



## **Job Pack**

## **Second in Charge - Science**

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March 2025

Dear Applicant,

I am thrilled that you are considering joining SEARCH Education Trust! We are a dynamic family of schools committed to positively transforming the lives of our students. Our philosophy is simple yet powerful: “stronger together.” By fostering collaboration and innovation, we empower both our students and staff to achieve excellence.

The SEARCH Education Trust is built upon these core principles:

- **Subsidiarity:** The Central Trust undertakes only those functions that are better managed collectively to enhance quality, efficiency, and sustainability.
- **Empowerment:** We equip schools and young people to overcome challenges posed by background, personal circumstances, or characteristics, inspiring them to become leaders and advocates for justice, fairness, and equity.
- **Autonomy:** Within a framework of shared understanding, we encourage freedom and independence, balanced by accountability and a unified purpose.
- **Resilience:** We embrace challenges as opportunities to innovate, adapt, and build stronger foundations for the future.
- **Community:** Celebrating diversity and difference, we bring people together to work for each other's benefit, focusing on the humanity that unites us all.
- **Honesty:** Transparency and openness are at the heart of what we do, fostering mutual trust, enabling good listening, and supporting sound decision-making.

These principles form the foundation of our SEARCH vision. They define our community and create a space within the education system where schools can collaborate, grow, and flourish together.

Having been part of this incredible Trust for 15 years, I am deeply proud to now lead our group of ever-strengthening and expanding schools. I have seen firsthand the transformative power of our collective efforts and the boundless opportunities we provide for staff and students alike.

When you choose the SEARCH Education Trust, you are choosing to be part of an ambitious, supportive, and evolving community. Here, you will be valued, encouraged, and empowered to develop your unique talents. We are committed to supporting you every step of the way on your journey with us.

We are eager to welcome passionate, dedicated individuals who share our vision and values. Thank you for considering SEARCH Education Trust as your next career move. We look forward to receiving your application and to the possibility of working together to make a lasting impact.

Yours faithfully,

**Mrs Elen Roberts**  
**Executive Headteacher**  
**For and on behalf of SEARCH Education Trust**

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## Job Description

<b>Post</b>	Second in Charge - Science
<b>Grade</b>	TLR 2C
<b>Contract</b>	Permanent
<b>Hours</b>	100%
<b>Responsible to</b>	Head of Faculty, Science
<b>Post Tenable</b>	September 2025

We require a dedicated specialist to work on developing an outstanding Science curriculum for KS4 in the light of National changes. The right candidate will be ready to lead the team in achieving outstanding outcomes for our students and will also be responsible for the administration of the course. We require a Science specialist with successful teaching experience across Key Stage 3 and Key Stage 4, who is ready to plan, lead and deliver excellent learning for our students. You will also be expected to be able to plan and teach inspiring lessons for Biology, Chemistry and Physics within integrated Science throughout Key Stage 3 and 4.

### **With support from their Head of Faculty the successful candidate will be required to:**

- lead and development of the subject area as outlined below, ensuring that Science teaching in the school is inspiring, engaging and inclusive
- have responsibilities for designing and leading SEARCH days as required
- contribute to our pathways curriculum by creating relevant and personalised routes of study
- set up and develop highly engaging enrichment within Science including inspiring school trips
- work within and contribute to the larger faculty
- contribute to whole school learning and support the whole school literacy programme
- play an active role as a tutor within a vertical structure as outlined below
- ensure the behaviour management system is implemented in the subject area so that effective learning can take place.

### **Main Responsibilities**

- The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.
- The main remit of the role is to lead the development of the curriculum at KS4, including the delivery of Biology, Chemistry and Physics as well as skills through the model of a mastery curriculum.
- Planning and writing innovative Schemes of Work for KS4 Science
- Use data to monitor and evaluate the progress of students ensuring consistently high standards throughout the department.
- To liaise with support staff to ensure the delivery of safe and inspiring practicals
- Lead administration of the KS4 course, including assessment, data, practical assessment and interventions.
- To co-ordinate the intervention and revision programmes across the department.

### **Class Teacher Responsibilities**

- To carry out duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document
- To be an excellent teacher who is able to motivate students and ensure that they progress
- To be responsible for teaching across both key stages

### **Form Tutor Responsibilities**

- To carry out the responsibilities of a form tutor as outlined in the school's Role of a Tutor document

### **The internal organisation, management and control of the school**

To contribute to:

- maintaining and developing the ethos, values and overall purposes of the school
- implementing the Local Authority's and Governing Body's policies on equal opportunity issues for all staff and pupils, safeguarding and Health and Safety
- the efficient organisation, management and supervision of school routines
- the school's Performance Management policy, participating
- in continuing professional development as required

### **Subject Development**

To assist the Head of Faculty to lead:

- in developing creative and inclusive schemes of work, pathways and qualifications for Science interventions within the subject area to ensure that all students reach their potential
- the development of policies and practices in the subject areas to reflect and build upon the ethos of the school
- the strategic use of information on pupil progress to improve teaching and learning, to inform and motivate pupils and parents
- the effective deployment of resources in both curriculum areas, and to ensure that the school provides excellent value for money
- in the planning and delivery of SEARCH days within the school
- the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events
- the production of reports within the quality assurance cycle for the department
- in the setting of targets within the department and to work towards their achievement
- in establishing common standards of practice within the subject and to develop the effectiveness of teaching and learning styles
- the monitoring and evaluation of the subject area and all vocational courses in line with agreed School procedures including evaluation against quality standards and performance criteria
- Liaise with the relevant staff to ensure appropriate cover within the department is set for classes when staff are absent.

### **Leadership**

The successful candidate will be expected to:

- Model excellent teaching, planning and tutoring skills
- To participate in the recruitment and development of staff within the subject area
- To contribute to good management practice by ensuring positive staff participation, effective communication and the development and delivery of sound procedures to ensure accountability

### **Relationships**

- To contribute to positive relationships across the school community
- To build positive links with the Governing Body as required
- To help in maintain 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 subject developments
- To develop and maintain positive links and relationships with the community, local organisations and employers.

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive or exhaustive.

All staff may be expected to carry out other duties at the request of the Head Teacher.

**The successful candidate should have:**

- Successful teaching within the context of secondary education
- a passion for providing opportunities for all students to reach their potential within a genuine community environment
- an inclusive approach to education including those on the autistic spectrum
- a commitment to developing both of the school's specialisms, recognising that Heartlands is situated within a community with strong links to the Arts

**Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions Document and within the range of duties set out in that document relevant to a Class Teacher. The post is otherwise subject to the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') and to locally agreed conditions of employment to the extent that they are incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

**The Governors seek to appoint strong, dynamic and talented teachers who will work hard to take the school forward in these early stages. As such, a commitment to high standards of achievement and responsible behaviour is paramount.**

**Key Organisational Objectives**

- The postholder will contribute to the SET objectives in service delivery by:
- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

**Safeguarding Children**

SET is committed to safeguarding and promoting the welfare of children and young people. We expect



all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

**Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date signed: .....

Signature of postholder: .....

Name of postholder: .....

## Person specification

	Essential	Desirable
<b>Qualifications</b>		
To have achieved, or have evidence of being on track to achieve, Qualified Teacher Status/GTC Registered, including the English and Maths elements	✓	
Recognised good honors degree or equivalent in a relevant discipline	✓	
<b>Experience</b>		
Have a secure knowledge and understanding of the curriculum areas and related pedagogy	✓	
An awareness of the contribution that the subject can make to cross curricular learning	✓	
Have high expectations for all young people including a commitment to ensuring that they can achieve their full potential	✓	
Hold positive values and attitudes and adopt high standards of behaviour in a professional role	✓	
Understanding of strategies for arising achievement and achieving excellence for students	✓	
Evidence of excellent classroom practice	✓	
Excellent understanding of effective and engaging teaching methods	✓	
Commitment to active and enjoyable learning for students	✓	
Successful experience of working within a department or faculty	✓	
Evidence of at least two successful teaching placements	✓	
The successful candidate will be a good team player, with a distinct sense of purpose as a teacher who can communicate a love of the subject and bring strong intellectual commitment to their role	✓	
have a good understanding of the use of assessment for learning	✓	
<b>Personal</b>		
inspire, challenge and motivate students as they learn	✓	
build and maintain effective relationships	✓	

develop as an active member of the learning area and school team	✓	
contribute to creating, maintaining and sharing a coherent school vision	✓	
set and achieve ambitious, challenging goals and targets	✓	
prioritise and plan effectively	✓	
listen to and reflect on feedback from others, including colleagues and governors	✓	
think creatively to anticipate and solve problems	✓	
show excellent communication skills	✓	
The ability to plan lessons and sequences with clear objectives to ensure progression for all students	✓	
The ability to set consistently high expectations for all students through classwork and homework	✓	
A commitment to developing out of school hours activities to enhance the teaching and learning process and increase opportunities for students.	✓	
<b>IT Skills</b>		
Maximise the benefits that new technologies provide and have the ICT skills required to be effective in role	✓	
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
A commitment to developing out of school hours activities to enhance the teaching and learning process and increase opportunities for students	✓	

complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

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<b>Post Tenable</b>	September 2025
<b>Closing Date</b>	Wednesday 7th May at 8.30am

Heartlands High School is a vibrant, inclusive, and high-performing secondary school located in the heart of Haringey. Committed to providing an outstanding education for all students, we foster a culture of high expectations, ambition, and success.

We are seeking a passionate and dedicated 2ic Science teacher to join our team and contribute to our mission of nurturing confident, resilient, and well- rounded young people. This is an exciting opportunity to work in a supportive and forward-thinking environment where staff are valued, and professional development is a priority. The Science faculty is a high achieving department which achieves excellent outcomes for students. It is a very well equipped department, with 8 dedicated science laboratories, an IT suite and science classroom. Our large modern laboratories are all equipped with practical work areas, interactive whiteboards and visualisers. You will be expected to be able to plan and teach inspiring lessons for Biology, Chemistry and Physics within an integrated Science curriculum throughout Key Stage 3 and 4.

If you are an enthusiastic and committed individual who shares our vision, we would love to hear from you!

We can offer you

- A very positive and happy working environment
- The support of a highly committed and professional staff team
- Exceptional professional development opportunities
- Collaborative and committed colleagues

At Heartlands High School, ambition is at the heart of everything we do. We are driven by a relentless commitment to excellence, blending a strong ethos with a results-focused approach. Our school is a place where both students and staff thrive, supported by first-class training, development opportunities, and clear pathways for career progression within our evolving Trust. We set high expectations because we believe in unlocking every individual’s full potential. Our culture of exemplary behaviour ensures that teachers can focus on what they do best—delivering outstanding lessons that inspire, challenge, and empower.

With state-of-the-art facilities, Heartlands High School is a vibrant, oversubscribed school and the first choice for many families in the local community. Our diverse student intake reflects the rich culture of the area we proudly serve. Everything we do is underpinned by our SEARCH values: School Matters, Effort,



Achievement, Character, and High Aspirations. These principles drive our success and fuel our ambition to provide the very best education for our students.

If you share our passion for excellence and want to be part of a dynamic, forward-thinking team, we would love to hear from you. Get in touch to find out more about this exciting opportunity!

Please contact our HR team, [HR@heartlands.haringey.sch.uk](mailto:HR@heartlands.haringey.sch.uk) for more information. All applications are via TES.