monitor student progress and Science provision at the school, evaluate findings and plan actions that create a cycle of continuous improvement.</li> <li>5. To actively engage with performance management and so continually improve the quality of teaching and student outcomes in Science.</li> </ol>

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- To be the arbiter of standards in Science and be responsible for the implementation of school policies in Science with particular regard for those that impact on the safety of students.
6. To manage Science resources effectively (including the budget) so that they are deployed to enable student progress.
  7. Evaluate own effectiveness, taking responsibility for keeping up-to-date with research in the subject and so develop own performance.
  8. To hold others to account through clarifying expectations, setting high standards for others and ensuring that objectives are achieved. This will involve using one's authority to get others to do what is asked of them and may involve making unpopular decisions with the best interests of students in mind.
  9. To develop and empower colleagues so that they experience real, significant personal and professional growth. This will involve continually creating and supporting opportunities to develop colleagues.
  10. To inspire others through articulating a compelling vision and the ability to motivate students and staff. This will involve the ability to persuade others.
  11. To build relationships with different stakeholders, some of whom may exhibit challenging or even anti-social behaviour. This will involve the ability to empathise with others' perspectives and experiences and also to create functional teams.
  12. To model moral purpose and an enthusiasm for making a positive difference for children; and to engender in others the belief that schools have a crucial role to lay in changing lives and improving life chances.

#### As a Classroom Teacher

1. Plan, deliver and assess differentiated, challenging lessons (and homework) in line with the Varndean teaching and learning handbook
2. Planning effectively to ensure that students have the opportunity to meet their potential and make good progress
3. Assessing, recording and reporting on the development, progress and attainment of students and communicating this effectively to students via marking and feedback and to parents via reports, planners, parents' evenings etc.
4. Setting high expectations for pupils' behaviour and attendance; establishing and maintaining a good standard of discipline through well-focused teaching as well as positive and productive relationships.
5. Engaging with performance management as a way to improve the quality of your teaching; taking responsibility for own professional development and

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	<p>taking action to keep up-to-date with research and development in pedagogy and in the subject(s) taught.</p> <p><b>As a Form Tutor</b></p> <ol style="list-style-type: none"> <li>1. Planning and delivering differentiated and challenging learning for life sessions</li> <li>2. Supporting student attendance and progress and intervening as necessary</li> <li>3. Communicating effectively with students and parents</li> <li>4. Accurately and promptly registering students in order to keep them safe</li> <li>5. Monitoring and promoting the personal and academic development of students</li> </ol> <p><b>General Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Completing duties and attending events agreed as part of the annual directed time budget.</li> <li>2. Complying with the Varndean code of conduct and professional dress code.</li> <li>3. Contributing to the rich and varied extra-curricular programme</li> <li>4. Ensuring the effective implementation of school policies with particular regard to safeguarding</li> <li>5. Carrying out other duties that may reasonably be required by the Varndean Head.</li> </ol>
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**All employees have the responsibility to:**

- Ensure any documentation produced is to a high standard
- Be aware and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the school and beyond
- To represent the school at events as appropriate & to support and promote the school ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

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## REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

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