



Key Stage 3 & 4 Curriculum Leader SCIENCE

Information Pack

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Closing date: Friday 23 March 2018 at Midday



Letter from Principal Day Waterman College

Dear Colleague

First of all I would like to thank you for applying for the post of Curriculum Leader – Science at Day Waterman College. The school is academically strong with the Science Department performing consistently to a good standard over a number of years.

I can honestly say that it will be a real pleasure to lead the Science Department at Day Waterman College. This middle leadership role is demanding and challenging but it can also be very enjoyable and rewarding. The students are keen to learn and in general do enjoy attending all Science lessons where there is an emphasis upon providing the necessary practical experience so that all students conclude experiments in a safe and secure environment, and so 'learn by doing'. Each classroom is equipped with an interactive white board and the department has access to its own ICT suite.

The department is located in purpose built accommodation over two floors. Each laboratory is well equipped and to a standard not dissimilar to a top independent school in the UK.

In general, living in Nigeria is an interesting and enjoyable experience. The people are welcoming, the climate is pleasant and the way of life peaceful. This is my second headship in Nigeria and so I believe I speak on good authority about what life is like in the country. Unfortunately, Nigeria has a negative press in many news outlets but this is simply not the case. I would urge you not to believe everything you read, see or hear about Nigeria to the point of putting you off applying. I am convinced you will be extremely surprised by what you experience whilst living and working at Day Waterman College as Curriculum Leader - Science. If necessary, I am more than happy to engage in a conversation with you on this matter

Day Waterman is a well-equipped, full boarding school with an enviable reputation within Nigeria. As Curriculum Leader – Science, you will be ideally placed to drive the department further forward. You really do have an opportunity to make a difference within a well-resourced, fully staffed department. I do so hope you decide to apply.

Regards

Stewart James Cowden
Principal-Day Waterman College

Post Purpose:

- Under the reasonable direction of the Principal, to carry out the professional duties of a Subject Curriculum Leader as required for designated subject areas.
- To be responsible for coordinating Key Stages 3 & 4 teaching and extra-curricular activities as assigned.
- To raise standards of student attainment and achievement within Key Stages 3 & 4 through rigorous monitoring and evaluation in designated subject areas.
- To be accountable for student progress in Key Stages 3 & 4 in designated subject area..
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in their designated subject, in accordance with the aims of the school and the curricular policies.
- To be accountable for leading, managing and developing the teaching and learning of designated subject in Key Stages 3 & 4 levels.
- To effectively manage and deploy teaching/support staff, financial and other resources budgeted for own subject within Key Stages 3 & 4.

Reporting to:

- Vice Principal Academics & Principal

Responsible for:

- Teaching and support staff within Key Stages 3 & 4 within own subject department

Liaising with:

- Principal, Vice Principal Academics , Vice Principal Pastoral Care, Senior Leadership Team, other Curriculum Leaders, Student Support Staff, Boarding & Pastoral Care Staff and relevant staff with cross-school responsibilities, relevant support staff, external agencies ,examination bodies and parents/carers.

4**Working time:**

- Full-time as specified within the Day Waterman College structure

Teaching:

- To undertake an appropriate programme of teaching in accordance with the duties of a Curriculum Leader in Day Waterman College.

Operational / Strategic Planning:

- To lead the development of appropriate syllabi, resources, schemes of work, marking policies, assessment and teaching and learning strategies in Key Stage 3 & 4 in your subject areas.
- To be responsible for the day-to-day management, control and operation of course provision within Key Stage 3 & 4, including the effective deployment of staff and resources.
- To actively monitor progress and follow up concerns.
- To implement all relevant school policies and procedures.
- To lead and manage the planning of your subject in Key Stage 3 & 4 levels and to ensure that the planned curriculum reflects the needs of students, the School Development Plan and the wider aims and objectives of the school.

- In conjunction with the other subject teachers in your Department, to foster and oversee the application of ICT in your subjects across Key Stage 3 & 4, including the development of materials for the School's Learning Environment.
- To organise opportunities for gifted and talented students to develop their skills and enjoyment.

Curriculum Development:

- To keep up-to-date with national developments in your subject area across Key Stages 3 & 4 and in teaching practice and methodology within the school.
- To liaise with the other teachers in your department to maintain accreditation with the relevant examination and validating bodies.
- To ensure that the development of your subject within Key Stages 3 & 4 is in line with national developments.

Staffing:

- To work with the Principal, Vice Principals Academic & Pastoral Care to ensure that staff development needs are identified and that appropriate programs are designed to meet such needs.
- To continue your professional development as agreed with the Senior Leadership Team.
- To be responsible for the efficient and effective deployment of support staff within your department and across Key Stages 3 & 4.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within your department and supervised areas.
- To make appropriate arrangements to teach classes when staff are absent or teach to cover absentee staff when necessary.
- To participate in the interview process for staffing posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relationships
- To be responsible for the day-to-day management of staff within Key Stages 3 & 4 and to act as a positive role model.

Quality Assurance:

- To ensure the effective operation of quality assurance for teachers in your department across Key Stages 3 & 4.
- To contribute to the process of the setting of targets within Key Stages 3 & 4 and to work towards their achievement.
- To establish and develop high quality learning and teaching in Key Stages 3 & 4 subject areas.
- To contribute to the school procedures for lesson observations.
- To monitor and evaluate Key Stages 3 & 4 in line with school self-evaluation procedures for your subject area.
- To seek/implement improvement and modification where required.
- To ensure effective subject monitoring in your department in Key Stages 3 & 4 meets learning and teaching requirements of the School Development /Strategic Plan and School Self- Evaluation.

Management Information:

- To ensure that accurate and up-to-date information concerning your subject in the Key Stages 3 & 4 area are maintained.
- To make use of analysis and to evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the self-evaluation cycles of your subjects in Key Stages 3 & 4.
- To produce reports on examination performance, including the use of value-added data.
- To manage the collection of student data within Key Stages 3 & 4 through liaison with relevant staff.
- To provide the Governing Body with relevant information relating to the curriculum area's performance and development.

Communications & Liaison:

- To ensure effective communication / consultation as appropriate with the parents/carers of students.
- To liaise with partner schools, Higher Education, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent your subjects Key Stages 3& 4 views and interests.
- To contribute to the planning and delivery of school liaison activities.
- To lead the development of effective Key Stages 3& 4 subject links with partner schools and the community, promoting Key Stages 3 & 4 subject in your charge effectively at liaison events in school, partner schools and the wider community.
- To actively promote the development of effective Key Stages 3 & 4 subject links with external agencies.

Management of Resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Key Stages 3 & 4 Subject budget, acting as a cost center holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
- To work with other departmental staff in order to ensure that the Key Stages 3 & 4 teaching commitments are effectively and efficiently time tabled and roomed.

Care, Guidance & Support:

- To monitor and support the overall progress and development of students in your department within Key Stages 3 & 4.
- To monitor student 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.
- To act as a mentor and to carry out the duties associated with that role.
- To ensure the behaviour management system is implemented in Key Stages 3 & 4 Subject rooms so that effective learning can take place.

School Ethos:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's policies.
- To comply with the school's Health and Safety policy and to undertake risk assessments as appropriate.

Notes:

- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at time of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job which are commensurate with the job title.

Person Specification for the post of Curriculum Leader at DWC

Position	Qualities Required	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> - Qualified Teacher Status or a related teaching certificate for at least four years, in your specified field - PGCE in your specified field - Degree status <u>minimum</u>, from an accredited British University or a combination of related degree. - Masters Degree status. 	Yes Yes Yes No	 Desirable
Experience of	<ul style="list-style-type: none"> - Teaching which must include some experience working in a British Curriculum Key Stages 3, 4 & 5 school, for at least a period of four years. - Leadership experience for at least 3 years 	Yes Yes	
English Language	Proof of Teaching Key Stages 3 & 4 with successful examination results	Yes	
	Setting challenging and ambitious targets for students	Yes	
Experience of:	Developing relevant strategies to improve the quality of teaching and learning in your subject area	Yes	
Professional development:	Commitment to continuing professional development and awareness of your own training needs	Yes	
	Creativity, originality, ability to think and act Innovatively Be comfortable integrating technology into all teaching practices	Yes Yes	
	Ability to plan and resource effective interventions to meet curricular objectives	Yes	
Skills, attributes and dispositions:	Competent co-ordinator, able to inspire and motivate members of the team	Yes	
	Commitment to inclusive education Y Ability to work as a member of a team and independently	Yes	
	Commitment to inclusive education	Yes	
	Ability to work as a member of a team and independently, with minimum supervision Ability to work under pressure	Yes Yes	
	Ability to demonstrate the principles and practice of effective learning and teaching	Yes	
	Ability to contribute to cross-curricular / enrichment work	Yes	
Knowledge and Understanding relating to:	Awareness of national developments in your own subject Understand the value of consistent application of school policies	Yes Yes	
English Language	Have excellent English and strong understanding of common English Language and Literature terminology and skills	Yes	

**Key Stages 3 & 4 Science Curriculum Leader
Starting in September 2018 or before**

Are you...

- An inspirational teacher who is ready to lead others, to motivate students and staff in learning?
- Knowledgeable about Key Stage 3 & 4 in your subject areas with recent successful experience of teaching IGCSE or GCSE ?

Would you like to work...

- With students keen to extend their learning?
- In an ultra modern building with superb facilities?

If the answer is yes, you may be interested in this opportunity to lead learning and teaching at Key Stages 3 & 4.

Closing date: Friday 23 March 2018 at Midday.

Day Waterman College is an equal opportunities employer.

Day Waterman College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be required to undergo an enhanced CRB check.