

THE POST

We are seeking to appoint an inspirational and enthusiastic leader to join a school in which the staff will certainly help to make you feel part of the team.

This is an important appointment and it represents an excellent career development opportunity for a candidate with leadership experience. The core purpose of the role is to provide effective leadership and to be accountable for the learning and achievement of all students following programmes of study in the faculty. The Head of Faculty will need to work well with the rest of the teaching team; therefore, good people skills are vital.

Whatever your background, you will find that we have an active commitment to your development.

HEAD OF SCIENCE

Permanent, full time post from May 2019 (or earlier)

Salary L5-8

We are seeking to appoint an outstanding individual to lead a large and vibrant Science and team. We welcome applications from new and experienced leaders.

We would like from you:

To have the determination and confidence to strive for and achieve outstanding outcomes.

To lead with loads of energy and enthusiasm.

To have high expectations of yourself, the team and students.

We can offer you:

A strong commitment to your training and development.

Fantastic students who are a pleasure to work with.

Excellent facilities & resources.

SCIENCE AND TECHNOLOGY FACULTY

The Science and Technology Faculty at the Trust is a welcoming, good-humoured and exciting place in which to work, and I'm proud to lead an experienced and enthusiastic team of 26 excellent staff who work hard to ensure students achieve the best possible results, and to foster in them a passion for their subjects.

The Sciences are all popular options for Post 16 students with most opting for at least two sciences. All our post 16 courses follow the AQA specifications. We offer 2 year A Level courses with no one-year option, and have found that this has made a real impact on student progress.

At KS4 and KS3 all students study the full suite of science and design subjects.

We firmly believe in the value of extra-curricular activities. We actively encourage our students to join the STEM ambassadors' program so that students can develop links with industry and further education in order to make informed decisions for further education.

Almost all teachers have their own classrooms, each of which contains a networked PC, a projector and DVD player. Teachers of Design have access to our food, textiles, design and metalwork studios as well as 3 dedicated ICT Suites. Scientists all have access to subject specific laboratories. In addition to this there is a dedicated subject specialist technician team.

We have a faculty staff room with desks for all staff, and access to computers. There's also a small kitchen for much-needed tea and coffee breaks!

We embrace the power of collaboration and all resources are shared via the faculty Sharepoint and regularly add to this in CPD sessions

As a Faculty we are passionate about what we do, and we are fully committed to helping students of all abilities to achieve their full potential. We hope you feel the same – and look forward to receiving your application.

Kelly Baker – Acting Head of Faculty

JOB DESCRIPTION

Post Title	Head of Science
Purpose of Post	<ul style="list-style-type: none"> • To lead on the vision and strategic development of the faculty across the Trust. • To line manage the Deputy Head of Faculty, other teaching staff in the faculty and be responsible for the leadership of all subjects within the faculty and the Trust. • An active member of the Extended Senior Leadership Team. • To raise standards of teaching and learning as well as student attainment and achievement across the faculty and the Trust. • To be accountable for student progress and development across the faculty and the Trust. • To develop and enhance the teaching practice of others within the faculty and the Trust. • To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying subjects within the faculty and the Trust. • To effectively manage and deploy teaching/support staff, financial and physical resources across the faculty area. • To ensure high standards of behaviour for learning, punctuality and attendance across the faculty.
Reporting To	SLT
Salary / Grade	L5 to L8 (initial point depending on experience)
Working Hours	In accordance with Pay & Conditions Document relating to teachers on the pay range of the leadership scale.

Main (Core) Responsibilities

Operational / Strategic Planning	<ul style="list-style-type: none"> • Working as, and taking on the responsibilities of, a Senior Leader within the Trust. • An active member of the extended Senior Leadership Team. • Working closely with SLT and the Trust's vision; to launch and develop the marketing and on-going development of the faculty. • Leading the development of effective subject links with partners and the community, attending at liaison events in partner schools and academies and leading the effective promotion of subjects at open days, evenings and other events across the Trust. • Overseeing the day-to-day management, control and operation of course provision within the faculty, including effective deployment of staff, finance and physical resources. • To actively monitor and follow up student progress to ensure the best possible outcomes. • To implement robustly all ratified Trust policies and procedures. • To work with colleagues within the Trust and the faculty to formulate aims, objectives and strategic plans for the faculty, reviewing the impact of strategies throughout the year. • To ensure effective communication & consultation as appropriate with all faculty stakeholders. • To effectively represent the faculty and, as a Senior Leader, the Trust's views and interests.
Curriculum	<ul style="list-style-type: none"> • To liaise with SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum which complements the Trust Improvement Plans. • To be accountable for the development, delivery and outcomes of subjects within the faculty. • To keep up to date with national and subject developments as well as teaching practice and methodology.
Staffing	<ul style="list-style-type: none"> • To work with SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To plan and deliver negotiated whole Trust training in relevant disciplines. • To undertake Appraisal Reviews and to act as appraiser for allocated staff within the designated faculty. • To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the faculty by liaising with the Cover Supervisor & relevant staff to secure the learning environment of absent colleagues and provide cover when required. • To participate in, and promote, the recruitment, induction and retention of staff. • To promote teamwork and to motivate staff to ensure effective working relations. • To be responsible for the day-to-day management of staff within the designated faculty and to act as a positive role model.

Quality Assurance	<ul style="list-style-type: none"> • To work with the SLT Link to establish the process of the setting of targets within the faculty and to work towards their achievement. • To establish common standards of practice across the faculty and develop the effectiveness of teaching and learning styles. • To lead and contribute to the procedures quality assurance of teaching and learning including work scrutiny, learning walks, student voice etc., across the Trust.
Student Performance Information	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date faculty information and data within the Trust's management information systems. • To analyse and evaluate student performance information; implementing robust, timely and effective interventions as required and directed. • To produce reports on examination performance, assessment points and other; as directed or appropriate. • To provide the local committee and Board of Directors with relevant information relating to the faculty and faculty performance and development. • As required; to represent the faculty at local committee and/or Board of Directors meetings.
Pastoral System	<ul style="list-style-type: none"> • In conjunction with the Trust's pastoral management structure & teams; monitor and support the overall care, progress and development of students across the faculty. • To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To ensure the Behaviour Management system is implemented in the faculty so that effective learning can take place.
Teaching & Learning	<ul style="list-style-type: none"> • To demonstrate good and outstanding teaching in accordance with Teacher Standards within the faculty and demonstrating the qualities and impact of an outstanding practitioner. • To ensure that Teacher Standards in individual lessons and Teaching Over Time (TOT) are at least good and working towards outstanding across the faculty. • To oversee the improvement strategies for teachers where TOT is judged to be less than good.

Additional Duties	<ul style="list-style-type: none"> • To play a full part in the life of the Trust community, to support its distinctive vision and ethos and to encourage and ensure staff and students to follow this example. • To continue personal development as agreed. • To engage actively in the Appraisal process. • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and callers. • The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. • All adults working with or on behalf of children have a responsibility to safeguard and promote the welfare of children. This includes a responsibility to be alert to possible abuse and to record and report concerns to staff identified with child protection responsibilities within the Trust. • Your hours of work are undefined but shall be reasonable and have regard to the desirability to achieve a satisfactory balance between the time required to pursue your professional duties and the time to pursue personal interests outside of the work environment as determined by the National Pay & Conditions orders. • To undertake any other duty as specified by SLT not mentioned in the above.
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