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Dear Applicant

Thank you for requesting details about a teaching role at Bradford Academy.

I have lived and worked in Bradford throughout my teaching career. It holds a vibrant, diverse community and possesses unique character. Its diversity reflects Britain. The Academy plays an important part in preparing young people for life in our complex society. Students are prepared to be active participants in their own communities through developing relationships and understanding the importance of exercising their voice. We hold this dear and believe it to be a major reason behind our success. We are developing leaders for the future; both staff and students.

You have shown interest in us at an exciting time. We have recently celebrated our tenth anniversary and continue to be judged by Ofsted as a good school. Having expanded our age range with students from the ages of 2 to 19, you will appreciate that this is no mean feat and we don’t sit still.

I have worked at the Academy since its inception and am incredibly proud of our achievements. Success is down to working hard. We listen to each other. We do not shy away from challenge.

Why do you want to work for this Academy? I would ask you reflect on the following:

* Your personal vision for education.
* Your tenacity to being the best.
* Your sense of moral purpose.

You need to be committed to improving the life chances of our students for whom educational success is the only secure route to raising the quality of their future lives. Can you demonstrate how you would contribute to our team to get results? We need talented people with a proven track record of effectiveness based on a thorough understanding of why you have been successful. You get things done.

We need colleagues who share our values and aspirations. You will be rewarded by access to the highest quality CPD through our talent management strategy.

Does this resonate with you? Are you inspired? Then start your journey and submit your application.

Yours sincerely,

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Tehmina Hashmi

**Executive Principal**

If you would like more information please contact our HR Department on

01274 256789 or by email to [recruitment@bradfordacademy.co.uk](mailto:recruitment@bradfordacademy.co.uk)



**JOB DESCRIPTION  
Director of Personalising Learning (Science)**

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| General Description |
| To provide, with the support from SLT, professional leadership and management for the **Science** Area of Learning to secure high quality teaching, effective use of resources and improved standards of learning and achievement by learners. The Dopl for Science and Health Studies will: |
| * make a significant contribution to the **development of Academy policy and practice** and to the management of the Academy; |
| * ensure that the Science Area of Learning is managed and organised to meet the aims and objectives of the Academy and the subjects in liaison with subject leaders; |
| * establish effective **curriculum and assessment** procedures to meet the needs and aspirations of all learners and to raise standards of achievement at the Academy; |
| * ensure that all learners achieve the best possible **progress and attainment** within the Area of Learning; |
| * secure high standards of **learning and teaching** in the Area of Learning; |
| * **lead the Science Area of Learning team** of specialist teachers offering guidance and motivation support; |
| * **monitor and evaluate** the effectiveness of learning and teaching, curriculum planning and progress towards targets; |
| * be responsible for the **quality of resources** for learning and the learning environment in the Area of Learning, including good classroom management; |
| * liaise and work closely with other Heads of Area of Learning to **promote the continual development** of literacy, numeracy and ICT at all levels. |
| * provide coherent and accurate accounts of the Area of Learning’s performance |
| **Strategic direction and development of the Area of Learning** |
| In the context of the Academy's aims and policies, the Director of Personalising Learning (Science) will provide leadership, which is strong but consultative, and will develop and implement Area of Learning policies, plans, targets and practices. |
| * develop and implement policies and practices for the Area of Learning which reflect the Academy's ethos and commitment to high achievement, effective learning and teaching and good student behaviour; |
| * establish, with the involvement of Area of Learning staff, short, medium and long term plans for the development and resourcing of the Area of Learning which are: |
| * clear about action to be taken, timescales and criteria for success |

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| * realistic and challenging in setting targets for improvement in the Area of Learning |
| * agreed and understood by all those involved in putting the plans into practice. |
| * monitor the progress made in fulfilling development plans and achieving targets, using this to inform future planning and development and undertake an annual review of the Area of Learning's work and progress; |
| * lead well managed Area of Learning meetings, which enable staff to contribute to planning and policy making. |
| **Learning and teaching** |
| Secure and sustain effective teaching in the Science Area of Learning, monitor and evaluate the quality of teaching and standards of learners' achievements and set targets for improvement |
| * develop, plan and review all Area of Learning syllabi and schemes for learning to ensure curriculum coverage, continuity and progression in the Area of Learning for all learners; |
| * maintain and update a comprehensive Area of Learning handbook including all documentation and data required for internal reviews and external inspections; |
| * ensure that Area of Learning schemes of work are effectively implemented and that members of the Area of Learning are clear about teaching objectives and communicate these to learners; |
| * provide guidance on the choice of appropriate learning and teaching methods to meet the needs of different learners; |
| * establish and implement clear policies and practices for assessing, recording and reporting learners' achievements and use this information in setting targets for improvement; |
| * use assessment data and analyses of learners performance to set expectations and targets for staff and learners in relations to learner achievement and to evaluate progress and achievement in the Area of Learning; |
| * ensure that homework is set and marked regularly; |
| * monitor and evaluate the quality of teaching in the Academy and use this to identify effective practice and areas for improvement; |
| * liaise with subject specialists in partner primary schools; |
| * liaise within the Academy with the Director of Personalising Learning (Learning Development) and Assistant Vice Principal (Primary Phase) in all matters relating to the work and welfare of learners in the Area of Learning; |
| * in conjunction with a Senior Manager allocate, monitor and maintain the accuracy of lists of learners in appropriate learning groups; |
| * ensure the effective arrangements for running all internal and external examinations in the Area of Learning. |
| Leading and Managing Staff |
| Provide the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching by members of the Area of Learning |
| * uphold the school's policy in respect of Safeguarding including committing to the Code of Ethical Practice and ensure that staff in the Area understand Academy Safeguarding procedures |
| * help staff to achieve constructive working relationships with learners and support staff on discipline matters; |
| * establish clear expectations and constructive working relationships among staff involved in teaching the Area of Learning; |
| * devolve responsibilities and delegate tasks to members of the Area of Learning team; |
| * participate in and lead agreed performance management procedures and use the process to develop the personal and professional effectiveness of staff; |
| * audit the training needs of the Area of Learning staff; |
| * lead, support and co-ordinate the provision of high quality professional development for the Area of Learning staff; |
| * advise the Principal on appointments to the staff of the Area of Learning, including the drafting of advertisements, the outline job descriptions and the selection criteria; |
| * ensure that trainee teachers and NQT are trained, monitored, supported and assessed; |
| * ensure that senior colleagues are well informed about Area of Learning policies, plans and priorities, the success in meeting objectives and targets and subject related professional development plans; |
| **Efficient and Effective deployment of resources** |
| Identify appropriate resources for the area and ensure that they are used efficiently, effectively and safely |
| * identify staff and resource needs for the Area of Learning and advise senior colleagues of priorities for expenditure; |
| * allocate available resources with maximum efficiency to meet the objectives of the Academy and subject plans and to achieve value for money; |
| * manage the Area of Learning budget; |
| * in conjunction with a senior colleague, deploy staff in the Area of Learning and contribute to the compilation of the timetable; |
| * ensure the efficient and effective management and organisation of learning resources, including ICT; |
| * use accommodation to create an effective and stimulating environment for the learning and teaching of the Area of Learning; |
| * ensure that there is a safe working and learning environment in which risks are properly assessed; |
| **Accountability** |
| **Account for the effectiveness of the Area of Learning to Senior Leaders, Governors and others** |
| * provide information, advice and support to the Principal and Governors to enable them to meet their responsibilities for securing effective learning and teaching and improved standards of achievement, and for achieving efficiency and value for money. |
| * create and develop the Science and Health Studies Area of Learning in which all staff recognise that they are accountable for the success of the Academy |
| * provide coherent and accurate accounts of the Area of Learning’s performance |
| * ensure that parents and learners are well informed about curriculum, attainment and progress and about the contribution that they can make to achieving targets for improvement |

**Information for Applicants**

**Job Description**

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification**

This specification sets out which criteria will be used to shortlist candidates for interview.

**Visiting**

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact [recruitment@BradfordAcademy.co.uk](mailto:recruitment@BradfordAcademy.co.uk) to arrange an appointment.

**Applying**

If you decide to apply for this post please complete the enclosed application form. Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a signed copy of the form.

Please email to;

[recruitment@BradfordAcademy.co.uk](mailto:recruitment@BradfordAcademy.co.uk)

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

**Interviews**

Shortlisted candidates will be contacted within two weeks of the closing date.

All appointments will be subject to satisfactory DBS/ISA registration and reference checks.