



**LAUREATE  
ACADEMY**  
LIBERTAS PER CULTUM

**Application pack for  
Head of Science  
(Main or Upper Pay Scale, dependent on  
experience + TLR1b £9,667)**

**Information for Applicants**



**2019**

**FUTURE  
ACADEMIES**

## WELCOME

Dear Candidate,

Thank you for your interest in the post of Head of Science at Laureate Academy. We are seeking to appoint a talented, inspirational and highly motivated leader, to work alongside our middle leaders to drive school improvement, and build on the school's many strengths.

This is an exciting time to be joining Laureate Academy as we continue to lay the foundations to provide an exceptional education to all students. The whole staff team are supportive of each other and committed to school improvement, and I am certain that this opportunity will provide you with an exciting and rewarding career opportunity in a school with a bright future.

We hold a commitment to help all students achieve, regardless of their starting points. We are looking for an individual who can play a key role in the next stages of our development, and share our determination to ensure outstanding outcomes for the students at the school. The post holder will have a range of expertise and an ability to deliver outstanding lessons to enable progress across all key stages. They should have innovative ideas, excellent interpersonal skills and be a team player.

As a member of the school, you will often be representing the wider community, so you will need to be proactive and confident, with a flair for problem solving, although there is always plenty of support available from the rest of the staff team.

This is an important position for us and we are looking for highly talented candidates. If you would like to visit the school to find out more about who we are and what we do then we would be very happy to facilitate that and you can contact my PA, Helen Hardy ([h.hardy@laureateacademy.org.uk](mailto:h.hardy@laureateacademy.org.uk)) to arrange a tour.



If you would like to speak to me about the role, then feel free to ring the school and I will return your call as soon as I can - I will be happy to try to answer any questions you may have! In the meantime, thank you once again for your interest in the post and I very much hope that we will be hearing from you soon.

I am determined that each student at Laureate Academy will be able to reflect on their years at the school as being a period of happiness and personal fulfilment. I know that the governing body, teaching and support staff share my commitment in achieving this goal and I look forward to your application if you share my determination.

**Hugo Hutchison**  
**Executive Principal**

# The Trust's Principles

Our work is built on three principles: Knowledge, Aspiration and Respect. These give us a shared language and link the many things we do together.

## Knowledge

We believe in the transformational power of knowledge, structured through subjects.

## Aspiration

We are ambitious for our pupils, and set high standards for ourselves.

## Respect

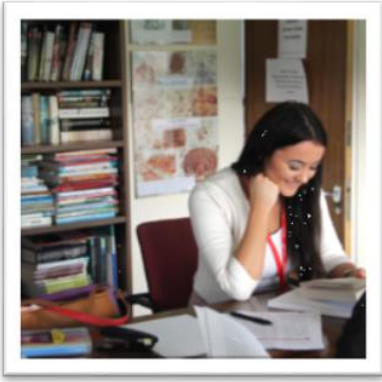
We value every child and each other.  
We respect our planet, our history, and British values.

**100% Culture**  
**No Excuses**  
We give 100 percent



**FUTURE  
ACADEMIES**

# Job Description – Head of Science



**Job Title:** Head of Science

**Reports to:** Assistant Headteacher

**Responsible for:** Delivering the highest quality learning experiences to students in Science and ensuring student progress.

**Start date:** September 2019

**Salary:** Main or Upper Scale + TLR1b £9,667

**Disclosure level:** Enhanced

## The successful applicant for this post will be expected to:

- Work closely with the Assistant Head to lead and manage Science, securing outstanding attainment and progress at all key stages.
- Teach high quality lessons across the Sciences up to GCSE with the ability to teach Chemistry, Physics or Biology up to A Level.
- Create a happy, dynamic, innovative culture in the department and ensure all staff are performing to an outstanding standard and are happy and motivated in doing so.
- Show flexibility, innovation and intelligence in responding to the needs of the pupils and Academy as a whole.
- Work closely with other middle and senior leaders to help mould and drive further improvements across the Academy

## Responsibilities

### a) Professional Standards

- Support the aims and ethos of the Academy
- Set a good example in terms of professional dress and appearance, punctuality and attendance
- Uphold the Academy's behaviour policy in a consistent, firm and warm manner
- Maintain a purposeful and calm atmosphere in the classroom and other areas
- Take responsibility for personal development and progression making full use of the Academy's professional development opportunities and training
- Attend and actively contribute to meetings and training

### b) Teaching and Learning

- Plan and deliver high quality, knowledge led lessons in accordance with the Academy's Teaching and Learning Policy
- Liaise with other colleagues to plan units of work and lessons in a collaborative way
- Work towards personal targets to continually improve the quality of lessons
- Set and monitor high quality homework in-line with the Academy homework policy
- Plan challenging lessons for all pupils with task adjustment to support pupils with lower starting points to access this content

### c) Assessment and Recording

- Mark specific pieces of pupils' work in-line with the Academy's marking policy
- Ensure that detailed records are kept which monitor pupil attainment and progress
- Report pupil data when periodically required within the Academy's assessment cycle
- Complete analysis and evaluation of external examination results and internal assessment points within the year, using this to drive actions to further improve outcomes
- Liaise with parents on pupils' progress using letters, emails, telephone calls and consultation evenings where reasonable and appropriate.

d) Leadership and Management

- Work closely with the Assistant Head to drive a shared vision for the department
- Work with the Assistant Head to identify strengths and areas for development in all aspects of the department and plan actions to drive continual improvements.
- Evaluate the quality of teaching and learning in the subject area and develop the staff to continually improve the quality of lessons in the subject area
- Take responsibility for the performance of staff within the subject area, reviewing the work of teachers and setting appropriate negotiated objectives for improvement and training, and working closely with the Assistant Head to ensure adequate support is provided for all colleagues in the subject area.
- Review with Science teachers their pupils' attainment and progress data, identify key groups and individuals and agree targets, intervention strategies, changes to teaching strategies or changes to the curriculum as necessary to further improve outcomes
- Remain abreast of all relevant subject developments and innovations and to lead regular and relevant reviews of the subject's schemes of work, examination courses/specifications and extra-curricular learning opportunities.
- Through excellent practice, well-developed teaching skills and curriculum knowledge, provide coaching and mentoring support for colleagues working within the subject, and act as role model for outstanding teaching
- Be accountable to the Assistant Head as SLT line manager for the performance of teachers and pupils within the department
- Carry out suitable monitoring and evaluation activities of the performance of colleagues within the subject, including lesson observations, regular learning walks and pupil work scrutiny.
- Meet weekly with the Assistant Head in order to discuss developments in the subject
- Carry out such other tasks as the Headteacher may reasonably, from time to time, request the post holder to undertake

e) Curriculum Leadership and Management

- Work closely with the Future Academies' Curriculum Centre to continue to develop the key stage 3 Science curriculum so that it is knowledge rich and challenging
- Ensure all aspects of the GCSE and A level specifications are taught to a high standard, with effective long, medium and short term plans mapped out for all teachers in the department
- Ensure teachers in the department are following curriculum plans and are working together to continually improve and develop these

f) Resource management

- Working closely with the Assistant Head to effectively manage and deploy teaching/support staff and cover arrangements within the department
- Working closely with the Assistant Head to manage financial, learning and other physical resources within the department.

### Person Specification

The right person for the job will be:

- Passionate about Science and have excellent academic qualifications and thorough subject knowledge.
- Aligned with our educational vision and committed to a knowledge-led curriculum, with high ambitions for pupil attainment.
- Able to combine academic rigour and achievement with enjoyment of the subject.
- An inspirational leader, with the capacity to develop excellence in others.
- A good communicator, with outstanding planning and organisational skills and the ability to motivate a team.
- Committed to safeguarding and promoting the welfare of children
- Committed to wider Academy life

**No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/ Deputy Headteacher.**

# The Science Faculty at Laureate Academy

**Assistant Headteacher:** Debbie Shannon

[d.shannon@laureateacademy.org.uk](mailto:d.shannon@laureateacademy.org.uk)

The Science Faculty is a vibrant and dynamic team and Teaching and Learning is strong across all key stages with the faculty. We pride ourselves on being an approachable and dedicated Science faculty, who deliver engaging lessons in which our students are able to thrive. We are committed to all students making progress and the sharing of ideas, good practice and innovative resources.

Staff in the faculty work collaboratively in all aspects of their planning and practice; the new member of staff would be expected to lead and be an active member of such a team, whilst being responsible for implementing and monitoring a high standard of teaching and learning. The new member of the faculty would also need to be flexible in their approach to such a diverse faculty which draws upon a number of skills and areas of subject knowledge.





# Safer Recruitment at Future Academies

Future Academies is committed to safeguarding and promoting the welfare of children and young people. We undertake very thorough checks to ensure that we meet our obligations to protect the children attending our schools. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an Enhanced DBS and barred list check. We also ensure teaching staff are not subject to a prohibition order or an interim prohibition order.

1. Candidates should be aware that all posts at Future Academies involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All members of staff will have access to the DfE Keeping Children Safe in Education guidance, July, 2015.
2. Longlisted candidates will be required to complete a Disclosure of Criminal Record form and bring the completed form to interview. If the job involves contact with children up to age 8 you will also be required to make a Disqualification Declaration. The information you give will be treated as strictly confidential. Disclosure of a conviction, caution, warning or reprimand will not automatically disqualify you from consideration. Any offence will only be taken into consideration if it is one which would make you unsuitable for the type of work you are applying for. However, offences relating to children may make you unsuitable since this is a "regulated position" under the Criminal Justice & Courts Services Act 2000.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or Independent Safeguarding Authority.

## Invitation to Interview – please bring with you:

- Disclosure of Criminal Record, or Disqualification Declaration form in a sealed envelope. This form will be sent to candidates invited to interview.
- Documentary evidence of identity that will satisfy DBS requirements such as a current UK Photo card driving license and/or a current passport and/or a full birth certificate
- Documentary proof of address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Original certificates confirming any educational or professional qualifications that are necessary or relevant for the post
- Evidence that you have the right to work in the UK

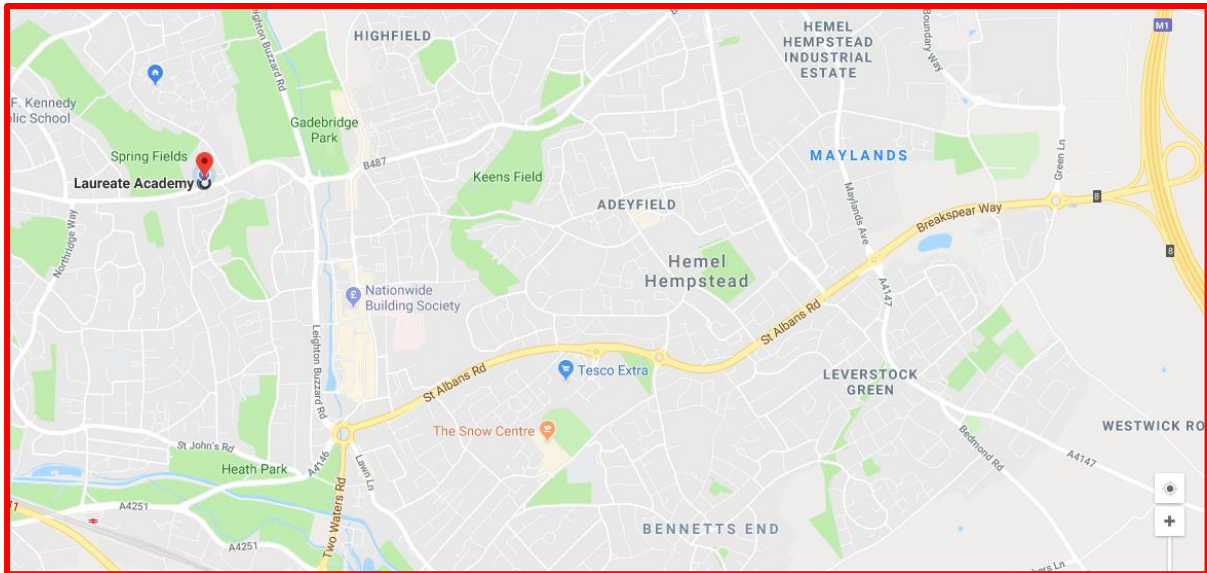
Please note that originals of the above are necessary. Photocopies are not sufficient.

Candidates will be asked to account for any gaps in their employment and to address any discrepancies or anomalies in their application form. We will require information in accordance with statutory guidance for anyone who has worked or been resident overseas in the previous five years.

We will seek references on longlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

## Laureate Academy – the area

The area has fantastic transport links, including a mainline station direct into Euston. It is a 28-minute walk from the station to the school, or there is a taxi rank right outside and 5 min journey by car. There is ample free parking on-site.



The M1 and A41 have junctions in Hemel Hempstead and the nearest M25 junction is Kings Langley.