



HAILSHAM COMMUNITY COLLEGE
ACADEMY TRUST

'Be the very best you can be'

Assistant Head of Department for Science

APPLICANT INFORMATION PACK



Battle Road, Hailsham, East Sussex, BN27 1DT

Tel: 01323 841468

E-mail: job.vacancies@hccat.net



Assistant Head of Department for Science

Please find enclosed:

- **Letter from the Head of School**
- **Job Description**
- **Person Specification**
- **Department Information**





HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

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Dear Applicant

Thank you very much for your enquiry for the post of Assistant Head of Department for Science at our College. We hope that you will decide to apply for the opportunity to play a key role in the development of education in Hailsham and we hope that the information below will be helpful to you.

Hailsham is an historic market town close to the large and vibrant towns of Eastbourne and Brighton, with some of the most spectacular scenery in England on its doorstep.

Hailsham Community College has been on an incredible journey over the past few years. Since becoming a Converter Academy in 2012 the college has grown significantly and in 2019 we became a 2-19 all-through school, with our Primary and Pre-school provision situated approximately a mile from the Secondary site.

The Academy has benefited from significant investment over recent years. New facilities include a state-of-the-art three-storey teaching block containing 22 classrooms and SEND hub, a fully refurbished Post 16 Learning Centre and a floodlit all weather sports pitch to complement our already extensive sporting facilities.

The college motto, 'Be the very best you can be!' is very simple but encapsulates everything we believe in for the entire college community, learners and staff alike.

You will find our values and principles put into practice in a busy, cheerful community based on friendly relationships; the atmosphere is positive and full of purpose and endeavour. Our focus is on learning; we take pride in nurturing and supporting the personal, social and academic development of each individual.

We hope that you will decide to apply. We have always actively encouraged candidates to visit the Academy prior to completing an application form. Please call us on 01323 841468 if you would like any further information or would like to arrange an informal visit.

I hope to have the pleasure of meeting you soon.

Yours faithfully

Natalie Chamberlain
Head of School – Secondary/Post 16



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Job Description

Job Title: Assistant Head of Department for Science

Grade Teachers Pay Scale

Contract TPS + TLR2b

Line Managed by: Head of Department for Science

Date: September 2023

Principal Accountabilities

- To support the leadership and management of the subject area to achieve both outstanding progress and attainment
- To support leading and managing the subject area curriculum
- Monitor, review and evaluate the effectiveness of the curriculum to ensure all staff understand and deliver upon the curriculum intent leading to great impact
- To maintain high presence around the academy to ensure the highest standards of behaviour are upheld
- Actively support staff and students with welfare and well-being
- Model outstanding practice in terms of classroom teaching, preparation, marking and assessment
- Communicate and liaise with staff, students, the home, community and governors
- Constantly ensure development of team members both within subject and in the wider academy community
- To support the Director of Learning contributing to the strategic leadership of the academy, developing, implementing and evaluating systems and processes.
- Ensure teaching and learning incorporates safeguarding at all times.

Competencies

Curriculum impact

- Help design an engaging and challenging curriculum that enables all students to enjoy the subject and achieve at the highest level, supported by detailed schemes of learning which ensure consistency and coherence.
- Teach and model the delivery of outstanding lessons that motivate and inspire students and staff, equipping them with the knowledge and skills needed to achieve at the very highest levels
- Evaluate, review and develop the curriculum, involving subject staff and students
- Keep up to date with national developments in the subject area at each key stage and teaching practice and pedagogy

- Actively monitor and respond to curriculum developments and initiatives at national, regional and local levels and to disseminate this knowledge to staff
- Support in the setting, overseeing and evaluation of regular and relevant assessments for students ensuring that they are carried out consistently by all subject staff and standardised /moderated thoroughly to ensure accuracy
- Support in ensuring that student data is understood, interpreted and utilised by all subject staff to modify planning and personalise support
- Ensure that a range of enrichment / intervention and extension activities are offered to and taken up by students to enhance their progress and attainment
- Ensure that statutory requirements are met
- Ensure that all subject staff are assessing and providing feedback in line with best practice and academy policy at all times

Quality Assurance

- Support in the triangulation of the effectiveness of teaching and learning within the subject area, through regular lesson visits, student conversations and work scrutinies
- Support in ensuring that all staff in the team have effective plans to deliver highly effective lessons and schemes of learning
- Regularly review the attainment and progress of all students, groups and subgroups with subject staff and plan, implement and oversee support and interventions
- Liaise with all appropriate personnel regarding support for student progress, including SENCO, SLT and the home community
- Support in ensuring that all academy policies are implemented consistently by subject staff

Leadership

- Support the DoL in leading a team of colleagues in the subject area through aims, objectives and strategic plans for the team which support and complement those of the academy
- Plan the development of staff expertise to achieve subject action plan objectives

Team Development

- Support the development and training of subject staff ensuring that their CPD needs are met and staff are constantly growing
- Act as Performance Manager for members of the subject area, carrying out PM reviews in line with the Academy's policy and setting challenging progress targets
- Participate in the recruitment process for members of the subject team
- Ensure effective induction of new staff in line with Academy procedures
- Promote teamwork and to motivate staff to ensure effective relations
- Support and challenge team members, including in circumstances when they are underperforming
- Organise effective team meetings with progress agendas centred on teaching and learning and raising attainment and progress

Teachers are expected to undertake any other duty as the Head of School may determine within the remit of the National Pay and Conditions document or within any other national or local agreement it may supersede.

This job description sets out the duties of the post at the time it was prepared. Such duties may vary from time to time without changing the general character of the duties or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a regarding of the post.



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Person Specification	
Job Title:	Assistant Head of Department for Science
Line Managed by:	Head of Department for Science
Date:	September 2023

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Educated to degree level or equivalent• Qualified Teacher Status• Evidence of continuing professional development	<ul style="list-style-type: none">• Evidence Leadership
Experience and Skills	<ul style="list-style-type: none">• Experience of having contributed to the success of a curriculum area through student outcomes and ethos• Understanding of a variety of approaches to teaching and learning• In-depth knowledge of the curriculum at KS3-5• Understanding of the National Curriculum and Ofsted Framework• Demonstrable experience of high-quality teaching and learning• Positive effective strategies for behaviour management• Experience of optimising the attainment and progress of students• Experience of working with children with significant barriers to learning• Knowledge and understanding of schools' statutory responsibilities regarding safeguarding and the needs of students with SEN / D	<ul style="list-style-type: none">• Experience of organising subject-based activities and visits that enrichment the curriculum• Evidence of the ability link careers education and science
Teaching and Learning	<ul style="list-style-type: none">• An excellent practitioner in the classroom allowing students of all starting points to make good progress• A reflective practitioner who can listen and learn	<ul style="list-style-type: none">• Evidence of delivering CPD to others
Visions and values	<ul style="list-style-type: none">• Clear understanding of the ethos and	

	<p>strategies to establish high standards of outcomes and attitudes and behaviour and commitment to relentlessly securing those standards</p> <ul style="list-style-type: none"> • A firm belief in the unlimited potential of every student • Vision and values aligned with the academy's high aspirations and high expectations for children, staff and families • Resilience and motivation to support the academy through day-to-day challenges while maintaining positivity and professionalism • Ability to lead and inspire all students with a sense of the intrinsic joy of learning and their own ability to succeed • Strong organisational skills and team building skills • A deep commitment to the safeguarding and wellbeing of all students 	
Relationships with Stakeholders	<ul style="list-style-type: none"> • Commitment to working with others to secure the best outcomes for children • Skilful management and understanding of how to secure strong relationships with other academy staff, families and other external relationships 	
Work-related personal qualities	<ul style="list-style-type: none"> • Personal enthusiasm and commitment aimed at making a positive difference to children and young people and raising standards • A passion for science and finding out about the world around us • Personal and professional integrity, including modelling values and vision • Commitment to support the aims of the HCC Academy Trust • Flexible and able to manage the workload of yourself and your team with competing deadlines, prioritising appropriately, using initiative and maintaining very good humour 	



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Science Department – September 2023

Hailsham Community Academy Trust Science Department is a dynamic, enthusiastic department. The Department is committed to continually reviewing and updating units of learning and developing our teaching with reference to latest developments nationally and locally. We place a large emphasis on linking science to the world around us and ensuring students can make links between the classroom and their own experiences.

We are a proper team, and you will find a group of 10 teachers and 4 technicians all working together to the common goal of ensuring our students make excellent progress and develop a love for science. Our department motto is "Passionate, Professional and Pupil-centred".

We have 13 laboratories, each equipped with the latest interactive Promethean ActivPanel. 4 of these laboratories are situated in our new teaching block, opened in September 2022. The technical support is fabulous, and we aim to make science as engaging and exciting as possible.

We try to provide a balance of support and autonomy in terms of teaching and learning. Our curriculum has been developed to take account of recent advances in the profession's understanding of cognitive science. We have updated our Key Stage 3 curriculum to ensure a high-quality start to students' science here. We currently deliver GCSE AQA Combined Science (Trilogy) and Separate Sciences, with healthy numbers choosing Triple as an option. At Key Stage 5 we run AQA Physics and Chemistry, and OCR Biology along with a BTEC Level 3 Extended Certificate in Forensic Investigation.

Chris Jackson, Interim Head of Department for Science
jacksonc@hccat.net