

HORNDEAN TECHNOLOGY COLLEGE



Assistant Subject Leader Science

**Full time
MPR/UPR + TLR 2C £2878**

Information for Applicants

Closing date: 12 noon, Tuesday 17 May 2022

The Science Department

Thank you for your enquiry regarding the post of Assistant Subject Leader for Science, with effect from September 2022. We are looking for a dynamic, enthusiastic and committed teacher to assist in the leadership of our Science department. The post would ideally suit someone who is seeking to progress from being an outstanding classroom practitioner to an important first leadership role. The successful candidate will be an aspiring Subject Leader with excellent classroom skills and developing leadership qualities.

We have high aspirations for this key subject and work effectively as a team to provide the best education possible for our students. The Science team consist of nine full-time, one part time teaching staff and two technicians. We have well-appointed laboratories, as well as our own dedicated ICT suite.

On entry to the College, Year 7 students are placed in sets using a baseline assessment which takes place in the first few weeks. Students remain in sets throughout Key Stages 3 and 4, typically split across three bands. Our Most Able students are identified and given the opportunity to develop their abilities through an optional Triple Science pathway and multiple enrichment events. The College prides itself on the support provided to students with learning and physical difficulties and science is no exception. We have a range of specialist Learning Support Assistants who work alongside Teachers to support individual learning needs.

A variety of teaching resources and methods are used across the age range with the emphasis being on practical enquiry skills and interactive, real world, teaching. We operate a month-long Science Fair competition for Year 8. In Year 9 our students move onto the AQA Double Science GCSE (AQA Trilogy) at the start of the spring term and can chose the triple pathway in the summer (if they are selected by science staff).

If you are a highly successful and capable classroom practitioner with aspiration and ambition we have the skills and experience to help you further your career. Continued professional development of staff is seen as an important facet of the College and many staff have had national and international experiences.

Staff new to the College are expected to take part in a comprehensive induction programme designed to foster the common maintenance and development of the College's ethos and practices.

If you wish to consider joining a dynamic and exciting College then please apply by 12 noon, Tuesday 17 May 2022.

Job Description

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| Post Title: | ASSISTANT SUBJECT LEADER |
| Purpose: | <ul style="list-style-type: none"> To support/assist the Subject Leader in this relatively large department. To accept responsibility for specific delegated roles/tasks from the Subject Leader so that all areas of the department are lead/managed effectively/efficiently. To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress. To support the Subject Leader in developing and enhancing the teaching practice of others. To assist the Subject Leader in leading, managing and developing the subject/curriculum area. To help manage and deploy teaching/Support Staff, financial and physical resources within the department. |
| Reporting to: | Subject Leader |
| Responsible for: | Teaching staff and other relevant personnel within the department. |
| Liaising with: | Subject Leader(s), Student Support Services and relevant staff with cross-College responsibilities, relevant non-teaching Support Staff, LEA staff, and parents. |
| Working Time: | 195 days per year. Full time |
| Salary/Grade: | MPR + TLR 2C |
| Disclosure level | Enhanced |
| Operational/ Strategic Planning | <ul style="list-style-type: none"> To help lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department. To actively monitor and follow up student progress. To implement College Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, etc. To work with colleagues to formulate aims, objectives and department development plans which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the College. To link with teaching staff to ensure that the work in the department fully reflects the College's distinctive ethos and mission. In conjunction with the ICT Co-ordinator foster and oversee the application of ICT in the department including the development of materials for Open and Independent Learning. |
| Curriculum Development: | <ul style="list-style-type: none"> To help lead curriculum development for the whole department. To keep up to date with national developments in the subject area and teaching practice and methodology. To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. To advise the Subject Leader regarding accreditation with the relevant examination and validating bodies. To assist the Subject Leader to ensure Literacy, Numeracy and Key Skills are reflected and promoted within the specialist curriculum area. |

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| Staffing Staff Development: Recruitment/ Deployment of Staff | <ul style="list-style-type: none"> • To undertake Performance Management Review(s) and to act as reviewer for designated staff within the department. • To support the Subject Leader to make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department. • To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with College procedures. • To promote teamwork and to motivate staff to ensure effective working relations. • To participate in the College's ITT programme. • To support the subject leader in the day-to-day management of staff within the designated department and act as a positive role model. |
| Quality Assurance: | <p>To assist the Subject Leader:</p> <ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To establish the process of the setting of targets within the department and to work towards their achievement. • To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department. • To contribute to the College procedures for lesson observation. • To implement College quality procedures and to ensure adherence to those within the department. • To monitor and evaluate the curriculum area/department in line with agreed College procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required. • To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan. |
| Management Information: | <ul style="list-style-type: none"> • To analyse and evaluate performance data provided. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To assist the Subject Leader to produce reports within the quality assurance cycle for the department. • To assist the Subject Leader produce reports on examination performance, including the use of value-added data. • In conjunction with the Subject Leader to manage the Department's collection of data. |
| Communications | <p>To support the Subject Leader in ensuring that:</p> <ul style="list-style-type: none"> • All members of the department are familiar with its aims and objectives. • There is effective communication/consultation as appropriate with the parents of students. • There is liaison with partner colleges, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies. • The Department's views and interests are represented. |
| Marketing and Liaison: | <p>To support the Subject Leader in:</p> <ul style="list-style-type: none"> • Contributing to the College liaison and marketing activities, e.g. the collection of material for press releases. |

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| | <ul style="list-style-type: none"> • The development of effective subject links with partner colleges and the community. Attendance where necessary at liaison events in partner schools and colleges and the effective promotion of subjects at Open Days/Evenings and other events. • The promotion of effective subject links with external agencies. |
| Management of Resources: | <ul style="list-style-type: none"> • To assist in the management of the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. |
| Pastoral System: | <ul style="list-style-type: none"> • To assist the Subject Leader monitor and support the overall progress and development of students within the department. • To assist the Subject Leader 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 act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description. • To contribute to PSHE, citizenship and enterprise according to College Policy. • To ensure the Behaviour Management System is implemented in the department so that effective learning can take place. Assist members of the department with behaviour management as necessary. |
| Teaching: | <ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. |
| Additional Duties: | <ul style="list-style-type: none"> • To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example. |
| Other Specific Duties: | |
| <p>To continue personal development as agreed.</p> <p>To undertake any other duty as specified by STPCB not mentioned in the above.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The exact role/tasks of Assistant Subject Leader will be negotiated in detail with the Subject Leader.</p> <p>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.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school 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.</p> | |
| <p>This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p> | |

PERSON SPECIFICATION

QUALIFICATIONS

Essential:

Graduate Honours degree in a Science subject.

Desirable:

Evidence of continuing professional development.

EXPERIENCE

Essential:

Experience of teaching science throughout KS3 and KS4 at all ability levels.

Experience of assessment and recording procedures.

Use of ICT in Science.

Desirable:

Experience of target setting.

Experience of monitoring, evaluation of review of department procedure and practice.

SKILLS, KNOWLEDGE, APTITUDE

Essential:

Excellent classroom practitioner.

Ability to use a wide range of teaching and learning styles.

Good class control and management of resources.

Ability to motivate and interest students across the whole ability range.

Thorough knowledge of KS3 strategy.

Health and Safety in Science.

High level personal IT skills.

PERSONAL QUALITIES/SOCIAL SKILLS

Essential:

Sense of humour!!

Good communicator.

Good inter-personal skills.

Leadership qualities.

Capable and efficient administrator.

Ability to motivate others.

Flexibility, initiative, enthusiasm.

OTHER

Interests applicable and the willingness to contribute towards the extra-curricular ethos of the College community.

"Horndean Technology College and Hampshire County Council are committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service check along with other relevant employment checks."

1. Job Description

The Job Description gives an outline of the broad responsibilities and lists the main tasks involved in order to undertake the post successfully.

2. Person Specification

Every vacancy advertised is based on a person specification which describes the skills, experience and qualifications required. Please read this carefully so that you know what we are looking for. Candidates should be able to meet all the essential elements and it would be to their advantage to have at least some of the desirable elements.

3. Post and Recruitment Details

These will outline the general conditions of service and salary applicable to the post, the closing date for applications and the interview date. Additional information about the vacancy will be enclosed in respect of the particular faculty, section or work area as appropriate.

4. Filling in the Application Form

After reading the role profile and person specification, think carefully about your application and consider to what extent you have gained the skills and experience necessary for the post. Consider all the points in the job description and person specification when replying. Include evidence to support your application. Please send your completed application to Mrs Heathcote, Horndean Technology College, Barton Cross, Horndean, Waterlooville, PO8 9PQ. It has come to our attention that some applications sent using Royal Mail are not reaching us by the required closing date, this is due to the incorrect postage amount being paid.

Please note that canvassing in any form will disqualify the applicant.

5. Long Listing/Short Listing

This is the initial process of matching applicants against the relevant criteria in the person specification. The long or short listing panel will make judgements based upon the evidence presented in the application as to those candidates who best meet the criteria. References will normally be sought at the long listing stage. These will help us to develop a short list of candidates to be invited to interview. This also applies to internal candidates.

6. The Interview Panel

Normally, the interview panel will consist of two, three or four people. Other members of the panel will represent various levels of management associated with the advertised post.

7. The Day Structure

Candidates will be expected to furnish themselves with information and answers to most of their questions through the structure of the day. Candidates will nevertheless be asked if they have any final questions/points they wish to raise after the Panel have asked their questions.

Typical day structure:

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| 0815 | Arrive |
| 0830 | Tour of the College and Discussion with students |
| 0925 | Teach a lesson |
| 1020 | Coffee in Department |
| 1040 | Time in Department |
| 1130 | Presentation if appropriate |
| 1220 | Lunch |
| 1240 | Final shortlist |
| 1250 | Interviews |

Panel announces decision

Debriefs offered to unsuccessful candidates

(Timing will, of course, be variable according to the number of candidates being interviewed).

Each candidate will be asked the same core questions; however, members of the panel may ask relevant supplementary questions arising from your initial answer under the overall direction of the Chair.

All questions will be relevant to the job and will be as open as possible, thus allowing candidates to give evidence of their suitability. The level and complexity of questions will relate to the level of the post.

Members of the Panel will usually take notes during the course of the interview; these will be used to assist the Panel in making its final decisions.

8. Facilities at Interviews

Every effort will be made to provide appropriate facilities for candidates at interviews. Please contact the Recruitment Officer, Mrs J. Heathcote, should you have any special requirements in order to facilitate your attendance at the interview.

9. The Decision

The decision to appoint will be taken on the basis of the evidence that has been made available to the panel throughout the recruitment and selection process in relation to the criteria as stated in the person specification. Information gathered through earlier parts of the selection process can lead to a decision not to proceed with further interview. You will be notified as to the outcome.

10. References

The appointment of external candidates will be subject to the receipt of two satisfactory references, as requested at the long listing stage.

Your present or most recent employer must be given as one of the two referees. This person will normally be the head of the organisation for which you currently or most

recently worked. The other reference should be from someone who knows you, your work and ability. **Normally, references will be requested prior to interview.**

References will be used to supplement the Panel's decision or, if the Panel requires further evidence, to distinguish between candidates. The Chair of the Panel may request that further enquiries are made to either the referee and/or the candidate, where there is information or an omission in the reference giving rise to doubt or concern.

References will not be disclosed to the candidate.

All appointments will be subject to medical records. It may be necessary in some instances to refer a health questionnaire to an independent Medical Officer for a report.

In the event of you being appointed, it will be necessary for the College to check with the police as to whether you have a criminal record. Your authority to do so is given on the application form.

Proof of qualifications will be required in the form of original certificates. Photographic proof of identification will be required, a passport or driving licence.

Please bring with you, if selected for interview.

11. Feedback to Unsuccessful Candidates

The College does not give reasons for non-appointment. It will invariably be that in the judgement of the panel there was a better candidate available or that no candidate met the College's requirement. Internal candidates will be offered a debriefing interview by an appropriate member of the panel. Any external candidate who requires feedback on their interview performance will also be offered constructive advice about their interview performance.

12. Interview Expenses

The College will pay travel and subsistence expenses (within UK only) as set out on the claim form provided to short-listed candidates on the day. These will not normally be granted to candidates who withdraw before the selection process is completed. HCC procedure for Mileage Claims states all mileage claims must be submitted with a VAT petrol receipt that is dated prior to the mileage claim. There is no exception to this rule. No petrol VAT receipt = no claim!

13. No Smoking Policy

For Health and Safety reasons, the College has been designated a no smoking area and the successful applicant will be expected to comply with this policy.

14. Asylum & Immigration Act 1996

Under the Asylum and Immigration Act, we must require all candidates for employment to produce a document to prove that they are entitled to live and work in the UK. Please bring with you to the interview one of the following (not a copy):

- a documented National Insurance Number (eg. P45, P60 tax form, previous pay slip).
- a valid Passport from any European Economic Area state.
- a British Birth Certificate.
- a Certificate of Registration or Naturalisation as a British Citizen.

No offer of employment should be made until proof has been seen and checked carefully. A copy of the document for the successful candidate must be retained on the personal file.

These rules apply to all employees including staff employed on any type of casual contract.

15. Equal Opportunities

In line with our 'Vision Statement' and national legislation, Horndean Technology College is committed to seeking to ensure that all staff, both present and future, have equal opportunities, in the context of both national legislation and College objectives, irrespective of gender, ethnic origin, age, disability and other identities.

The successful candidate will be given full opportunities to develop professionally through a comprehensive induction and staff development programme which includes appraisal.

Thank you for expressing an interest in our College. I hope that these details will help you to make the best of any application. If you are unsuccessful in obtaining a post on this occasion, I wish you the all best in future applications you may wish to make.

Mrs Julie A Summerfield
Headteacher