



Hove Park School
"Together We Achieve"

Nevill Campus: Nevill Rd, Hove, East Sussex, BN3 7BN
Tel: +44 (0)1273 295000/1 Fax: +44 (0)1273 295009

Valley Campus: Hangleton Way, Hove, East Sussex, BN3 8AA
Tel: +44 (0)1273 295002/3 Fax: +44 (0)1273 294994

Email: office@hovepark.org.uk

Mr Jim Roberts- Headteacher

Assistant Headteacher - Head of Faculty (Science and Technology)

Commencing: September 2019

Full-Time, 1.0 FTE

Leadership Scale L9-11 - £48,687 - £51,234 per annum

Hove Park School and Sixth Form is seeking to appoint an ambitious and outstanding practitioner to lead the Science and Technology Faculty and make a major contribution to Hove Park becoming a truly great school. This is a wonderful opportunity to develop your career in a supportive and forward thinking environment. Hove Park is an excellent school in which to work and was judged 'Good' in our last Ofsted inspection in March 2017.

Who we are:

- A committed and supportive Science and Technology team
- Achievement is significantly above national averages and success in the 'EBacc' is significantly above national averages
- Impressive accomplishments due to a relentless focus on improving teaching through high quality personalised CPD
- Innovative and creative approach to education exemplified by trailblazing deployment of iPads for every pupil

Deadline for applications: Monday, 20th May 2019

Interviews: Thursday, 23rd May 2019

Hove Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

Information about this post and an application form can be downloaded from our website: www.hovepark.brighton-hove.sch.uk/vacancies and on the TES

Please submit your completed application form to recruitment@hovepark.org.uk or apply directly through TES.

Hove Park School celebrates diversity and welcomes applications from all areas of our community as we aim to have a staff body that is representative of our socially, culturally and ethnically diverse student population.



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Job Context Assistant Head teacher –

Head of Science and Technology Faculty (L9-11)

Purpose

The post holder will take responsibility for the provision and outcomes for the Science and Technology faculty and the subjects contained within it. You will be a member of the schools Senior Leadership Team and line manage the TLR roles defined within the faculty. You will also be expected to lead on an agreed additional whole school responsibility as appropriate.

Structure

| ASSISTANT HEADTEACHER – SCIENCE & TECHNOLOGY FACULTY | | |
|---|---|---|
| Science / Psychology | Computer Science / Creative Media | DT / Food |
| HEAD OF SCIENCE Assistant Faculty Leader | Assistant Faculty Leader KS3, 4, 5 | Assistant Faculty Leader KS4 |
| | | |
| Assistant Faculty Leader (KS3 & 5) | | Assistant Faculty Leader KS3 & 5 |



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Assistant Head Teacher Job Description

Job Title: Assistant Head Teacher – Head of Faculty (Science and Technology)

Accountable to: Deputy Head teacher

The Assistant Head teacher will:

- Undertake the normal responsibilities of the class teacher;
- Be a member of the senior leadership team;
- Assist the Head teacher in leading and managing the school;
- Undertake such duties as are delegated by the Head teacher;
- Play a major role under the overall direction of the Head teacher in promoting, developing and reviewing the School Improvement Plan and the aims and objectives of the school by:
 - promoting the policies through which they shall be achieved;
 - leading and managing staff and resources;
 - monitoring progress towards their achievement.

Main Tasks

To lead the Science and Technology Faculty and a whole school area linked to part of the School Development Plan.

- The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.



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Class teacher responsibilities

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document;
- To carry out the duties of a general class teacher as detailed in the school's class teacher job description, including some provision for cover of absent teachers;
- To be responsible for teaching across the key stages.

The internal organisation, management and control of the school:

To contribute to:

- Maintaining and developing the ethos, values and overall purposes of the school ;
- Promoting and developing the aims and objectives of the school and policies for their implementation ;
- Planning improvement which will translate school aims and policies into actions;
- Implementing the Local Authority and Governing Body's policies on equal opportunity issues for all staff and pupils in relation to sex, gender, race, disability and special needs;
- Upholding efficient organisation, management and supervision of school routines.



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Curriculum Development

- To be responsible for progress and outcomes across both sites.
- To contribute to:
 - The development, organisation and implementation of the school's curriculum;
 - school policies on curriculum, teaching and learning, assessment, recording and reporting;
 - ensuring that the learning and teaching provided by the faculty and teaching teams form a co-ordinated, coherent curriculum entitlement for individuals;
 - ensuring that information on pupil progress is used to improve teaching and learning, to inform and motivate pupils, to inform parents, to provide necessary references for other educational institutions and employers and to aid Governors in their management of the school;
 - Ensuring that the individual pupil's continuity of learning and effective progression of achievement are provided.

Pupil Care

To be responsible for the line management of the Assistant Heads of Faculty and other leaders associated with whole school responsibilities.

To contribute to:

- The development, organisation and implementation of the school's policy for the personal and social development of pupils including pastoral care and guidance;
- The effective induction of pupils;
- The determination of appropriate pupil groupings;



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- The promotion among pupils of standards of conduct/discipline and proper regard for authority and the encouragement of good behaviour;
- The development of culture of independent learning; ➤ The handling of individual pupil disciplinary cases.

The management of staff

- To be responsible for the line management and performance management of specific leaders;
- To participate in the recruitment and development of teaching and nonteaching staff of the school;
- To contribute to good management practice by ensuring positive staff participation, effective communication and procedures;
- To participate in arrangements for the appraisal of the performance of teachers;
- The provision of professional advice and support and the identification of training needs.

Relationships

- To be responsible for fostering positive relationships across the school community;
- To advise and assist the Governing Body as required in the exercising of its functions including attending meetings and making reports;
- To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children's educations and wellbeing;
- To assist liaison with other educational establishments in order to promote the continuity of learning, progression and curriculum developments;
- To develop and maintain positive links and relationships with the community, local organisations and employers.



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You must be prepared to implement the Council's Equalities Policy at a level appropriate to the job and must at all times carry out your duties with due regard to the Council's Equalities Policy.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.



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Person Specification

Evidence of the following will be obtained through the Application process (A) and/or at Interview (I)

| | Essential | Desirable |
|--|--|--|
| Qualifications and Professional Development | <ul style="list-style-type: none"> • Good Degree in a relevant subject(A) • Qualified Teacher Status (A) Evidence of commitment to own professional development (A) | <ul style="list-style-type: none"> • Recent relevant leadership CPD (A/I) |
| Experience | <ul style="list-style-type: none"> • Recent successful teaching at • KS3 and KS4 (A/I) • Evidence of being a good or outstanding teacher (A/I) Evidence of management responsibility/strategic development of the subject (A/I) • Successful track record of raising student progress Evidence of successful line management (A/I) | <ul style="list-style-type: none"> • Recent successful teaching at KS3, KS4 and or KS5 in a facilitating subject. Evidence of successful experience of wider stakeholders such as Ofsted, Governors (A/I) • Experience of subject evaluation and writing of improvement plans (A/I) Experience of literacy development within a relevant subject (A/I) |



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| | | |
|---------------------------------|--|---|
| Skills and Knowledge | <ul style="list-style-type: none"> • An up to date knowledge of the curriculum in the relevant subject (A/I) • The ability to create innovative resources and learning opportunities to engage learners (I) The ability to use progress data to inform teaching and learning (I) • Knowledge of how to use Assessment for Learning to engage students in their learning (A/I) | <ul style="list-style-type: none"> • Good ICT skills (A/I) |
| | <ul style="list-style-type: none"> • Excellent verbal and written communication skills (A/I) • Good ICT skills to support teaching and learning and to analyse student progress (A/I) • Effective manager of behaviour; clear boundaries for sanctions and rewards • The capacity to meet deadlines (A/I) • A team player (I) | |
| Attributes and Qualities | <ul style="list-style-type: none"> • High professional and personal standards in both work and conduct (I) • A commitment to a positive ethos (I) • A commitment to safeguarding and promoting the general health, safety and welfare of young people (A/I) | |