

## 2ic of Science

**Main Pay Scale/Upper Pay Scale (Outer London) + Competitive TLR + £1,500 Harris Allowance**  
**Full or part time/job share applications welcome**  
**Permanent, start date Easter or September 2025**  
**Cash Health Plan + Harris Benefits**

We are seeking an outstanding 2ic of Science to work within our high performing Academy. Harris City Academy Crystal Palace is a mixed Academy for 1,300 students aged 11-18, with a large sixth form of nearly 400 students.

The Academy has three consecutive Outstanding judgments by Ofsted, with the most recent inspection in 2014 finding the Academy to be Outstanding in every aspect. We are a consistently high performing school. Our motto, 'All Can Achieve' encapsulates our vision that all members of the Academy community are supported and encouraged to achieve their absolute potential. We believe that a well-supported and valued staff body is the key to our success.

We are the 'Teaching School Hub' for Croydon and Sutton and we are able to offer all teachers an extensive programme of first class professional development. Harris City Academy Crystal Palace is part of the Harris Federation and this enables us to offer you a comprehensive induction programme and training and development opportunities to support your career development including Masters and other qualifications.

We welcome applicants at any point in their career and are open to full consideration of part time and job share requests.

Harris City Academy Crystal Palace is committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undertake an Enhanced Disclosure by the DBS (Disclosure & Barring Services).

To arrange a confidential discussion with the Principal or a visit to the Academy please contact Tracey Harrison, PA to the Principal [HarrisonT@harriscrystalpalace.org.uk](mailto:HarrisonT@harriscrystalpalace.org.uk)

**For details on the closing date, please consult the advert on our website. Interviews will be held on receipt of successful applications, therefore you are encouraged to apply early.**

References will be taken up for all candidates shortlisted for interview. Only shortlisted candidates will be contacted. The successful candidate will be subject to an enhanced DBS check.

**Job Description - Post Title    2ic of Science**

- Purpose**
- To support the Head of Science to raise standards of student attainment and achievement within Science and to monitor and support student progress at KS3.
  - To develop and enhance the teaching practice of other teachers in the subject area.
  - To help provide a broad, balanced, relevant and differentiated curriculum for students studying Science.
  - To support the management of staff within the department and physical resources.
  - To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
  - To monitor and support the overall progress and development of students as a teacher/form tutor.
  - To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
  - To contribute to raising standards of student attainment.

**Reporting To**    Head of relevant Science Subject

**Liaising With**    Principal, Vice Principals, Assistant Principals - Heads of Faculty, Subject Co-ordinators, external agencies and parents.

**Disclosure Level**    Enhanced DBS

**Main/Core Duties**

- Operational/Strategic Planning**
- To participate in the formulation of subject area and faculty aims, objectives and strategic plans.
  - To contribute to the whole Academy's planning activities.
  - To help lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and learning and learning strategies in the subject area.
  - To work with the Head of Science to formulate aims, objectives and strategic plans for the subject area which have coherence and relevance to the needs of students.

- Curriculum Provision**
- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies.
  - To keep up to date with national developments in Science and help to instill this within the department.

- Staff Development  
Recruitment / Deployment of  
Staff**
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
  - To engage actively in the Performance Appraisal target setting and review process.
  - To help manage staff within the Science department.

- Quality Assurance**
- To help to implement Academy quality procedures and to adhere to those.
  - To contribute to the process of monitoring and evaluation of the subject area in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.
  - To seek/implement modification and improvement where required.

- Management Information**
- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems (MIS), registers etc.
  - To complete the relevant documentation to assist in the tracking of students and use information to inform teaching and learning.

- Communications**
- To communicate effectively with the parents of students as appropriate.
  - Where appropriate, to communicate and co-operate with persons or bodies outside the Academy.
  - To follow agreed policies for communications in the Academy.

- Marketing and Liaison**
- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools.
  - To contribute to the development of effective subject links with external agencies.

- Management of Resources**
- To contribute to the process of the ordering and allocation of equipment and materials.
  - To liaise with the Head of Subject to identify needs and to contribute to the efficient/effective use of physical resources.
  - To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, subject area and the students.

### Pastoral System

- To be a form tutor to an assigned group of students.
- To promote the general progress and well-being of individual students and of the form tutor group as a whole.
- To liaise with the Head of Subject and Head of Faculty to ensure the implementation of the Academy's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHE and Citizenship and enterprise according to Academy policy.
- To apply the Behaviour Management systems so that effective learning can take place.

### Teaching

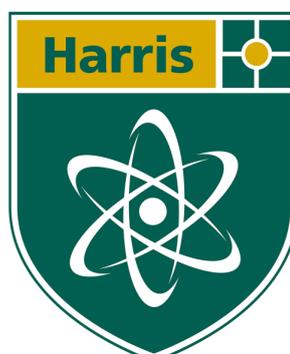
- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in Academy and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and Academy subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the Academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, the subject area and Academy procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

### Other Specific Duties

- To continue personal development as agreed at appraisal.
- To engage actively in the performance appraisal review process.
- To address the appraisal targets set by the line manager each Autumn Term.
- To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.
- To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To support the Academy in meeting its legal requirements for worship.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# PERSONAL SPECIFICATION

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• University graduate (Good Honours degree)</li> <li>• Postgraduate teaching qualification</li> </ul>	
<b>Knowledge and Understanding of the Curriculum</b>	<ul style="list-style-type: none"> <li>• A clear and good understanding of current educational issues, theory and practice, with particular regard to:               <ul style="list-style-type: none"> <li>• The National Curriculum</li> <li>• Equality and issues relating to pupils' access to learning</li> <li>• Class management</li> </ul> </li> <li>• Sound subject knowledge as represented by a relevant degree, CPD or experience</li> </ul>	
<b>Teaching Experience</b>	<ul style="list-style-type: none"> <li>• Evidence of successful teaching experience</li> <li>• Evidence of consistently good teaching and learning</li> <li>• The ability to use ICT effectively to engage students</li> <li>• An understanding of how to use assessment to inform planning for good teaching and learning</li> <li>• The ability to differentiate materials to meet the needs of learners</li> <li>• Evidence of pastoral experience</li> <li>• An interest in the wider curriculum</li> </ul>	
<b>Leadership / Management</b>	<ul style="list-style-type: none"> <li>• Evidence of good classroom management skills</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A willingness to learn and develop new skills</li> <li>• A desire to make a difference to the lives of young people</li> <li>• To work proactively within the ethos of the Academy</li> <li>• An excellent attendance record</li> <li>• Good written and oral communication skills</li> <li>• Committed to teaching and a willingness to continue to learn through professional development</li> <li>• Ability to work effectively as part of a team.</li> </ul>	

# SAFER RECRUITMENT IN EDUCATION

The Harris Federation and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Policy Statement on the Recruitment of Ex-Offenders.

## Information for Applicants

All applicants for all vacant posts will be provided with:

- A job description outlining the duties of the post, including safeguarding responsibilities.
- A person specification may also be provided and will include a specific reference to suitability to work with children.
- A Harris Federation Application form, and all applicants for employment will be required to complete this application form, containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

## CVs will not be accepted

## Shortlisting and Reference Requests

References will be requested at the selection stage directly from the referee. They will be asked:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

## Interviews

At least one member of each interview panel will have completed Safer Recruitment Training. The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

## Pre-Employment Checks

All staff will require an enhanced DBS. Prohibition and Overseas checks will also be completed if necessary.