



The Hinckley  
SCHOOL

# ASSISTANT HEAD with responsibility for Science RECRUITMENT PACK



# THE HINCKLEY SCHOOL

Thank you for your interest in a career with The Hinckley School. We hope that this recruitment pack provides you with all the information you need to start your journey with us.



It is an exciting time to join The Hinckley School, an 11-18 provider proudly serving Hinckley and its surrounding areas. In September 2023, The Hinckley School was rated 'Good' in all areas by Ofsted. This Ofsted report demonstrates our ambition for our students, coupled with a strong sense of community and belonging. With planning approval now received for a new multi-million-pound STEAM build, bespoke year 7 and 8 areas and a refurbished sixth form, our school is committed to 'Building Brighter Futures'.



As our students' progress to GCSE and then onto A Level study, they experience high expectations and inspirational teaching, an extensive range of enriching activities beyond the classroom and a learning environment which fosters self-discipline and aspiration. A bespoke character education programme centred around PRIDE, alongside high-quality pastoral care and excellent academic provision, not only ensures that students graduate from The Hinckley School having secured the destinations of their dreams, but also with the characteristics, strong moral purpose and self-belief to succeed on the modern global stage.



The Hinckley School is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

## 1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

## 2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

## 3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

Due to the growth of our school we are looking to expand our team of dedicated professionals who excel in their field, who can support us to provide a high-quality educational experience for all. If you share our passion for building brighter futures then we would love to hear from you.

- Samantha Rooke, Headteacher

# THE FUTURES TRUST



Thank you for your interest in a career with The Futures Trust.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.



The Futures Trust is committed to building brighter futures for everybody within our trust and the communities we serve.

We are a thriving, vibrant and morally grounded organisation with a deep regard and commitment to our staff and the part they play in our success. We know that every person, no matter what role they perform, is essential to developing outstanding learners and in turn building outstanding schools. That is why we invest in the very best staff and ensure that they are supported carefully to reach their full potential and achieve their aspirations.

The Futures Trust is committed to the principle of excellence through collaboration and partnership. Our schools collaborate through a common desire to learn from each other, share experiences and be mutually supportive in order that exceptional educational experiences are provided for all our students. From this shared commitment and belief in mutual support we gain our sense of belonging.

It is an exciting time to join The Futures Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow. If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring students achieve their potential and build their own bright future. We look forward to hearing from you.

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# JOIN OUR TEAM

<b>JOB TITLE:</b>	<b>ASSISTANT HEAD WITH RESPONSIBILITY FOR SCIENCE</b> Start date: August 2025
<b>OPPORTUNITY:</b>	To lead the department in securing outstanding pupil outcomes in Science, via the development of the quality of teaching and learning across the faculty through collaborative planning, curriculum development and assessment, planning and moderation.
<b>REPORTING TO:</b>	Headteacher and Deputy Headteacher
<b>LOCATION:</b>	Based at The Hinckley School with a requirement to travel to work at or for schools in the Trust
<b>SALARY:</b>	Leadership scale
<b>BENEFITS:</b>	<ul style="list-style-type: none"><li>• Competitive rates of pay</li><li>• Extensive professional development opportunities across the Trust</li><li>• Career pathways across the Trust</li><li>• Teacher/Local Authority Pension Schemes</li><li>• Online retail discount</li><li>• Employee Assistance Programme</li><li>• Family Friendly policies to support family &amp; carer commitments</li><li>• Flexible Working Arrangements</li></ul> <p><a href="http://www.thefuturestrust.org.uk/why-work-for-the-futures-trust">www.thefuturestrust.org.uk/why-work-for-the-futures-trust</a></p>

The Futures Trust and The Hinckley School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.



# JOB DESCRIPTION

## Job Purpose

To encourage learning which allows students to achieve high standards; to share and support the community responsibility for the well-being, education and discipline of all students.

## Duties and responsibilities

### Science Leadership

- Lead the Science Curriculum Team, working with others to disseminate good practice in the Department.
- Strive for continuous improvement in the quality of teaching and learning and progress of students in Science in particular, but also across the School.
- Be accountable for outcomes for students at all key stages across the Department
- Drive the development of the teaching of Science in all key stages, its long-term planning and effective day-to-day delivery. Be an excellent practitioner and model through your own teaching high expectations, differentiated lessons with support and challenge in line with School Policy.
- Accountable for curriculum development and planning in all key stages linked to an excellent grasp of external assessment and standards, and a vision to develop deep learning in science that prepares students for their next step in learning.
- Ensure effective use of formative and summative assessment to ensure that students, teachers and parents know if students are achieving the expected standard or if they need intervention.
- Ensuring moderation and standardisation of assessment within the faculty so that teachers know where students are at.
- Mentor and support leaders and future leaders within the Science Department.
- Be a role model planning lessons collaboratively, creating teaching resources and developing consistent approaches that meet the needs of all learners across the Department.
- Teach Science to students from a range of years 7-13.

### Strategic Leadership

- Work with the SLT Lead being accountable for the delivery of key teaching and learning and CPD objectives as determined in negotiation with the Headteacher and the Senior Leadership Team (SLT) as a whole.
- Work in partnership with other members of SLT in providing a high level strategic, management and operational direction for the School.
- Share with other members of the SLT the responsibility for setting, maintaining, monitoring, evaluating and improving standards and achievements in the School.
- Work in collaboration with other subject leads across The Trust to develop a high-quality curriculum.

### Students

- Supporting colleagues in the Science department and across the school with behaviours for learning.
- The delivery of guidance to students about further courses and careers.
- Stimulating an interest in the Science throughout the school through well planned and aspirational enrichment activities and events.



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### Leading and Managing Staff

- To lead and manage the Science Team.
- Devise, and ensure Science strategic plans are implemented effectively ensuring deadlines are set and met.
- Enthuse, inspire and motivate staff to create a can-do culture which promotes our values and ensures high standards.
- Ensure staff you line manage are using data effectively to plan lessons which meet the needs of all students and that they are monitoring student progress effectively, communicating next steps successfully.
- Line manage other staff across the school as required.

### Resources

- Ensuring value for money and efficient use of resources.
- Ensuring that Science classrooms and learning spaces are a showcase for students learning and provide an engaging and safe learning environment.
- The leadership of correct safety procedures in Science line with school's Health and Safety Policy.
- Contributing to the School Development Plan.

### Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Director of Science are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



# PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria	Measured By
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Must have QTS (Qualified Teacher Status)</li> <li>• Experience of working in 11 – 19 schools</li> <li>• First degree or Certificate of Education</li> <li>• Relevant recent professional development</li> </ul>		Application form Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent classroom practitioner</li> <li>• Excellent written and verbal communication skills</li> <li>• Self-motivated with good organisational skills and the ability to prioritise workload effectively</li> <li>• Able to plan appropriately and organise themselves and others.</li> <li>• Able to think strategically and to build and communicate a coherent vision</li> <li>• Able to inspire, challenge, motivate and empower others to carry the vision forward</li> <li>• Able to foster an open and equitable culture and manage conflict</li> <li>• Develops, empowers and supports individuals and teams</li> <li>• Approachable, reliable, has presence and enjoys being highly visible to children and parents</li> <li>• Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> <li>• Able to provide inspiration and strong leadership to teaching staff</li> <li>• Initiate and support research and debate on effective learning</li> <li>• Able to establish and support appropriate structures and systems</li> <li>• Able to manage work efficiently and effectively on a day-to-day basis</li> <li>• Able to make informed professional, management and organisational decisions</li> </ul>		Application form Interview



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<b>Experience</b>	<ul style="list-style-type: none"> <li>• Leadership within subject area</li> <li>• Evidence of challenging, influencing and motivating others to attain high goals</li> <li>• Giving and receiving effective feedback, and acting to improve personal performance</li> <li>• Evidence of raising achievement in school</li> <li>• Developing strategies for performance improvement</li> <li>• Collaborating with others within and beyond the school</li> </ul>		Application form Interview Assessment
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• School improvement and effectiveness strategies including the process of school self-evaluation and systems for quality assurance within subject area in conjunction with the Subject Leader</li> <li>• Principles of curriculum planning</li> <li>• Principles and practices of effective teaching and learning</li> <li>• Principles and practices of monitoring, assessment and evaluation</li> <li>• Principles and practices of student management</li> <li>• Principles and practices of assessment</li> </ul>		Application form Interview Assessment
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own continuous professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers</li> <li>• Recognises and takes account of the diversity of the school community</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Demonstrates professionalism, loyalty and integrity</li> <li>• Able to work flexibly, and to attend meetings as required</li> </ul>		Interview Assessment





	<ul style="list-style-type: none"><li>• Listens to, reflects and acts on community feedback</li><li>• Builds and maintains effective relationships with parents, carers, partners and the community that enhance pupil education</li></ul>		
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# HOW TO APPLY

CLOSING DATE:	9am Monday 24 <sup>th</sup> February 2025
INTERVIEWS:	TBC

If you wish to find out more about this role at The Hinckley School and a career within The Futures Trust please contact the Recruitment Team on – Tel: 02477 102134.

To apply for this post, please download an application form from [HERE](#) and return to [recruitmentadmin@thefuturestrust.org.uk](mailto:recruitmentadmin@thefuturestrust.org.uk)

On application please read the following policies found [HERE](#)

- The Hinckley School Child Protection & Safeguarding Policy
- The Futures Trust Safer Recruitment Policy
- The Futures Trust Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.

