



## **Information for Applicants**

# **Director of STEM**

**Required for April/September 2020**



Battle Abbey School, High Street, Battle, East Sussex TN33 0AD

Tel: 01424 772385

[www.battleabbeyschool.com](http://www.battleabbeyschool.com)

For further information please contact Mrs Sue Bonell, Bursar  
at [bursar@battleabbeyschool.com](mailto:bursar@battleabbeyschool.com) (01424 772385)

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## LETTER FROM THE HEAD

From: David Clark BA M Phil (Cantab)

Dear Applicant,

Thank you for your interest in the exciting vacancy of Director of STEM.

Battle Abbey School is seeking to appoint an exceptional leader, with a proven track record of building a successful department, to drive forward our STEM faculty. The opportunity to become Director of STEM is a unique chance to build an exciting and innovative curriculum that inspires our pupils to achieve the highest academic outcomes. You will have the opportunity to lead an outstanding Maths department, which consistently delivers over 60% of GCSE grades at 7-9. You will also lead our popular Science department, which has some of the strongest uptake at A-Level and inspires many pupils to further study at university. You will be assisted by the various Heads of STEM faculties. There is also an opportunity to further develop engineering at Battle Abbey School and continue the fantastic cross curricular projects that run from our new STEM hub, which is fully equipped with tools and 3D printers. As part of the extended senior leadership team you will also have the opportunity to develop by running a whole school initiative to be agreed with the successful candidate. There are also numerous opportunities to get involved with our Prep School, Boarding and House system. We wish to appoint an ambitious individual with high expectations and the ability to articulate and deliver on a vision of success within the STEM faculty. You will lead a team of talented and dedicated teachers, working to promote excellent teaching and learning across the faculty to secure outcomes and the continued development of the curriculum, in line with the School's strategic objectives. The successful candidate will have commitment to continuous improvement and you will be able to closely monitor pupil progress to support individual achievement. You must be extremely motivated, be able to demonstrate excellent professional standards and develop strategies to inspire both staff and pupils to excel. The ideal candidate would have the ability to teach Maths or Science to A-Level and the ability to teach across the faculty would be highly desirable, although not essential. Any further experience in STEM related activities would be of benefit.

We are an independent, co-educational, day and boarding school, educating pupils from the age of 3 months – 18 years. We accept pupils with a range of abilities and are very proud their many and varied achievements, especially at GCSE and A Level.

Battle Abbey School has gone from strength to strength in recent years. We have achieved a managed growth in pupil numbers and have expanded our facilities significantly. I am also committed to maintaining the School's fundamental nature as a happy, family school. Our team is highly skilled and brings a wealth of experience and expertise with the aim that every child achieves their potential in whatever field that may be. We offer teachers special opportunities, which do not exist in larger schools, and this, combined with the enchanting Senior School location and the warm, good-humoured and supportive working atmosphere, makes this post especially attractive.

I hope this information will help you in your decision to apply for this new post but if you have any questions, please contact the Bursar, Mrs Sue Bonell, on 01424 772385 or via email at [bursar@battleabbeyschool.com](mailto:bursar@battleabbeyschool.com)

I look forward to receiving your application.

Yours sincerely



## **JOB DESCRIPTION – DIRECTOR OF STEM**

### **Job Role**

To lead and manage the STEM Faculty in order to ensure the highest standards of teaching, learning and student progress are delivered.

### **Leadership and Management**

- To line-manage Maths, Science and Computer Science.
- To develop and implement strategies to raise achievement at all levels.
- To lead, inspire and motivate the Faculty team to achieve aspirational outcomes.
- To be a highly visible presence around the Faculty, role model high standards of professional behaviour and challenge poor performance.
- To lead the preparation, implementation and evaluation of an annual Faculty improvement plan.
- To quality assure the performance of the Faculty through lesson observation and checking of students' books to ensure that standards of learning are high and that work is properly assessed.
- To be accountable for the effective use of resources within the Faculty, including proper financial management within agreed budgets.
- To be responsible for implementing appropriate Curriculum Plans and Learning Programmes and reviewing/updating these regularly.
- To ensure that Faculty staff adhere to the school's Health and Safety policy.
- To explore opportunities to embed engineering in the curriculum.
- To be responsible, alongside the Director of Studies, for ensuring Students are on the right options pathways at GCSE and A-Level.
- To work with the Prep school to ensure a quality STEM curriculum and line manage as appropriate.

### **Teaching and Learning**

- To role model best practice and deliver consistently good and outstanding lessons.
- To ensure that teachers within the Faculty consistently prepare and teach lessons that inspire and challenge all students to make good progress.
- To ensure consistently high standards of student work in books/folders across the Faculty.
- To ensure that effective use of Firefly as well as other STEM related technologies to secure good progress for all students.
- To ensure that teachers within the Faculty have access to high quality CPD appropriate to their needs.
- To provide support for teachers new to the profession or students training within the Faculty and to carry out observations as required.

### **Assessment**

- To ensure that effective methods of assessment are used within the Faculty to track and record students' progress as well as promoting BAS marking.
- To be accountable for student achievement for subjects within the Faculty.
- To ensure that data from tests and examinations is analysed accurately and effectively and that data is used to inform future teaching and intervention, as required.

- To ensure that students are provided with effective feedback that enables them to understand what they need to do to make further progress.
- To monitor the quality of subject reports to parents, ensure that they are informative and worded in a professional manner. To ensure all members of the Faculty meet report deadlines.

#### Other

- Undertake such whole-School duties and perform other tasks commensurate with the post as reasonably requested by the Head Master.

#### PERSON SPECIFICATION

Attribute	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> <li>• Good honours degree in relevant subject area(s)</li> <li>• Teaching qualification</li> </ul>	<ul style="list-style-type: none"> <li>• A good track record of recent, relevant professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Qualification certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Excellent curriculum knowledge</li> <li>• Knowledge of the administration &amp; coordination of GCSE and A-Levels.</li> <li>• Use of strategies for accelerating student progress across the ability range.</li> <li>• A proven track record of leading a department (or similar) /project across the whole school.</li> </ul>	<ul style="list-style-type: none"> <li>• Organising events or activities with agencies external to the school environment</li> <li>• Knowledge of BTEC qualifications.</li> <li>• Experience of working with relevant examination boards</li> <li>• Working across Prep and Senior school as well as leading outreach.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Ability to teach at least one STEM subject to A level.</li> <li>• Able to coordinate the administration of STEM courses within the school.</li> <li>• To assist the Director of Studies with curriculum planning and communicate staffing requirements.</li> <li>• Ability to use a range of teaching strategies</li> <li>• Sound ICT skills and experience in</li> </ul>	<ul style="list-style-type: none"> <li>• Be able to offer teaching in more than one STEM area.</li> <li>• Awareness of recent developments in Teaching and Learning.</li> <li>• Use of technology in education to drive progress and student experience.</li> <li>• The ability to drive forward</li> </ul>	<ul style="list-style-type: none"> <li>• Covering letter</li> <li>• Application form</li> <li>• Interview</li> <li>• References</li> <li>• Lesson observation</li> </ul>

	application to teaching and learning of STEM subjects.	Engineering at Battle Abbey.	
Personal competencies	<ul style="list-style-type: none"> <li>• The ability to work successfully within departmental and pastoral teams.</li> <li>• A sense of excitement about teaching and working with young people.</li> <li>• A desire to seek continuous professional improvement, especially in the classroom.</li> <li>• Positive attitude to use of authority and maintaining discipline.</li> <li>• The ability to inspire a diverse range of staff across the senior and prep school.</li> <li>• Excellent communication skills and the ability to delegate effectively.</li> <li>• The vision and ability to lead change across a large organisation.</li> </ul>	<ul style="list-style-type: none"> <li>• Be positive about the need for innovation and change.</li> <li>• Sense of humour.</li> <li>• Personal impact and presence.</li> <li>• Willingness to participate actively in the wider school community.</li> <li>• Ability to overcome setbacks.</li> <li>• Ability to be an effective team member and form positive relationships with colleagues.</li> <li>• Ability to teach a wide age range of children.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> <li>• Lesson observation</li> </ul>
Interests	<ul style="list-style-type: none"> <li>• A willingness to contribute in a boarding school setting.</li> <li>• Potential to offer something extra to the School and its pupils that will enhance the pupils' learning and life experience.</li> <li>• A passion for STEM related activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of involvement in extra-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

## **REMUNERATION PACKAGE**

The salary will be commensurate with qualifications and experience and is subject to negotiation.

## **APPLICATION FORM AND KEY DATES**

- Closing date for receipt of applications: Monday, 11<sup>th</sup> November 2019 at 10am
- Interviews for shortlisted candidates: Week commencing Monday, 25<sup>th</sup> November 2019

Applications must be made on the attached application form and should be emailed, together with a short covering letter, to Mrs Sue Bonell, Bursar at [bursar@battleabbeyschool.com](mailto:bursar@battleabbeyschool.com)

Should you wish to discuss any aspect of your application or require any further information, please do not hesitate to contact Sue on 01424 772385 or [bursar@battleabbeyschool.com](mailto:bursar@battleabbeyschool.com)