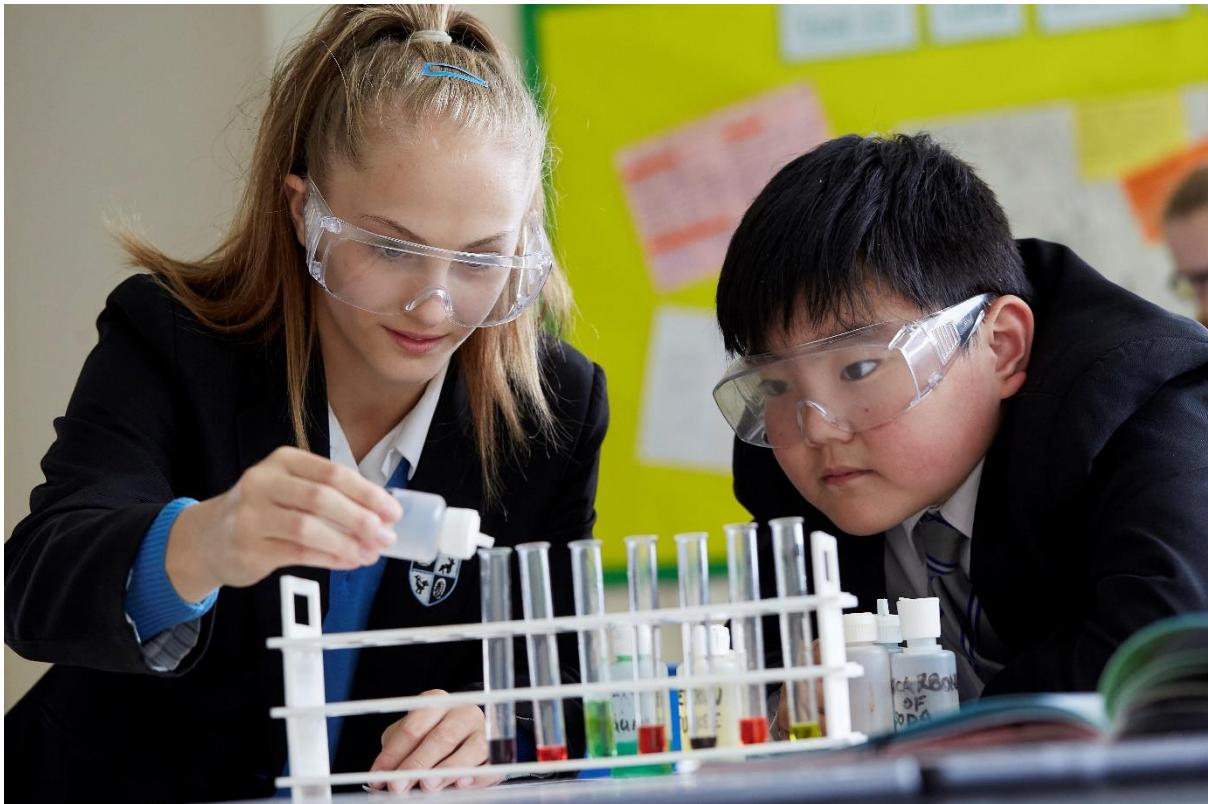


**CHANCELLOR'S SCHOOL****Pine Grove Brookmans Park Hertfordshire AL9 7BN.****Tel No: 01707 650702****11-18 Mixed Comprehensive – 1,104 on roll**

<b>JOB TITLE:</b>	<b>Head of Faculty – Science</b>
<b>SCALE/SALARY:</b>	Main Pay Scale (£24,859 - £35,803) / Upper Pay Scale (£37,757 - £40,519) / TLR 1B (£9,668)
	<p>Required for September 2019, an outstanding leader and teacher of science who is enthusiastic, talented and ambitious, ready to take the next step in their career. The successful candidate will be joining an experienced faculty with well qualified, skilled teachers.</p> <p>We require a creative team player to take on this key leadership role, willing to contribute to and learn from the best practice in the faculty and school.</p> <p>The successful applicant will have excellent interpersonal skills and will, together with members of the Science Faculty, maintain a relentless focus on teaching and learning and raising achievement.</p> <p>Chancellor's is a successful school with a strong tradition and excellent reputation. We were rated 'Good' in our recent Ofsted inspection (September 2018) and constantly look to further improve the performance of our students.</p> <p>Our examination results continue to be strong and we are significantly oversubscribed. Indeed, our A Level results put us in the top 5% of schools for value added.</p> <p>Prospective candidates are encouraged to submit their application as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.</p> <p>The school is committed to the well-being of its staff and there is a comprehensive induction programme.</p> <p>We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The successful applicant will be subject to enhanced clearance through the Disclosure and Barring Service</p>
<b>Reply Instructions:</b>	Further details and application forms can be obtained from the school's website <a href="http://www.chancellors.herts.sch.uk">www.chancellors.herts.sch.uk</a>
<b>CLOSING DATE:</b>	Wednesday 20 March 2019 at 12:00 hours
<b>INTERVIEW DATE:</b>	To be confirmed



## CHANCELLOR'S SCHOOL



Appointment of  
Head of Faculty - Science



## CHANCELLOR'S SCHOOL

Chancellor's is a Foundation School with 1,104 pupils, aged 11–18. It is situated in the beautiful village of Brookmans Park in South Hertfordshire. The school opened in September 1964. The impressive and picturesque grounds are some 15 acres in extent including substantial sports grounds.

We have been a specialist mathematics and computing college since September 2004 and have held a second specialism in languages since April 2008.

Many of our students come to the school from local villages as well as from Potters Bar and Hatfield. Additionally, 10% of students are admitted to the school on their musical aptitude.

Our curriculum is broad in Years 7 and 8. In Years 9, 10 and 11 students study a broad core of subjects including PSHE (Healthy Minds), English, Mathematics, Physical Education, Religious Education, Science and ICT. In addition, students are able to express a limited preference for further subjects to support their individual interests and aspirations. 75% of our students typically study the English Baccalaureate and a large percentage of our students stay on to study in our sixth form.

We are also committed to offering our students a wide range of extra-curricular opportunities. Music and drama flourish at Chancellor's with many concerts and performances. There are clubs for students of all ages, and regular visits are arranged to plays, exhibitions and museums. The main sports include football, rugby, netball, athletics and basketball and a number of our students play for county teams.

There are 82 members on the teaching staff, both full and part time, supported by a professional and organised associate staff.

Further details about Chancellor's may be found on our website. Enquiries by telephone are welcome.

Our address and telephone number is:

Chancellor's School, Pine Grove, Brookmans Park. AL9 7BN. Tel: 01707 650702

[www.chancellors.herts.sch.uk](http://www.chancellors.herts.sch.uk)

## THE SCIENCE FACULTY



Science at Chancellor's is both successful and rapidly improving.

With a core of strong teaching across the range of disciplines, we are developing exciting and engaging teaching and learning opportunities for all students.

Our aim is to be outstanding in every respect - results, teaching, support and extra-curricular activities.

The science curriculum encourages skills development and understanding through practical application, discussion and student involvement. Key Stage 3 follows the "Activate" programme of study, until the start of the Autumn term of Year 9 – where students begin to follow the GCSE course most suited to their needs.

To this end, Chancellor's students have the opportunity to follow AQA GCSEs in Biology, Chemistry and Physics (Triple Science) based on their ability or AQA Combined Sciences.

GCSE Science is taught in nine, one hour lessons over two weeks, within specialist subject groups. Schemes of work have recently been updated and are reviewed as they are taught to incorporate a wider range of strategies appropriate to both student ability and engagement.

A Level sciences are taught by subject specialists and are taught in nine, one hour lessons a fortnight with increasing numbers across all three subjects. We follow AQA A Level specifications in Biology, Chemistry, Physics and Applied Science. All our A Level science courses enjoy a healthy uptake, with two groups of each science in some cases.

We run an active programme of extra-curricular activities with regular science clubs and competitions and bi-annual trips to CERN, as well as an annual conservation project with Paradise Wildlife Park; additionally, the Faculty is due to run an inaugural science trip to China in July 2019.

The Science Faculty comprises seven laboratories, with four having been recently updated and refurbished, a preparation room and a small staff room within a single building. All rooms are Wi-Fi linked with laptops available for student use. An experienced technician team provide excellent support in both preparation and planning of our lessons.

We encourage mentoring of PGCE trainees within the faculty, and hold regular teaching and learning meetings to share best practice and peer support in all areas of our professional roles.

The Science Faculty offers opportunities in an evolving, exciting and supportive environment. Strong and successful relationships with peers and students are essential, as is a desire to be part of the ongoing professional development of the faculty in the classroom, in extra-curricular areas and the school as a whole.

**Science Faculty**  
**February 2019**

## **Chancellor's School**

### **Job Description**

<b>Post:</b>	Head of Faculty
<b>Reporting to:</b>	Member of the Senior Leadership Team
<b>Responsible for:</b>	Leadership of a Faculty
<b>Salary:</b>	TLR 1B
<b>Start Date:</b>	September 2019

#### **Job Purpose: Head of Faculty**

In addition to the generic responsibilities of teaching staff:

- To ensure that every student makes excellent progress and achieves their learning potential
- To continually strive to improve standards across the faculty
- To lead the faculty with a relentless focus on teaching and learning, developing innovative practice of the very highest quality across the faculty

#### **1. Responsibility for student progress across the Faculty**

- Ensure that the quality of teaching and learning is the main focus for all faculty work
- Ensure the targets for individuals and groups of learners are met (including the High Prior Attainers and students in receipt of the pupil premium)
- Maintain accurate records of student progress data to ensure teaching groups are organised, student achievement and progress is monitored and tracked, underachievement is identified and appropriate interventions are made to ensure all students make progress towards their targets
- Evaluate standards by thorough analysis of the performance of all students

#### **2. Responsibility for the strategic development of the Faculty**

- Meet with a senior leader to plan and develop the work of the Faculty
- Conduct an annual review and engage in self-evaluation and improvement planning processes for the Faculty
- Update and publish schemes of learning for each Year Group ensuring appropriate differentiation of material for High Prior Attainers and students with Special Educational Needs
- Evaluate the impact of all improvement activities on teaching and learning
- Produce and implement a faculty plan which supports the whole school priorities identified in the School Improvement Plan and self-evaluation form
- Liaise with outside agencies to enhance the learning opportunities for students in the Faculty including the Extended Learning Days
- Support the development of the House system. Seek and promote faculty enrichment activities and look for opportunities for the Faculty to be actively involved in the extra-curricular life of the school
- Produce and regularly update the faculty handbook

#### **3. Responsibility for staff in the Faculty**

- Contribute to the effective leadership of the School, including being part of the team of Heads of Faculty
- Act as a role model of good classroom practice for other teachers by implementing high quality teaching and learning
- Lead the Faculty Team to ensure the achievement and progress of each student is maximised
- Monitor and evaluate the standards of teaching and learning, identifying areas for improvement. Observe all subject specialists, monitor all aspects of their work and provide appropriate developmental feedback

- Lead and organise faculty team meetings and briefings
- Promote the School's Positive Behaviour for Learning Policy and support colleagues with its implementation as appropriate
- Build and maintain effective teamwork within the Faculty especially through the establishment of good communication, the encouragement of the sharing of good practice and innovative use of meeting and training times
- Undertake appraisal reviews ensuring there is a clear focus on student progress and teaching
- Encourage and maintain high professional standards of attendance, punctuality, appearance, conduct and establish positive and purposeful relationships with all stakeholders
- Set work for absent colleagues when necessary
- Encourage and support all members of the faculty in their professional development
- Support and contribute to staff training as and when required
- Plan the deployment of staff in the most effective way to participate in the appointment and selection process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- Support the extra-curricular programme of the faculty

#### **4. Responsibility for students in the faculty**

- Ensure that the work of the faculty is relevant, interesting and engaging to all students
- Provide for the learning needs of all students through differentiation for High Prior Attainers and students with Special Educational Needs
- Work with all staff, offering challenge and support, to strive for the highest possible standards of work from each student according to his/her individual ability
- Recognise and celebrate achievement and nurture a sense of pride in all students
- Support the school in ensuring there is a strong partnership between home and school

#### **5. Responsibility for resources**

- Ensure all staff take a measure of responsibility for faculty teaching rooms to create a stimulating learning environment
- Monitor the use of the teaching areas to ensure a high standard of condition is maintained, reporting defects as appropriate
- Prepare and oversee the annual budget for the faculty. Administer the budget to ensure the principles of best value at all times. Liaise with the finance team to place and monitor all orders
- Effectively manage the financial and physical resources of the department ensuring the security of valuable items

This job description will be reviewed annually and may be subject, with your agreement, to amendment or modification. It is not an exhaustive statement, but sets out the main expectations of the post holder's professional responsibilities and duties.



## Person Specification – Head of Faculty - Science

We are looking for an exceptional, person who will work hard to lead and drive improvement in student achievement at Chancellor's. The successful candidate will have the following qualities and skills:

Criteria	
Qualifications	<ul style="list-style-type: none"><li>• A good honours degree</li><li>• Qualified Teaching Status</li><li>• Evidence of significant professional development</li></ul>
Knowledge and Experience	<ul style="list-style-type: none"><li>• Experience of successful leadership in a faculty from planning to implementation and evaluation</li><li>• Proven record of innovation and leading change successfully</li><li>• Outstanding teaching ability with a track record of excellent outcomes</li><li>• Understanding of value-added and other data to support raising achievement</li><li>• Understanding the role of parents in school improvement</li><li>• Experience of teaching science to A Level and a good understanding of recent developments in science education including curriculum changes</li><li>• Understanding of current educational issues</li><li>• Management experiences of school resources</li><li>• Experience of contributing to the professional development of others and the ability to develop outstanding practice</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Passion for outstanding learning</li><li>• Drive, sense of purpose, positive attitude, commitment and perseverance</li><li>• Sound judgement under complex conditions</li><li>• Excellent interpersonal skills and persuasive skills</li><li>• Flexibility and sensitivity to the needs of individuals</li><li>• Excellent communication and presentation skills, oral and written</li><li>• Enthusiasm and humour</li><li>• Ability to work effectively in a team</li><li>• Inspirational and well-liked by students</li><li>• Ability to organise, plan and prioritise time effectively</li></ul>
Leadership	<ul style="list-style-type: none"><li>• Clear vision for raising standards and faculty improvement</li><li>• Ability to lead by example and take responsibility</li><li>• Ability to inspire and motivate others those around them</li><li>• Ability to develop others and hold people to account effectively</li><li>• Substantial problem-solving ability</li><li>• Ability to prioritise effectively and balance values with pragmatism</li><li>• Intellectual curiosity</li><li>• Ability to evaluate the performance of the faculty, assess its impact and devise strategies to develop further</li></ul>
Philosophy	<ul style="list-style-type: none"><li>• Genuine concern for students and staff and an understanding of how they learn</li><li>• Commitment to helping all students and staff to fulfil their potential</li><li>• Commitment to the wider aspects of school life including extra-curricular activities</li><li>• Commitment to the safeguarding of children</li></ul>
Aim	<ul style="list-style-type: none"><li>• Potential and ambition for further career development</li></ul>