



Head of Science Faculty

TLT Leadership Scale

L8 – L12 (£48,808 - £53,857)

Application pack contents

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”



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Welcome from the Principal

Thank you for your interest in working at Lord Grey Academy.

At Lord Grey we have a total commitment to developing the life chances of our students, by providing a great education, within a friendly and highly supportive environment. We have high aspirations for our students and believe firmly in our mantra Lord Grey Can! We are proud of our successes and genuinely believe that wider personal development is as important as academic achievement, as we prepare students for life after school in our vibrant and growing town.

We have 1450 wonderful students attending Lord Grey who are supported by a team of over 160 dedicated and committed members of staff. Many staff have been here for a long time and several have been former students of the school. The often quoted reason for developing such a strong attachment to the school is that they just love working with our students. Our students are polite, respectful, engaging, generally keen to learn and appreciative of the work that staff do with them; they respond well to praise and are keen to collect house points. I enjoy meeting, each week, the many students who are awarded Principal's Awards. We recognise that being a teenager is not always easy and have a wide variety of support available for them. There are strong systems to support staff in managing behaviour when it is not meeting our expectations.

Lord Grey became an Academy in April 2018 and joined the Tove Learning Trust. We are on a rapid journey of school improvement as we seek to provide even better outcomes for our students. The support and challenge provided by the Trust is key to this. Lord Grey Academy has quickly become the school of choice in the local area and parents' trust and belief in what we do is high; we are oversubscribed in all year groups.

We think that working at Lord Grey Academy is a great choice. There are opportunities for growth and development and our CPD programme is appreciated by staff and recognised externally as being high quality. The staff team support one another well and there is a strong sense of community within the Academy. We are also very focussed on reducing unnecessary work burdens for our staff and in promoting a healthy work life balance.

I hope that by reading this application pack and browsing through our website, you will be encouraged to apply to work here at Lord Grey. We encourage pre-application visits or telephone conversations to discuss any aspect of the job, or anything else about the Academy that you would like to know.

I look forward to meeting you.

Jim Parker
Principal



Information about the Role

The Science Faculty is ready to make a big leap forward in it's development. There is a well qualified and enthusiastic team in place and the job of the new Head of Faculty will be to drive through the changes that are underway as we seek to transform the science curriculum.

There are four TLR postholders within the Faculty. There are heads of Biology and Physics in place and a vacancy for head of Chemistry. We also have a key stage 3 co-ordinator who has a role in developing KS3 science and managing KS2 liaison.

The Head of Science Faculty will also be a member of the Extended Leadership Team joining other Heads of Faculty and the Leadership Team for half termly strategic leadership meetings. The Head of Science Faculty is line managed by a member of the Leadership Team in a weekly meeting.



Information about the Faculty

Science is a large, inclusive faculty. We teach Science to all students in years 7-11 and our post-16 Science courses are extremely popular. Students in years 7 and 8 have three lessons of Science a week and these lessons are taught by a highly professional and enthusiastic group of teachers. Years 9-11 have will have six lessons per week with specialist teaching for all KS4 GCSE groups. A-Levels has 5 lessons per week in Years 12 and 13.

The Science course at Lord Grey Academy is designed to develop independent scientific learners. It is a structured course that develops thinking, practical and analytical skills, with the emphasis on experimental work wherever possible. We are developing our Schemes of Learning so that we have a continuous five year curriculum in Science; in Years 7 and 8 a mastery approach, will ensure that our Year 9 learners are GCSE ready.

In Year 9 students start their Key Stage 4 studies, studying OCR Gateway Combined Science but with our most able students studying OCR Gateway Physics, Chemistry and Biology. A Level Sciences are popular and successful. We are proud that one of our Year 13 Physicists is now in her second year reading Physics at Baliol College Oxford.

Two members of the team have recently started a Science club, and we have an annual Science trip to Whipsnade Zoo for Year 7. We are well supported by a team of dedicated and experienced technicians, and have a large and very well stocked prep room.

We are currently going through a period of rapid improvement within the Science faculty and we are beginning to see an improvement in students' grades as well as their enthusiasm for the subject. With the changes currently taking place, now is the right time to join this forward thinking and dynamic team. With your help we can make the Science faculty the best in the school and inspire a new generation of Scientists for the future.

If you wish to contact me for an informal discussion about this post I would be happy to speak with you.

Rob Page
Vice Principal
rob.page@lordgrey.org.uk



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JOB DESCRIPTION

Our motto is: Aspire, Learn, Achieve. Our Core Values are: Ambitious, Determined, Independent, Respectful and Successful. Our expectations are high and we believe that Lord Grey Can! It is expected that the post holder will carry out his/her responsibilities within this philosophy.

The job description defines the responsibilities of the post holder as being:

- under the reasonable direction of the Principal to carry out the professional duties of an Academy teacher
- to comply with "Health and Safety" at Work legislation
- all teaching staff must adhere to all aspects of the Teachers' Professional Standards
- a commitment to ensure the effective implementation of the Academy's Safeguarding and Child Protection Policy
- job descriptions are subject to review and amendment.

Specific tasks in addition to those of an Academy Teacher

Purpose of the Job

1. To provide effective leadership and management for your faculty and thereby build and maintain an effective teaching team which continually enhances the quality of learning and achievement
2. To monitor and evaluate the quality of the teaching in the faculty and to take the initiative in identifying strategies to support consistency of practice
3. Play a major role in the Academy's senior middle leadership and management, assisting the LT in creating a vision, sense of purpose and pride in the faculty and its work
4. To ensure student progress in line with a minimum expectations.
5. To ensure that courses are staffed and resourced effectively
6. To ensure that teaching staff are fully briefed as to the requirements of the appropriate syllabuses
7. To act as a Team Leader within the Academy's Appraisal Policy
8. To identify and lead CPD to meet the needs of staff within your remit
9. To work individually and as part of a team
10. To seek and give advice and support within Academy policies
11. To be familiar with, and adhere to, Academy policies and procedures
12. To be familiar with and contribute to the Academy Improvement Plan and Academy self-evaluation system; to lead on completion, by the deadline, of your Faculty Improvement Plan and Faculty Self Evaluation
13. To take an active part in mentoring NQTs, OQTs, instructors and GTTP students.

Teaching, Learning and Student Engagement

1. To ensure consistency of practice within the faculty
2. To ensure high quality teaching in line with faculty and Academy policies, e.g. assessment, teaching and learning, homework and student behaviour
3. Monitoring and evaluation of student progress against prior attainment
4. Contribute to raising the profile within the school of your faculty area's work
5. Responsibility for a classroom or teaching area and its impact on learning through, for example, display and the organisation of learning resources
6. Reviewing and evaluating teaching and learning in lessons and across schemes of work to ensure high quality from all in your faculty
7. Working with SEN, EAL and support staff (including prior discussion and planning) to maximise student attainment
8. To ensure that all elements of the Teaching and Learning Framework are fully adhered to by all members of your faculty.

Curricular/Departmental Development

1. Liaise with the Vice Principal: Curriculum to ensure delivery of a comprehensive and cost-effective curriculum that complements the Academy Improvement Plan
2. Be accountable for the development and delivery of subjects within the faculty



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- 3.
4. Lead curriculum developments for the faculty
5. Actively monitor and respond to curriculum development and initiatives at national, regional and local level
6. Liaise with the Vice Principal and Exams Manager to maintain accreditation with the relevant examination and validating bodies
7. Be responsible for the development of Key Skills and Functional Skills in the subject as appropriate
8. Ensure that the development of the subject is in line with national expectations.

Resource/Information Management

1. Manage the available resources of space, staff, money and equipment within the limits, guidelines and procedures laid down for deploying the faculty budget
2. Ensure all rooms, offices and storage areas within your faculty are neat and tidy and well organised
3. Ensure that the faculty budget is not over spent and liaise with Business Manager over budgeting issues
4. Work with the Vice Principal: Curriculum to ensure that the faculty's teaching commitments are effectively time-tabled and roomed
5. Ensure the maintenance of accurate and up-to-date information concerning the faculty on the Academy's management information system
6. Make use of analysis and evaluate performance data provided
7. Develop departmental strategies and procedures (using national and Academy guidelines) for teaching and learning for pupils with special educational needs
8. Work with SENCO to ensure relevant personalised plans are used to set subject-specific targets, and match curricular materials and approaches to student needs
9. Ensure that the faculty supports the Academy's implementation of all current statutory requirements, e.g. Disability Discrimination Act, Access to Work, SEN, Equal Opportunities, Child Protection, Equalities Act.
10. Ensure thorough knowledge of SIMS, GO 4 Schools, faculty and student targets.

Stock/Resources Budget

1. Manage the faculty stock, teaching resources and finances efficiently, and obtain best value for money
2. Maintain an inventory of all stock items and oversee the annual stock audit
3. Carry out stock disposal in accordance with faculty and Academy policies
4. Store resources in such a way as to enable quick and easy access by all staff (and students where appropriate)
5. Ensure all student work, particularly exam work, coursework and controlled assessment work is stored safely and never lost by members of your faculty.

Liaison/Communication

1. Meet regularly, at least fortnightly, with your LT line manager for professional support and develop effective faculty management via these line management meetings
2. Meet regularly with your Heads of Department or Key Stage Co-ordinators, to ensure delegation of work and responsibilities; ensure that junior middle leaders within your faculty understand their accountability and set targets based around this
3. Oversee and monitor the accuracy of exam entries and dates and work effectively with the Examinations Officer; ensure all class lists are kept accurate and up to date
4. Liaise with Data Manager over data issues
5. Liaise with EAL Co-ordinator, and SENCo over student issues and student progress
6. Liaise with Post 16 team over Sixth Form issues
7. Liaise with Heads of House, Assistant Heads of House and Form Tutors over pastoral issues
8. Communicate any organisational issues from your faculty or about your faculty in a clear and timely manner.
9. Act as the initial person for others to contact regarding all issues relating to the subjects within your faculty
10. Liaise with colleagues from other key stages and sectors in order to provide a smooth transition between schools and phases for all students
11. Liaise with other curriculum co-ordinators in order to develop integrated schemes of work, e.g. Numeracy, Literacy, SEN, ICT and Citizenship and PSHE
12. Inform staff about new developments and ideas related to the subjects within your faculty by means of a regular newsletter



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13. Manage the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual students and groups of students in your faculty
14. Provide helpful and accurate responses to parent/carer enquiries
15. Set agendas for faculty meetings, arrange for minutes of meetings to be available to your team and follow up on action points raised from faculty meetings.

Health and Safety

1. Be aware of the responsibility for personal 'Health, Safety and Welfare' and that of others who may be affected by your actions or inactions
2. Co-operate with the employer on all issues to do with 'Health, Safety and Welfare'.

Continuing Professional Development – Personal

1. In conjunction with your line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the Academy curriculum, which may lead to improvements in teaching and learning
2. Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Appraisal process – evaluating and improving own practice
4. Fill in annual overview log of CPD for yourself.

Continuing Professional Development – Staff

1. Contribute to, and take a leading role in, the provision of high quality professional development through an effective Appraisal programme, making use of, where appropriate, other sources of expertise, e.g. LA expertise, outside training agencies, and Tove colleagues
2. Consider the expectations and needs of other members of staff, and in particular ensure that trainees and NQTs are appropriately monitored, supported and assessed
3. Ensure all members of your faculty fill in their annual overview log of CPD by the given deadline
4. Lead CPD in your faculty and across the Academy, as needed
5. Lead on good examples of pedagogy in your area.



PERSON SPECIFICATION

Experience and Knowledge	Essential	Desirable	How evidenced
Qualified teacher status	✓		A I
Already holding a relevant and significant promoted post in relevant or related area in an educational setting	✓		A I R
Up to date knowledge and understanding of teaching and learning strategies	✓		A I
Excellent knowledge of the National Curriculum and GCSE syllabuses and A level syllabuses in your area; knowledge of BTEC and other vocational and quasi vocational qualifications in your area	✓		A I
Up to date knowledge of school systems to support students in their learning, e.g. SEN, EMAS, pastoral and assessment systems in schools	✓		A I
Skills and Abilities	Essential	Desirable	How evidenced
A very good classroom practitioner	✓		A I R
The ability to work in partnership	✓		A I
Good organisational and administrative skills	✓		A I
Good written and oral skills	✓		A I
IT literate	✓		A
Personal Job Related Skills	Essential	Desirable	How evidenced
Belief that barriers to learning can be overcome	✓		A I R
A commitment to professional standards	✓		A I R
A commitment to quality and continuous improvement	✓		A
The ability to work under pressure	✓		A I
Confidentiality: awareness and judgement	✓		A I R
A team orientated approach	✓		A I
Leadership and Management	Essential	Desirable	How evidenced
Successful track record of raising attainment	✓		A I
Ability to initiate and manage change successfully	✓		A I
Excellent communication skills, both oral and written	✓		A I
Ability to motivate and inspire staff and students	✓		A I
Ability to lead a successful team	✓		A I
Acceptance and understanding of accountability	✓		A I
Skill to be able to delegate and to be able to get subordinates to understand accountability agenda	✓		A I
Full understanding of accountability on public exam results and student levels of progress	✓		A I

A – Application form I – Interview R - Reference



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Advertisement

HEAD OF SCIENCE FACULTY

TLT LEADERSHIP SCALE L8 – L12

L8 – L12 (£48,808 - £53,857)

We require for September 2020 a Head of Science Faculty.

We are seeking to appoint an energetic and inspirational classroom practitioner who can lead our Science Faculty team. Considerable experience in the area of Science is essential.

The successful candidate will have proven track record in Science and will be an excellent team player and communicator.

The successful candidate:

- will have a strong commitment to teaching and learning in Science
- will be an effective classroom practitioner committed to raising standards for all students
- will be able to teach Science at all Key Stages
- will be fully committed to enabling all students to achieve well and make good progress
- the drive and determination to motivate colleagues and students
- a creative and energetic approach to teaching and management
- good organisational skills
- the ability to lead and develop a team of teachers
- the vision to develop the courses currently offered
- open to change, new ideas and innovation

Why choose Lord Grey Academy?

- Culture of high expectations and a strong belief that all can achieve
- Very clear routines for learning so that teachers can teach and students can learn
- Culture of support and feedback for staff
- Highly visible student-centred Leadership Team
- Positive, supportive and friendly colleagues
- Weekly CPD and regular opportunities to benefit from working with other schools in the Trust.

The right candidate will be totally aligned to our values of encouraging all students to be ambitious, determined, independent, respectful and successful and completely committed to promoting our mantra of Lord Grey Can!

A lesson observation and a formal interview will form the selection criteria.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to hr@lordgrey.org.uk by 9am on 24th February 2020.

Only successfully short listed candidates will be contacted.



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Join an Academy on a rapid journey of improvement as part of a highly supportive and growing MAT. Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. The right candidate will join us on our exciting journey to providing a great education for our amazing students as we prepare them for adult life. There is a great team to work with who are already on the path to making changes that will shape the future of the Academy.

Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.



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Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't under estimate the responsibility and sometimes stress that comes with working in a busy school environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our House teams.
- CPD tailored specifically to staff needs, based on their feedback.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No expectation to deal with emails outside of work hours.
- Comprehensive support for NQTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.



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How to Apply

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre application visit – we strongly welcome this! If you cannot make a visit, then please feel to phone us to talk about the post.

The application form can be found on the vacancies section of Lord Grey Academy's website <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

You should ensure that you complete all sections of the application form. There is a space on the form titled **Support of Application** and in here you should explain how your experience will help you to carry out the job that you have applied for and how you think you meet the criteria in the person specification. This section should be no more than 2 sides of A4.