



Applicant Information Pack

Head of Science



Applicant Information Pack

Contents

Letter from Headteacher

The Snaith School Aims

Vacancy Advert

Application Process

Department Information

Job Description

Person Specification





Welcome from the Headteacher

Here at The Snaith School, we are incredibly proud of our reputation for academic excellence and first class pastoral care. Our pupils are happy, well-mannered and proud of their school. With the help of our dedicated team of staff and partnership with parents/carers, The Snaith School pupils push themselves to achieve their very best and are rewarded for their effort. Their success is also reflected in our superb examination results year after year.

We aim to ensure that our pupils look back at their time with us as the best years of their lives. Learning doesn't just take place in the classroom and we pride ourselves on offering so much more. Rest assured our provision of extra-curricular activities, trips, competitions and productions is second to none. There really is something for everyone.

As a parent myself, I understand what a huge privilege it is to be trusted with your child's education and only the best is good enough at The Snaith School. However, don't take my word for it – every day is open day at our school and I would be delighted to show you round.

The staff are highly committed and work extremely hard to promote an excellent education for all our pupils. We provide quality education, outstanding pastoral care, excellent examination results, high standards of behaviour and care for others and the school environment. We aim to provide a safe, orderly atmosphere in which pupils can be happy and successful.

We believe our school is a stimulating and enjoyable place to teach and learn. We achieve goals by a strong team working together in order to raise attainment and to improve our pupils' learning experiences.

If you believe you have what it takes to build upon our success story, then we look forward to meeting you.

Michaela Blackledge
Headteacher





The Snaith School Aims

At The Snaith School we aim to provide the best possible education and opportunities for each individual pupil.

We enable our pupils to enjoy life, grasp the opportunities it offers and be equipped to meet the complex challenges of the 21st century.

We encourage our pupils to grow and develop emotionally, to be able to understand and respect themselves and fully engage and interact with those around them.

The Snaith School team is highly committed and strive to provide an exceptional educational and all-encompassing experience for all pupils.

We provide outstanding pastoral care, high standards of behaviour and a happy, thriving and progressive school environment.

We all work hard to promote a culture of mutual respect, honesty and high aspirations. In achieving this the school will maintain and develop its caring, inclusive, disciplined ethos and traditional values, emphasising respect for the individual and the integration of all staff and pupils within one community where:

- Every child counts and no child is left behind
- Education is tailored to individual needs, interest and aptitude to ensure that every pupil achieves and reaches the highest standards possible
- High quality education is learner centred towards performance targets
- Pupils are prepared to deal confidently with adult life
- Pupils learn how to learn
- The full potential of all pupils and staff are developed
- All members of the community support the school and are proud of its achievements
- The environment is safe and secure and is conducive to learning

Ofsted Quotes

‘Students are keen to learn and they achieve well.’

‘Positive relationships and a high level of trust enable students to deal with experiences that challenge them emotionally.’

Investors in People Quotes

“The Snaith School have developed and implemented a number of excellent actions which have focused on developing the capability of people across the whole school through effective leadership and management resulting in continued empowerment and engagement and continually improving standards.”

“The Snaith School has a strong culture for recognising achievement and contribution.”

“To infinity and beyond!”





Vacancy Advert

Head of Science Salary Negotiable Permanent Full Time

Required from September 2019, we are seeking to appoint a dynamic, highly motivated and influential Head of Science to our successful, inclusive and oversubscribed school. The Science Department is made up of six teachers and two technicians who deliver triple and trilogy science. This is an exciting opportunity for a candidate with the right experience and qualifications.

Why choose The Snaith School?

- We are a good and successful school
- You will become part of a strong and friendly team
- We are on the brink of joining a Trust who invest heavily in professional development
- It is an exciting time to join The Snaith School and The Education Alliance as we are looking to grow and develop, and you could be part of this journey
- Our pupils are polite, enthusiastic and hard working
- We pride ourselves in valuing our staff

You will be:

- An experienced leader with a track record of raising standards in science and leading a team
- Enthusiastic, innovative and knowledgeable about how pupils learn best in science
- Able to offer a specialism in science, with the ability to teach at KS3 and KS4
- Be passionate about science and committed to developing a first class science curriculum
- Willing to contribute to other areas of school life and help us to further develop character in our pupils so they are prepared for life beyond school

In addition to working at The Snaith School, from the 1 April 2019 we are hoping to become part of the wider family in The Education Alliance. This comprises of South Hunsley School and Sixth Form College, Malet Lambert School, Driffild School and Sixth Form and Hunsley Primary School. Committed to delivering high quality teaching and learning the Alliance wishes to continue to build on its success, sharing best practice, innovation and skills across the partnership.

The Education Alliance encourage you to:

- Watch their video to gain more insight into the Trust
<https://www.youtube.com/watch?v=FJPq99Jon24>
- Visit the website www.theeducationalliance.org.uk
- Discuss the role with The Snaith School

Applicants are asked to declare on application any additional subjects they can offer. Please also indicate if applying for a full time or part time post.

If you are someone who puts pupils first, is prepared to go the extra mile and is keen to work for an inspirational, ambitious and dynamic education provider, then we want to hear from you. Visits to the school are most welcomed and can be arranged by contacting The HR Team by emailing hr@thesnaithschool.org.uk.



Closing date: Monday 18 March 2019

Interview date: TBC

Please visit our website www.thesnaithschool.org.uk for an application pack. Completed applications should be e-mailed to hr@thesnaithschool.org.uk.

The Snaith School is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment.





Application Process

Dear Applicant

Thank you for your interest in the post of Head of Science.

An application form and recruitment pack can be downloaded from www.thesnaithschool.org.uk following the current vacancies link. In addition, please note CVs will not be accepted.

Completed applications, together with a letter of application, no longer than two sides of A4, should be e-mailed to hr@thesnaithschool.org.uk or posted to HR Department, The Snaith School, Pontefract Road, Snaith, DN14 9LB. Your application must be received no later than **9am Monday 18 March 2019**.

Should you have any queries please email me at hr@thesnaithschool.org.uk

Yours sincerely

Louise Brodigan
HR and Office Manager



Department Information

Science is a popular, key area of the curriculum. All pupils follow a course in Science at KS3 and choose between AQA GCSE Science (trilogy) and separate GCSE sciences at KS4. Separate science is a very popular option choice, with numbers more than doubling in recent years. Expectation and achievement is high in this vibrant department.

The science team comprises of eleven members of staff: nine teachers and two technicians. The team is well qualified and enthusiastic. All teaching members of the subject area are expected to contribute to the development of programmes of study and schemes of work and to the wider development of the subject area and school priorities.

The Science subject area is housed in seven well equipped laboratories/classrooms. The department is ambitious and successful, and keen to build upon the recent improvements at GCSE.

Attainment in separate science is often some of the best in school and students in trilogy science made better progress than similar students nationally this year.

Curriculum

At KS3 (Y7 and Y8) Science is taught following the current National Curriculum. In Year 9 pupils begin AQA GCSE Science courses (Biology, Chemistry and Physics). Attainment and progress are improving across all areas of the Science curriculum.

We have invested in modern technology across the school and this is used in all areas of the subject and by all pupils to both raise the quality of work and to aid examination preparation. All teaching rooms have interactive whiteboards.

We are looking to appoint a Subject Leader of Science who will:

- Be an expert practitioner in the classroom
- Have excellent interpersonal skills with pupils and adults in and out of the classroom
- Be able to lead and develop our strong team to continue to build an enthusiastic and thriving department
- Share our students commitment, their desire to achieve and their community spirit
- Be involved in wider aspects of school life including extra-curricular activities and as a Form Tutor
- Be an enthusiastic teacher who brings the enjoyment of Science to a wide range of ages and abilities



Job Description

Post title **Head of Science**

Responsible to: **SLT Line Manager/Headteacher**

Post Description

The Head of Department is ultimately responsible to the Headteacher and Governors to ensure the quality of the educational experience of pupils, work with others in the subject to create a shared vision, promote the specialist status in Business and Enterprise and have a central responsibility for the quality of teaching and learning and pupil achievement in their area. This means setting high expectations, keeping up to date with statutory requirements and monitoring and evaluating the effectiveness of learning outcome and promoting improvement strategies, thus creating a successful learning culture which will enable pupils to become effective, enthusiastic, independent learners.

You are required to carry out the duties of a teacher and in addition, you are required to undertake the following responsibilities.

1. Shaping the Future – Leading Teaching and Learning to:

- a) Formulate subject policies which relate to the overall aims and philosophy of the school, including long term aims and medium and short term targets.
- b) Be involved in Strategic development by producing a Development Plan in the summer term based on the School Improvement School Plan (SIP) and the subject's own priorities.
- c) Monitor and maximise the effectiveness of members of the subject team in their teaching role, including observations of their teaching and other monitoring strategies as outlined in the M and E policy of the school. To promote regular professional discussion and review the outcomes of M and E activities to secure where necessary improvements in Teaching and Learning.
- d) Ensure a climate for learning by developing marking and assessment procedures in line with school policy which raise achievement.
- e) Ensure that a range of teaching and learning strategies (including the use of ICT) are used across the curriculum area and that they meet the needs of pupils, providing or supporting training as necessary.
- f) Keep an up to date subject-SEF to ensure the results of M and E activities inform future planning and inform the Self Evaluation of Whole School Performance.
- g) Review the Subject's development plan at the beginning of the SIP cycle in terms of the progress made towards achieving its objectives, identifying where these have been met and where further development is needed.
- h) Ensure that staff in the subject keep mark books and other records of pupil achievement up to date and to carry out M and E strategies in line with the policy; to ensure that Subject staff implement the school policy with regard to ARR.
- i) Improving pupil outcomes (meeting the needs of pupils).
- j) Use and analyse public examination results for the Subject and comparative data to produce a report for SLT annually which will contribute to the Target Setting part of the SIP cycle and inform planning for teaching and learning to monitor the progress of different groups of pupils and raise achievement.
- k) Agree with SLT on an annual basis the targets set by the subject for the future attainment of pupils at KS3 and KS4 . To use the available data to inform planning and assessment procedures.
- l) Lead the Subject in raising achievement strategies to ensure targets for attainment are met.

- m) Ensure that the curriculum continues to meet the needs of pupils and to lead curriculum developments in the subject area as appropriate.
- n) Oversee the completion of individual reports.

2. Strengthening the Community – Developing the Specialist School Bid to:

- a) Lead the Subject in fulfilling aspects of the Specialist School plan as identified.
- b) Involve the department in the development of Enterprise activities and the use of Business and Community partners in the delivery of the subject curriculum.
- c) Promote educational enhancement/study support in the subject area.

3. Securing Accountability - Review and Development to:

- a) Keep SLT up to date with subject developments and maintain a subject handbook.
- b) Co-ordinate and monitor the production of schemes of work for the teaching of the courses within the subject area.
- c) Represent the subject area's views, interests and concerns at Team Leaders' Meetings and LA subject meetings called by Advisers and to report back to colleagues information from these meetings.
- d) Maintain a good working relationship with the LA's subject adviser/consultant in the interests of benefiting from an informed perspective in the subject.
- e) Provide the Deputy Head responsible for timetabling with information and recommendations for staff deployment, use of rooms, grouping, setting, etc.

4. Managing the Organisation - School Policy and Procedures to:

- a) Take overall responsibility for pupil discipline, welfare and progress and its impact on lessons within the subject area and to be available to help subject colleagues as problems arise; to liaise with Student Services Leaders in this context.
- b) Agree homework timetables with Assistant Headteacher for implementation at the start of each school year.
- c) Work with other Subject Leaders to develop and implement cross curricular themes and strategies including business and enterprise, citizenship etc.
- d) Keep under review the progress of individual pupils and to make arrangements for the transfer of pupils between groups where appropriate.
- e) Undertake delegated responsibility for the implementation of Health and Safety procedures in accordance with the school policies.
- f) Provide the necessary support for Supply Staff/cover supervisors being used in the subject and ensure the appropriateness of the work set for each lesson.
- g) Organisation of teaching throughout the subject area ensuring effective deployment of staff.
- h) Budget Management
 - To be accountable for the spending and monitoring of subject area finance in line with school policy and to ensure best value.
 - To oversee the ordering, care and maintenance of all books, stationery, materials, apparatus, equipment and furniture of the subject; all ordering to be done in line with the guidelines of the school's financial policies.
 - To ensure the Subject inventory is kept up to date.

5. Developing Self and Others to:

- a) Provide, challenge direction and advice to members of the subject area in terms of developments within the subject, professional development and career progression; this is to include an annual staff development interview and half year review with feedback to the Deputy Head with responsibility for staff development and a subsequent review of the progress made against the targets set.
- b) Take a leading role in the induction of new staff into the subject; in the case of newly qualified teachers this will involve liaison with the Staff Development Co-ordinator overseeing the NQT programme.
- c) Take responsibility (where appropriate) for the supervision of support staff.
- d) Show a commitment to own development.
- e) Advise the Headteacher on the appointment of new staff.

To perform such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility including carrying out additional tasks as required.



Personnel Specification

The Snaith School				
SUBJECT LEADER				
Personnel Specification				
	Application form	Letter of application	Interview	Reference
Physical Attributes				
Good Health and attendance records	✓			✓
Clear and expressive voice			✓	
Smart Appearance			✓	
High expectation of self and others		✓		✓
Education and Qualifications				
Appropriate Degree	✓	✓		
Qualified Teacher status	✓	✓		
Recent CPD in relevant area	✓	✓		✓
Experience of				
Managing, taking responsibility for a curriculum area (desirable)		✓		
Curriculum development		✓		
Managing a variety of pupils of relevant age and ability		✓	✓	✓
Successful teaching		✓	✓	✓
Monitoring and evaluating teaching and learning		✓		✓
Working in a Specialist School	✓			
Use of ICT appropriate to the implementation of NC requirements		✓	✓	✓
Attitudes				
Enthusiasm for teaching Science and developing cross curricular links		✓	✓	✓
Interest and enjoyment or working with children		✓	✓	✓
Orderly, methodical and well-structured approach		✓		✓
Commitment to raising achievement and creating a climate for learning		✓	✓	✓
Commitment to and empathy with, the aims of comprehensive education		✓		✓
Commitment to equal opportunities		✓		✓
Initiative, creativity and flexibility		✓	✓	✓
Evidence of having given careful thought to the teaching of Science to all children		✓	✓	✓
Awareness and experience of the implications of National Curriculum and GCSE		✓	✓	✓
Assessment and Reporting procedures		✓	✓	✓
Knowledge and Skills				
Good relationship with pupils		✓	✓	✓
Good classroom discipline		✓	✓	✓
Co-operative relationship with staff		✓		✓

Good organisational skills		✓		✓
Managerial and leadership skills		✓		✓
Interest and willingness to contribute to extra-curricular activities		✓	✓	
Genuine interest in role of form tutor		✓	✓	