

**DIRECTOR of Science**

**Candidate materials**

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Dear applicant

Thank you for your interest in the position of Director of Science, working across the Shaw Education Trust. We are seeking an innovative and superb practitioner to lead the development of Science, whilst raising standards across all our academies, with a specific focus upon our secondaries.

The Shaw Education Trust is a growing multi-academy trust based in Staffordshire, Birmingham and the North West. We are committed to supporting our schools to transform the lives of our remarkable young people. We are an innovative, aspirational and motivated Trust, determined to affect positive outcomes for all students in all areas of their lives, enabling them to thrive.

Exceptionally high quality professional development is at the heart of our approach. We have a highly regarded Institute of Education which delivers quality CPD and bespoke support for all colleagues, this includes fully funded access to NPQ and Masters Level qualification. Furthermore, our academies are great places to work, buzz with creativity and achieve awesome outcomes.

We are keen to appoint an ambitious colleague to this new post, which has arisen due to the growth in the number of schools joining our trust. This is a unique opportunity for an Science specialist who wants to extend their successful experience to date to branch out to work across a number of schools. If you have experience as a Lead Practitioner (or equivalent), or as an outstanding Head of Department/Assistant Headteacher, or as a Subject Consultant, this position will develop your broader leadership experience and enable you to develop creative and innovative classroom practice and curriculum development at trust level. Ideally, the successful candidate will have examiner experience, knowledge and understanding of the Ofsted inspection process, and be able to take a flexible lead in ensuring quality provision; from short term strategy (hands on practice) to broader longer term developmental approaches.

If you would like an informal discussion about working for the Shaw Education Trust and this role, please contact: Kerry Inscker, Deputy CEO ([Kerry.Inscker@shaw-education.org.uk](mailto:Kerry.Inscker@shaw-education.org.uk))

This is an extremely exciting, rewarding role and we look forward to receiving your application: be part of something exceptional.

Yours faithfully

Jo Morgan

Chief Executive Officer

## Shaw Education Trust is a multi academy trust which leads and manages academies in all phases, all sectors and in all communities.

Sponsored by Shaw Trust, we are a separate organisation and have our own Chief Executive, leadership team and Board of Trustees.

We believe that all children should have the opportunity to be successful, whatever their starting point. We pledge an unswerving commitment to improve, accelerate and enable ambitious life goals for all young people in our academies.

### Our values:

**To be pupil and people centred:** To ensure everything we do realises the full potential of the pupils we are here to help. We will provide caring, tailored and supportive environments where young people can flourish. We will ensure that all members of the school community are the focus of our activity and as servant leaders we shall enable their success.

**To act with integrity:** To be an organisation that is open and transparent, actively embraces equality and diversity and has an honest, inclusive and respectful culture which everyone can trust.

**To be innovative:** To be a creative, forward-thinking organisation that finds new ways of doing things. To break down barriers to learning, stimulating exciting futures and securing independent living. We will be relentless in our pursuit of the excellence which has the power to change lives.

**“We support our academies to offer a curriculum that deepens knowledge, develops skills and fires the curiosity of students”**

**To be best in class:** To be a top performing education provider that helps every single pupil on their journey towards achieving their potential. We believe our staff are our greatest asset. We will support leaders, teachers and staff to provide exceptional teaching, learning and outcomes.

**To be accountable:** Shaw Education Trust, its schools and staff are accountable to our pupils and stakeholders. We will demonstrate personal responsibility by carrying out our roles to the best of our ability and in adherence with our values.

### OUR COMMITMENT TO STUDENTS

To ensure that every student has the opportunity to reach their full potential, whatever that might be, we expect each of our academies to be good or outstanding within two years of joining the Trust.

We don't believe in prescribing a curriculum; instead we support our academies to offer a curriculum that deepens knowledge, develops skills and fires the curiosity of students.

We also expect each Academy to offer a range of support that addresses life after school, develops students' independence and helps them to prepare for university and the world of work.

Careers advice, work experience, employability and skills training will be provided to enable students' success.

## **ADVERT - Director of Science**

Required: January 2023 (or earlier if available)

Salary Range: Leadership scale commensurate with experience (school teachers pay and conditions)

Reporting to: Director of Secondary

Contract Type: Permanent, full time however part-time/flexible working being considered too

**Shaw Education Trust seeks applications from outstanding candidates for this exciting new opportunity.**

We are keen to appoint an ambitious colleague to this post which has arisen due to the growing number of schools in our trust. We are also appointing to the position of Director of English and Director of Mathematics. This role provides a unique opportunity for a successful and experienced Science specialist who wishes to extend the impact of their work across a number of schools. If you have experience as a Lead Practitioner (or equivalent), or as an outstanding Head of Department/Assistant Headteacher, or a Subject Consultant, this position will develop your broader leadership experience and enable you to direct creative and innovative classroom practice and curriculum development at trust level.

We are committed to supporting our schools to transform the lives of our remarkable young people. We are an innovative, aspirational and motivated Trust, determined to affect positive outcomes for all students in all areas of their lives, enabling them to thrive.

Exceptionally high quality professional development is at the heart of our approach. We have a highly regarded Institute of Education which delivers quality CPD and bespoke support for all colleagues, this includes fully funded access to NPQ and Masters Level qualification. Furthermore, our academies are great places to work, buzz with creativity and achieve awesome outcomes.

We want someone who, like us, wants the very best for our children, is this you? If so we would love to hear from you. Let's create something special together!

If you would like an informal discussion about working for the Shaw Education Trust, please contact: Kerry Inscker, Deputy CEO (Kerry.Inscker@shaw-education.org.uk).

Shaw Education Trust is committed to safeguarding and promoting the welfare of children.

[https://www.shaw-education.org.uk/uploads/Safeguarding%20and%20Pupil%20Protection%20Policy%202022-23\(i\).pdf](https://www.shaw-education.org.uk/uploads/Safeguarding%20and%20Pupil%20Protection%20Policy%202022-23(i).pdf)

**All appointments will be subject to a satisfactory enhanced DBS disclosure.**

Completed application forms may be returned in electronic format to: Natalie Turner, Recruitment Manager (Natalie.Turner@shaw-education.org.uk)

**Closing date:** Monday 24<sup>th</sup> October 2022, 12 noon.

**Interview date:** Due to the half term holiday, interviews will be held on Friday 28<sup>th</sup> and Monday 31<sup>st</sup> October according to individual shortlisted candidate availability.

## WHAT WE STAND FOR ...

### Our vision

Our vision is for a society in which everyone has the opportunity to excel, gain employment and sustain independence; a society where aspiration is the norm and high achievement the only acceptable standard. Barriers to success will be removed by high quality educational and training experiences.

### Our mission

**We believe every young person can achieve great things**, whatever their ability and whatever their background. We will facilitate excellence by all and for all: with no exceptions.

**We will deliver 'best in class' tailored learning** to ensure that every young person attending one of our academies has the opportunity and support required to achieve their potential.

**High quality intervention and targeted leadership development** will be the foundation stone of our Trust. We will accelerate improvement in all our academies from their individual starting points. Schools facing challenge will be intensively supported to 'get to good' within two years. Leaders will be celebrated, encouraged to excel, think innovatively and be incredible.

**We pledge an unswerving commitment to improve the life chances of all the young people in our academies.** We will focus on bridging the gap between school and the outside world to give young people the best chances to progress to high quality further/higher education, employment or training.

**We will create a self- sustaining family of schools** who will support each other's success and promote consistently high standards across the Trust.

## JOB DESCRIPTION AND PERSON SPECIFICATION

Role: Director of Science

Salary: Leadership scale commensurate with experience Reporting to: Director of Secondary

### Job Role

To support the Trust to provide leadership and strategic direction to Science Departments, leaders and teachers by:

- Ensuring the provision of high quality teaching and learning in Science;
- Ensuring high standards and high expectations from students and staff;
- Providing a strong mentoring role for subject teachers and leaders and to model outstanding practice at all times;
- Enabling the delivery of exceptional outcomes within Science across our schools;
- Develop excellent curriculum and assessment provision working closely with our school leaders;
- Lead, develop and manage our team of in-school Science Professional Advocates
- The post holder may be required to work in any of the schools/academies within the Shaw Education Trust as directed by the Chief Executive Officer and the role will include travel to our school sites.

To contribute to the Shaw Education Trust school improvement strategy as appropriate.

## MAIN DUTIES AND RESPONSIBILITIES

- To lead, support and challenge academies across the Trust to develop outstanding provision and practice, focussing initially on our secondary schools.
- To create strategy, policy and guidance documents as the 'expert' in your subject area-ensuring 'world class' standards permeate the academies in the Trust.
- To devise and implement recovery programmes for academies and individuals as required.
- To lead and direct forensic analysis of standards and performance within Science across the academies in the Trust.
- To provide academy subject leaders with advice and support to drive the improvement of the quality of teaching and learning and outcomes in Science across the Trust.
- To support and develop new initiatives and innovative practice in Science.
- To work with subject specialists within the Trust to affect rapid collective change to outcomes for young people.
- To support the development of the quality of data on the subject's performance to ensure that it is accurate and appropriate to facilitate targeted intervention. To ensure assessment is moderated and secure.
- To be an advocate for your subject area and to work collaboratively with others to improve the quality of teaching in your subject area across the Trust.
- Support and challenge the learning and teaching of Science across the Trust, including the development of Science leaders and exceptional practitioners.
- Lead and support all training and professional development events as required, including contributing to the delivery of NPQs as appropriate.
- To actively promote equality of opportunity for all students and staff.
- To identify talent; grow and nurture excellence in the subject and beyond.
- To provide updates, reports and feedback to the Chief Executive Officer and other stakeholders including the Shaw Education Trust Board.
- To undertake the full range of duties and responsibilities as required by the Chief Executive Officer as set out in:
  - The School Teachers Pay and Conditions of Service
  - Any other duties commensurate to the post title and grade which may be deemed appropriate.

## PERSON SPECIFICATION

Knowledge, qualifications, skills and experience required		
Knowledge	Essential	Desirable
Excellent understanding of your subject curriculum	<ul style="list-style-type: none"> <li>• Knowledge of current issues facing subject departments</li> <li>• Evidence of leading departmental CPD, or providing CPD in an outreach capacity</li> <li>• Strong understanding of adaptive teaching requirements, particularly for SEND and Pupil Premium students</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading middle leadership/ subject teacher training</li> <li>• Experience of leading/ implementing whole school literacy strategies</li> </ul>
Good understanding of school improvement, Ofsted inspection programmes and data systems	<ul style="list-style-type: none"> <li>• Knowledge of Ofsted inspection framework, and Evaluation Schedule</li> <li>• Knowledge of departmental monitoring and tracking systems and their role in securing improvement</li> <li>• Ability to use data to analyse and evaluate school/ departmental performance</li> <li>• Ability to provide clear evaluation and strategies for improvement for leadership teams and departments</li> </ul>	<ul style="list-style-type: none"> <li>• Ofsted inspection experience</li> <li>• Experience of leading/implementing successful reading strategies, including knowledge of the primary phase in this area</li> </ul>
Excellent understanding and knowledge of current and new examination specifications	<ul style="list-style-type: none"> <li>• Ability to offer advice on school-based assessments and examination preparation</li> <li>• Ability to review school-based assessments accurately and identify strategies for improvement</li> <li>• Knowledge and understanding of effective marking and feedback criteria</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of exam board marking</li> <li>• Experience of creating and invoking effective moderation processes</li> <li>• Knowledge and understanding of marking criteria, and using experience of this to support colleagues and shape practice</li> </ul>



Qualifications	Essential	Desirable
	<ul style="list-style-type: none"> <li>Degree in relevant subject</li> <li>Qualified Teacher Status</li> </ul>	<ul style="list-style-type: none"> <li>A Masters level degree or higher in relevant subject or Education / further study</li> <li>Evidence of involvement in relevant training and development</li> <li>Middle and/or Senior leadership course participation/completion</li> </ul>
Experience	Essential	Desirable
<p>Experience of leading a successful department</p> <p>To be able to analyse and review departmental teams and provide feedback and high quality reports</p> <p>To be able to develop intervention strategies that bring about rapid improvement</p>	<ul style="list-style-type: none"> <li>A track record of successful impact, either as a departmental/senior leader or in giving support and challenge to a department/school</li> <li>Ability to provide clear strategies for improvement, following analysis/review of data and/or performance</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of involvement in transformational change within a department</li> <li>Outreach work / supporting a department in challenging circumstances</li> </ul>
Skills	Essential	Desirable
To be able to demonstrate high quality teaching	<ul style="list-style-type: none"> <li>Willing to teach, and demonstrate teaching, across the Trust, including extended periods if necessary</li> <li>Able to work flexibly and under pressure</li> </ul>	<ul style="list-style-type: none"> <li>Able to deliver bespoke professional development to colleagues and trainees</li> </ul>
High level interpersonal skills	<ul style="list-style-type: none"> <li>To show/inspire confidence when working with academy leaders and staff</li> </ul>	
To be able to provide resources and expertise to departments	<ul style="list-style-type: none"> <li>Develop and deliver resources for examination and intervention work</li> <li>Able to offer advice on intervention strategies for KS3/4 including PP/Recovery Premium</li> </ul>	

## SAFEGUARDING

The Trust is committed to Safeguarding and Promoting the Welfare of all of its students. Each student's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all of our students.

**The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

'Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

### *Keeping Children Safe in Education*

The Trust pays full regard to DfES guidance 'Keeping Children Safe in Education'. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and, where appropriate, undertaking List 99 and Criminal Records Bureau checks.

## ADDITIONAL NOTES

### Safeguarding Children & Young People

We are 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.

- Candidates should be aware that all posts in Shaw Education Trust 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. Please see the job description enclosed in this Application Pack for further details.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
- 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 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.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

### Interview Process


After the closing date, short listing will be conducted by a Panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

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

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.



In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- List 99 check
- Satisfactory CRB/DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Medical Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

### **For teaching posts**

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.**



## **APPLICATION PROCESS**

To apply please complete the Shaw Education Trust application form.

Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

**Closing Date: Monday 24<sup>th</sup> October 2022, 12 noon**

**Interviews:** Due to the half term holiday, interviews will be held on Friday 28<sup>th</sup> and Monday 31<sup>st</sup> October according to individual shortlisted candidate availability.

### **Applying:**

Completed application forms may be returned in electronic format to: Natalie Turner, Recruitment Manager (Natalie.Turner@shaw-education.org.uk)