**Head of Science from September 2018**

Thank you for your enquiry regarding the post of Head of Science (TLR1 Ashcombe E - £9,790) from 1st September 2018 (or earlier). This is an important post and we are keen to appoint a candidate of the highest calibre who will be able to make a significant contribution both to the management and development of the Science Dept and to the school as a whole. The staff in the department enjoy their work and strive to deliver interesting and stimulating lessons. There is a supportive climate in which there is much cooperation, resulting in detailed schemes of work and excellent resources.

The successful candidate will be given full support and will be encouraged to engage in further **professional development** which we believe will benefit both the individual and the school. We have a strong induction programme. The successful applicant is likely to be a form tutor. As the school transitioned from being a Local Authority Community School to forming a MAT, a key element was maintaining the full benefit and protection of the **national Pay & Conditions**. Similarly, staff appointed from other academies are not disadvantaged, e.g. by counting service towards sick pay and maternity leave. The school takes a constructive approach towards Performance Management & Appraisal and Pay Progression and offers many opportunities for career development through paid responsibilities.

This document contains information about the department and the person specification.

Separately, there are the following documents:

* overview information about the school, including extracts from the January 2015 Ofsted report and information about being a Leadership Partner School
* an introduction to the school, its ethos and approach
* new staff welcome package (including Summaries and extracts from the ‘Investors in People’ Reports in July 2017, 2016 and 2015)
* examples of how staff have joined the school and developed their careers
* a location map for the school

Applicants should submit the Application Form and a letter of application which should not normally exceed two sides. A curriculum vitae is not necessary as all relevant information should be included on the application form or in the letter.

**Visit our website** [**www.ashcombe.surrey.sch.uk**](http://www.ashcombe.surrey.sch.uk) **for information about the school. In particular, if you look at the “About the School” section, there is a range of information including** [**“Information for prospective staff”**](http://www.ashcombe.surrey.sch.uk/01-about/13-prospective-staff.shtml)**.**

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (DBS)*

Candidates selected for interview will be informed by telephone. We do not generally contact candidates who are not shortlisted.

*Thank you for taking the time to complete your application.*

*Therfield School, The Ashcombe School and The Warwick School have formed and are part of South East Surrey Schools Education Trust (SESSET), a charitable company limited by guarantee and registered in England and Wales with company number 10479401. The registered address is The Ashcombe School, Ashcombe Road, Dorking Surrey, RH4 1LY*

# Current Information on the Science Department

## Introduction

The Science department is a very successful and dynamic department which achieves strong results and progression at both GCSE and A level. For many years, at KS4 all pupils have followed the same GCSE course (formerly Core Science and Additional Science, and now Combined Science: Trilogy (dual grades). This reasoned, distinctive approach has been commended by visiting external professionals, and has led to an overall inclusive enthusiasm for Science, with high numbers and outcomes at A-level, where pupils achieve on average 0.3 grades higher in all Sciences than the national average. Typically, 75% of the whole cohort gain a C or above in each of Core Science and Additional Science. As well as seeking to maintain these standards, the department is involved in a number of new projects including the widespread use of networked ICT as both a pupil resource and in streamlining staff workload and supporting teamwork.

## Courses and grouping arrangements

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| --- | --- | --- | --- |
| **Year** | **Course & materials** | **Lesson alloc.** | **Grouping** |
| 7 | KS3 course following schemes of work devised within the dept. based on National Curriculum. The Year 9 scheme has been extended to support the needs of the more & less able pupils. | 2 | Mixed – tutor groups |
| 8 | 3 | Mixed – tutor groups |
| 9 | 3 | Setted |
| 10 & 11 | KS4 AQA GCSE course - Combined Science: Trilogy. | 4 | Setted –3/4 sets taught at the same time. Classes are taught by two teachers to cover all modules. |
| Sixth form | Biology - OCR A | L6: 4  U6: 3½ | 2 groups in L6 and U6.  1 group in L6 and 2 in U6. |
| Chemistry - OCR B (Salters) |
| Physics - OCR A |  | 1 group in L6 and 2 in U6. |

                                                                                \* out of 20 x 70 minute lessons per week

## Accommodation and resources

There are 11 laboratories, prep. and storage rooms and a Science Department office together along one corridor. All laboratories are designated "Science" and specific laboratories are also designated for specialist use when used by the Sixth Form for Biology, Chemistry and Physics. Two laboratories have been equipped with 20 PCs to allowfull use of digital resources.

## Staffing

At present there are 15 members of the department, some of whom are Senior Managers or teach other subjects.  The team works extremely well together, each member contributing creatively to the curriculum offered.  We seek to allocate the teaching groups so that every member has the opportunity to teach the whole ability range and the whole age range.  The Management team consists of the Head of Department, a Deputy Head of Science (including KS4 co-ordination) and three joint KS3 co-ordinators; regular management meetings are held. All laboratories receive excellent technical support from a highly skilled team of technicians.

|  |  |
| --- | --- |
| Head of Department | *Lewis Hearnden* |
| 2i/c Department | *James Bathgate* |
| KS3 Coordinators | *James Baldwin, Steve Millward & Caroline Telford* |
| Teachers of Science | *Charlotte Burbidge, Jeremy Carter (Deputy Head), Maarit Edy, Heather Hook, Tom Hudson, Debbie Leane, Josh Mason, Jeremy Rayne, Yasmin Sheikh (Assistant Head), Jenny Smith* |

# Management

Leadership and management is a strength of the school (see IIP Report Summaries). The clearly defined lines of accountability ensure a whole-school process in planning, delivering, monitoring, evaluating and reviewing pastoral provision. Monitoring, evaluation and review is an on-going, systematic process, based on clearly laid out objectives against which the maintenance of standards and progress can be monitored.

***Documentation***

* Departmental and relevant SMT line manager monitor teacher curriculum records and a sample of pupil books (once per half term) to ensure that schemes of work are being implemented
* SMT monitor sample sets of pupil books

***Meetings*** (minuted)

* Departmental meetings timetabled within a regular meeting cycle (approximately one a fortnight).
* A weekly 35 minute meeting between Heads of Department and their SMT line managers to discuss curriculum, assessment recording and reporting, teaching and learning, staff development from the departmental and senior management perspectives.
* A curriculum committee attended by all HoDs and SMT (approximately 8 per year) where issues are presented and discussed where appropriate.

## Staff development

The successful candidate will be given full support and will be encouraged to engage in further professional development which we believe will benefit the individual and the school. The school has been awarded 'Investors in People' status. and is a Leadership Partner School.

## Person Specification - Head of Science

In selecting candidates for interview and eventual selection, the Governors will be looking for teachers with relevant education, experience, job-related knowledge, aptitudes and skills, and many of the personal qualities listed below. The Governors welcome applications from teachers who consider that they could meet most if not all of the requirements listed.

### Qualifications

Qualified teacher status.

First degree or equivalent in Science or related subject

Evidence of continuing professional development.

### Experience

Successful teaching in a comprehensive school.

Recent experience of involvement in curricular/pastoral innovation and development.

Experience of working sympathetically and constructively with others.

An excellent record of attendance and punctuality.

### Knowledge and Skills

**Curriculum and Pastoral**

Commitment to the comprehensive ideal and to the principles and practice of equal opportunities and inclusion.

The knowledge and vision to put these into practice in order to meet current and future challenges within their subject and pastoral areas.

A keen interest in children as individuals, in how they learn, and in a collaborative approach to learning.

* A good understanding of pupil needs, support and interventions.

**Management:**

* The ability to work within the structure of school policy and to interpret policy consistently.

The ability to take a whole-school view of development, to assess priorities and plan strategically.

The ability to contribute to the coherence, effective planning, implementation, monitoring and evaluation of the Dept Development Plan within the School Development Plan.

The expertise and confidence to inspire lead and develop a team of teachers.

The ability to develop a collaborative approach to decision-making, implementation and evaluation of the work in the Dept.

The ability to communicate effectively, both orally and in writing.

The ability to promote the use of IT for curriculum, pastoral and management use.

* The ability to hold others to their accountabilities.

**Personal Qualities**

Confidence, imagination and drive.

Flexibility and adaptability coupled with awareness of importance of consistency with firmness when required.

A sense of humour and perspective.

The capacity for hard work and the ability to manage its pressures.

The ability to be self-critical.

The ability to establish good working relationships with a wide range of people including pupils, parents, governors and colleagues.

* Commitment to equality and inclusion.

**HEAD OF SCIENCE**

**(TLR1 - £9,790 – Ashcombe E); 4 pds (140 minutes) additional non-contact time)**

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| --- | --- | --- | --- |
| Job title: | | Head of Science | |
| Job Purpose: | | To ensure that pupils are prepared for the national and school requirements of Science by co-ordinating and monitoring the work of Science teachers | |
| Job outcome: | | Pupils enjoying their experience of learning Science, and attaining standards commensurate with their ability and the expectations set within the school  Staff contributing to the work of the Science team, aware of expectations and receiving appropriate development | |
| Accountable to: | | Through designated Member of SMT, to the Deputy Head (Teaching & Learning) | |
| Accountable for: | | The effective management of the Science department throughout the curriculum. | |
| **Key Accountabilities** | | **Key Tasks** | |
| 1. Accountable for meeting the curriculum demands of Schemes of Work for Science | | To keep abreast of curriculum developments, National and examination requirements of Science and cross-curricular developments. | |
| 2. Accountable for ensuring quality teaching and learning and co-ordinating staff, pupils and resources involved in Science | | To plan, audit and evaluate the curriculum provision for pupils studying Science, taking account of the need for differentiation and equal opportunities, through co-ordinating:  liaison with primary schools (ensuring progress on and continuity)  aims and objectives for courses related to National Curriculum requirements and school aims, values and initiatives  schemes of work in line with guidelines provided by SMT  documents to pupils and parents about courses on offer  learning materials (storage, distribution and stock checking)  validity and reliability of assessment materials and mark schemes, ensuring standardisation of assessment.  the process of setting pupils in appropriate groups and reviewing grouping arrangements  ensuring work is set in event of staff absence   * support staff * health and safety policy and procedures | |
| 3. Accountable for monitoring the quality of work of Science teachers | | To follow school and departmental guidelines on monitoring the quality of teaching and learning, for example through:  examination of teacher records  examination of samples of pupil work  examination of sample pupil planners  examination of teacher reports  interviews / questionnaires involving pupils and parents   * analysis of school assessment data | |
| 4. Accountable for managing the maintenance and development of the Science department. | | meet regularly with SMT contact to discuss management issues including curriculum, teaching and learning, ARR (assessment recording and reporting), MER (monitoring evaluation and review), meeting agendas, finance, and staffing   * develop strategies to enhance teaching & learning | |

The accountabilites and related tasks should be managed effectively through documentation and meetings: contribution to departmental meeting; regular liaison with Senior Team; provision of guidance for teachers; written memos; use of ICT.