



King Edward VI Grammar School

Holistic, Academic, Education

Department:	Directors Group
Job Title:	Director of Science
Salary:	L6-L10 on the KEVIGS Pay Scale
Contract:	Full-time Permanent Contract
Responsible to:	Deputy Head
Responsible:	Science Department Standards, Progress and Effectiveness

Applications

Applications should be made by Tuesday 12th April via the TES online application portal or by using the school's application form and should include a letter addressing the core function of the role and how the applicant proposes to achieve this. The application form can be found at <https://www.kevigs.org/vacancies>

Interviews

Will be held in the week commencing 18th April although the school reserves the right to bring this forward.

There are a number of core features that are consistent to all leadership roles at the school:

Moral purpose

Students at the core - a shared belief that all students can achieve and an unwavering commitment to pursue successful outcomes for all and a commitment to equality of opportunity and the celebration of diversity.

Effective team working

- Dynamic and supportive
- Visible and collegiate
- Committed and passionate
- Innovative and high performing
- Emotionally intelligent
- Proactive contribution Strategic, courageous, committed and creative leadership
- Leading through others
- Altruistic collaboration
- Inspiring and driving
- Leading consultation and implementation
- Overseeing the development of strategy and policy
- Observing the highest standards

Headmaster James Lascelles

King Edward VI Education Trust, Edward Street, Louth, Lincolnshire, LN11 9LL Chair of Trustees: Mr Sean Chesman

Tel: (01507) 600456 Fax: (01507) 600316 Email: rhona.adam@kevigs.lincs.sch.uk www.keviet.org

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Specific job purpose:

As a member of the Directors Group, all Directors under the direction of the Headmaster, will take a major role in driving forward the collective vision, aims and objectives of the school with all stakeholders. In particular this will apply to running a high performing Science Department, but as a member of the Directors Group the postholder has a wider strategic responsibility to provide leadership and guidance to the whole school.

- Ensuring the smooth and effective running of the department on a day-to-day basis
- Leadership of the Department's Improvement, and Department's Digital plans.
- Providing strong and inspirational leadership to the department and through this to the school
- Maintaining high visibility and strongly supportive profile around the school at all times

All Directors, through the Directors Group are expected to take on wider responsibilities that allow them to develop skills in Senior Leadership. These will be agreed with the Headmaster and will be commensurate with the seniority of the post and the development needs of the post holder. The Director of Science is expected to have full ownership of the areas of responsibility they are given each year.

Job descriptions are subject to annual review and specific responsibilities may change to take account of the school improvement plan and staff professional development.

All staff should promote the school ethos, and health and safety, and contribute to continuous school improvement. They should contribute to the wellbeing and development of the school by teaching, inspiring, guiding and caring for students inside and outside the classroom. All staff should ensure that all students make outstanding progress and achieve targets, fully implementing policies and procedures.

This job purpose reflects the core activities of the post however, as the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary. Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

Organisational Information

All staff are expected to: positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy. Be committed to safeguarding and promoting the welfare of children and young people.

They should help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Follow local codes of safe working practices and the school's Health and Safety Policy.
- Undertake such other duties within the scope of the post as may be requested.

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Main Responsibilities/Activities: Director of Science

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities:

- To have overall responsibility for the learning and progress of every child in Science
- To use prior attainment and predictive data to set ambitious targets for student progress in KS3, 4 and 5
- To set ambitious targets for whole Department results at KS3, 4 and 5
- To design teaching groups which will maximise the progress of the whole cohort and which are informed by a sophisticated understanding of progress data, the use of Rank Order and the priorities of the SIP
- To use assessment to track progress throughout KS3, 4 and 5
- To identify individuals and groups who are making insufficient progress, to challenge this robustly and to organise interventions to put their learning back on track
- To monitor the progress of particular groups of children (e.g. pupil premium, ethnicity, LAC, SEND, HAP)
- To identify and take overall responsibility for the progress of 'key underachiever' students in all years - especially those in Y11
- To liaise closely with the Directors of Maths and English to know and understand the key students at each threshold of the basics measure in order to coordinate any targeted interventions appropriately
- To lead the Y11 and Y13 intervention programmes within the Department
- To take overall responsibility for public examination entry, coursework or equivalent practical assessments and preparation
- To use data and information from Primary colleagues to prepare for the smooth transition of students from KS2 to 3
- To lead the intervention programme for students in KS3
- To be responsible for fostering an ethos of aspiration and challenge in the Department
- To lead on marking of class and homework, the use of whole class assessment techniques, and the daily classroom checks for understanding throughout each lesson
- To take a lead role in Quality Assurance within the Department, including lesson visits, work scrutiny and learning walks
- To oversee the mentoring and development of all trainees and ECTs working within the department, ensuring that they are progressing well and being supported as appropriate
- To write an analysis of Department performance in public and mock examinations at KS4 and 5 and in student progress and attainment at KS3 following any assessment point
- To recruit students from KS4 to take up courses offered by the Department at KS5, including promoting the offer externally
- To lead on the development of literacy within the department, including ensuring that there is good access to a wealth of reading materials and that Tier 2 and 3 vocabulary is included in all lessons
- To be responsible for reporting annually to Governors about the work of the Department in driving school improvement

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Leadership and Management:

- To have overall responsibility for the day-to-day performance management of all colleagues in the Department
- To write a Department Improvement Plan which dovetails with the SIP and which lays out strategies for improving student progress at KS3, 4 and 5 within the Department
- To review progress towards targets and outcomes laid out in the Department Improvement Plan and to amend the plan accordingly
- To be responsible for colleagues' performance management in accordance with school policy, challenging poor performance and concerns as they arise
- To have overview of each colleague's CPD needs and to take responsibility for helping each colleague to fulfil these, including through coaching programmes
- To allocate to each teacher a broad and balanced teaching timetable which has regard for each colleague's

CPD

- To complete a Department Self Evaluation and to integrate self-evaluation, performance management, improvement and development planning and monitoring, evaluation and review into one seamless process.
- To take overall responsibility for the department budget and to invest in and grow the resources of the Department year on year using financial best practice
- To lead and manage any post holders within the Department
- To exploit the potential of the Department structure for cross subject links and project-based learning
- To develop the unique culture and identity of the Department and to be an ambassador for it within the school and the wider community
- To promote strong working relationships between all colleagues, and to facilitate positive relationships between students and staff in the Department

Developing Leadership

The Director of Science is a member of the Directors Group and it is anticipated that they will have ambition for promotion. This role is therefore one where the skills and expertise of senior leadership are developed in addition to those linked to the leadership of a Core Subject within the school. A whole school responsibility will be agreed with the post holder and provision made for them to undertake this whilst in post. It is also expected that the Director will have line management responsibility for another area of the school.

External training via the National College and NPQSL or similar courses will be provided to the postholder to support their development.

This is not a comprehensive list of all tasks that the post holder will carry out. It is illustrative of the general nature and level of the role. The post holder may be required to do any other duties and responsibilities appropriate to the grade and role, as directed by the Headteacher.

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PERSON SPECIFICATION

Director of Science

Qualifications and Professional Development

- Qualified teacher status
- Good honours degree in relevant subject
- Evidence of continuing professional development relating to Teaching and Learning as well as leadership and management
- Evidence of further professional/educational study

Experience

- Experience of science teaching and science middle leadership *[any discipline]*
- Experience in more than one school
- Involvement in school self-evaluation and development planning
- Evidence of having successfully led on school improvement initiatives
- Evidence of improving departmental, pastoral or whole school learning, teaching and classroom practice
- Ability to develop and sustain positive relationships with parents/carers, staff and students
- Evidence of leadership and management qualities that demonstrate the ability to be both a successful leader and member of a team

Knowledge, Skills and Abilities

- Evidence of strong skills in data analysis and the ability to use data to set targets and identify weaknesses
- An understanding of high-quality teaching, and the ability to model this for others and support others to improve
- An understanding of school finances and financial management
- An ability to communicate a vision and inspire others
- Current and relevant knowledge of best practice in school leadership and management
- An ability to build effective working relationships

Personal and Professional Qualities

- A commitment to getting the best outcomes for all students and promoting the ethos and values of the school
- A creative and innovative thinker who is able to think and act strategically to deliver rapid improvement
- An ability to work under pressure and prioritise effectively
- A commitment to maintaining confidentiality at all times
- A commitment to safeguarding and equality

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