



Fir Vale Academy

The best in everyone™

Part of United Learning

Briefing Pack for Applicants

Curriculum Leader - Science

June 2026

Contents

Section 1 - Post Advertisement	1
Section 2 – United Learning	3
Section 3 – Letter from the Regional Director	4
Section 4 – Letter from the Principal of Fir Vale Academy	5
Section 5 – Job Description	6
Role Summary.....	6
Key Responsibilities	6
General	8
Information.....	9
Section 6 – Person Specification	10
Section 7 – The Appointment Process	12
Section 8 – Visitors/Contacts for Fir Vale Academy	13

Section 1 - Post Advertisement



Fir Vale Academy
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Job title:	Curriculum Lead - Science
Location:	Fir Vale Academy, Owler Lane, Sheffield, S4 8GB
Starting salary:	£64,691.00
Hours of work:	Full-time – 37.5 hours per week – Monday to Friday 08:00-16:00
Contract:	Permanent

Fir Vale Academy is seeking to appoint a Curriculum Lead for Science to join the academy on what is set to be a defining and exciting time in its journey. We are seeking to appoint a dynamic, enthusiastic and influential leader who will lead and manage the Science Department. The successful candidate will play an effective role as part of the middle leadership team, involved in department-level teaching & learning, quality assurance, development and implementation of subject-specific policies and practices and organisation of the academy in order to achieve high standards.

The academy is part of United Learning, a national group of schools and academies. United Learning is one of the largest and most successful Trusts in the country who offers unrivalled Continuing Professional Development (CPD) and training, including opportunities for nationwide networking.

The city of Sheffield itself is a vibrant place to live and work with two universities and a range of entertainment opportunities alongside the access to the beautiful Peak District within a 20-minute commute. Quality of life is routinely ranked highly, and it is one of the greenest cities in Europe: [Welcome to Sheffield](#)

What we would like from you:

- Monitoring and improving academic progress in liaison with the team of curriculum area leaders and other key colleagues.
- Identification of student groups within the school who need additional interventions in order to secure excellent outcomes.
- Strategic oversight of programmes of intervention delivered by staff, academic tutors and supporting the work of trust-level subject advisors.
- Overall leadership of interventions to support individuals and cohorts of students, including in-school time and interventions taking place outside normal school time.
- Providing high quality line management to specific middle leaders as a SLT Link.
- Supporting staff in setting and achieving aspirational targets for all students.
- Working as part of a highly effective leadership team to support the running of a calm, purposeful and positive academy.

We will offer you:

- Highly competitive salary. We pay an average of 5% above national scales, the best rates of pay in the sector.
- Excellent facilities and resources.
- Access to an outstanding professional development programme.

- Exceptional curriculum resources.
- Expert subject advice.
- Three extra INSET days for planning.
- At least one personal day a year.
- Polite, respectful and dedicated students who want to learn and fulfil their potential.
- Colleagues who are supportive, friendly and who are committed to each other's professional development.
- A chance to become part of one of the largest groups of academies in the country.
- Opportunities to work collaboratively with colleagues in other schools within the Yorkshire cluster and across United Learning.
- Excellent employee benefits which include a highly sought-after pension scheme with high employer contributions.
- Access to training through the Apprenticeship Levy.
- Generous staff discount scheme.
- We are open to requests for flexible or part-time working; and we encourage open and regular conversations about work-life balance.

If you possess these qualities and share the academy's vision, then we will be delighted to hear from you. Please refer to the job description and person specification for further details.

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: <https://www.firvale.com/our-school/vacancies/> and complete our online application form. Please note that CVs are not accepted.

The closing date for this post is midnight Sunday 21st June 2026.

If you would like to discuss this exciting opportunity, please contact hr@unitedlearningyorks.org.uk

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – United Learning

Fir Vale Academy is part of United Learning which is a large and growing group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better, we provide good career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call ‘the Best in Everyone’.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out ‘the Best in Everyone’. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of four Secondary Academies: Fir Vale Academy, Barnsley Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore

Regional Director
United Learning

Section 4 – Letter from the Principal of Fir Vale Academy



Dear Candidate,

Thank you very much for your interest in joining Fir Vale Academy. I am delighted to introduce you to our school, and I hope this application pack gives you a clear sense of our values, our community, and the exciting opportunity this role presents.

Fir Vale Academy is a diverse and dynamic 11–16 secondary school, proudly serving the North of Sheffield. We are part of the United Learning family of schools, and we work closely with our cluster partners to share best practice and drive improvement. We fully subscribe to the ethos and values of United Learning, which align closely with our own commitment to ambition, opportunity, and determination for every student.

You are very welcome to contact me directly for an informal conversation prior to applying, and we would be pleased to arrange a visit so you can experience our school in action.

Thank you again for considering Fir Vale Academy as the next stage in your career. I wish you the very best of luck with your application.

Warm regards,

Danny Bullock
Principal

Section 5 – Job Description



Job Description

Post title	Curriculum Lead - Science
Salary	£64,691.00
Responsible to	Vice Principal
Responsible for	Science Department
Role purpose	To ensure that the standard of teaching and learning in all areas within their remit and responsibility is of the highest quality for all students so that they are able to achieve to the best of their ability.
Relevant qualifications	<ul style="list-style-type: none">• Qualified Teacher Status• Degree or equivalent academic qualifications

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

The primary purpose of the Curriculum Lead is to ensure that the standard of teaching and learning in all areas within their remit and responsibility is of the highest quality for all students so that they are able to achieve to the best of their ability.

Key Responsibilities

Main duties

This serves as guidance only and is not definitive.

To create a curriculum that inspires students to become effective lifelong learners by:

- Ensuring high standards of teaching and learning for all students throughout the curriculum, including the development of appropriate pathways for all students
- Developing a curriculum vision and plan which help the Academy adapt to coming changes within provision
- Creating Schemes of Learning which enable all students to become effective learners
- Producing a strategic three year plan to deliver the subject vision which is supported by an annual action plan.

- Completing an annual self review of the learning carried out in support of the Academy evaluation, including an analysis and commentary of student academic performance. The conclusions of the report should then be used to modify the strategic plan
- Contributing to discussions on course selection and implementation.
- Playing a full role in the delivery of the Academy's enrichment curriculum.
- Collaborating effectively with partner primary schools to ensure a smooth transition for new students.
- Monitoring and evaluating the quality of learning including planning, lesson delivery, teacher feedback, assessment, differentiation and classroom management.
- Being an advocate and enthusiastic user of the Academy's information

Leadership

To ensure that all members of staff within the subject area are motivated and supported to perform at their best by:

- Communicating a clear vision which encourages ownership, team spirit and commitment from the members
- Line managing, professionally developing and deploying staff in such a way that they perform at their best
- Meeting regularly with their line managers and keeping her/him informed of developments within the curriculum area
- Ensuring that all members of staff in the subject area go through the Performance Management cycle in the manner specified in the Academy policy
- Ensuring that all asset lists and risk assessments are up to date within the faculty
- Ensure that staff within the department have relevant and worthwhile experience of middle management with clearly defined accountability so to ensure that their professional development is catered for

Learning & Teaching

- To quality assure the learning and teaching within the faculty is of a high standard
- To fully participate in learning walks, book looks and formal lesson observations providing supportive feedback which empowers colleagues to develop pedagogy so to improve the learning experience for students.
- To lead on the development of innovative courses and teaching techniques so to ensure the best possible educational experience for all
- To support work based learning as appropriate

Student Care

To provide a secure and safe learning environment for all students so that they develop into self-confident and self-motivated learners by:

- Contributing to the delivery of the 'Every Child Matters' outcomes.
- Contributing to assemblies in a way which support the Academy ethos.
- Maintaining the highest standards of student behaviour so that all students are able to learn effectively.
- Providing a proactive presence around the school embodying the Academy's high expectations to students and staff
- Ensuring productive communication with parents so that they remain well informed about their children's progress and achievements as well as any incidents of poor behaviour

- To uphold and actively support the Academy's policies and procedures on the safeguarding of young people.
- To work openly within the framework of best practice identified in the school safeguarding policy
- To report any concerns regarding pupil safety or staff working practices to the designated CP officer(s)
- To keep up to date with local and national CP training and training requirements.

Assessment

To set challenging targets for all students and staff, and provide the support, guidance and accountability framework necessary to achieve these targets by:

- Devising and implementing subject area student assessment systems which enable student underachievement to be identified and acted upon at an early stage
- Coordinating effective intervention strategies which support students so that they make the progress that is expected of them
- Identifying excellent practice within the subject area and coordinating the sharing of practice through a planned and systematic timetable of observations, collaborative planning and team teaching
- To have oversight of all accredited courses within the faculty. Ensuring that entries, coursework and moderation etc are planned strategically.

Staff Development

- To fully participate in the Academy Performance including as a team leader for staff within the curriculum area
- To identify and support staff in pursuing training needs
- Acting as a mentor of PGCE, GTP and ELT staff.
- Providing support for staff with a support plan or whom are subject to capability proceedings.
- Complete all return to work meetings in a professional and supportive manner, balancing staff and business need.

General

- Develop excellent working relationships with colleagues internally, centrally and externally
- Be an effective and flexible member of the team
- Ensure any documentation produced is to a high standard and is in line with the in-house style
- Participate in training and other learning activities as required
- Participate in the Performance Management process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the academies at events as appropriate
- To support and promote academy and United Learning's ethos, playing a part in strengthening relationships between academies and with central office
- To be aware of, and comply with, United Learning's policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person
- To actively participate in continuous professional development and act as a positive role model across the academies and Trust

- Undertake academy duties in line with supervising the academy day
- The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Executive Business Manager and Human Resources
- This job description will be kept under review and may be amended via consultation with the individual, Executive Business Manager and Human Resources as required

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification



Person Specification

Post title	Curriculum Lead - Science		
Salary	£64,691.00		
Education and Qualifications	Essential	Desirable	
Qualified Teacher Status (QTS).	X		
Evidence of further/higher study.	X		
Experience	Essential	Desirable	
Raising student achievement.	X		
A minimum of two years of middle leadership experience which includes: <ul style="list-style-type: none"> • Successful leadership at Head of Department, Head of Year, Associate Senior Leader, Assistant Head Teacher level (or other significant role, i.e. TLR). • Line management of staff • A strong track record of success in the areas that you are applying to lead, evidenced by key performance indicators. 	X		
Good teaching at secondary level	X		
Inspiring staff and students and establishing successful relationships	X		
The ability and experience to develop a vision and put this into practice	X		
Establishing and maintaining high standards and expectations	X		
Appropriate professional development (particularly linked to raising achievement)	X		
Leadership and management experience		X	
Knowledge and Skills	Essential	Desirable	
Knowledge on how to effectively engage young people	X		
Good skills in staff management and ability to undertake the support and supervision of staff.	X		
Ability to mentor and coach staff in order to develop and improve professional practice.	X		
Knowledge and understanding of current educational issues.	X		
Understand issues that may form barriers to learning and be able to initiate appropriate action to overcome underachievement.	X		
Excellent ICT skills and a knowledge of how the use of new technologies can enhance learning and the monitoring of student performance.	X		
Good organisational ability and time management skills.	X		
Ability to manage students firmly, fairly and effectively and to develop strong relationships.	X		
Excellent written and oral communication skills and the ability to communicate across a wide range of audiences.	X		
A willingness to go the 'extra distance'; being committed to give time and support when and how needed to improve the life chances of students.	X		

Ability to work with the Senior Leadership Team in implementing strategies for raising achievement and achieving excellence for students, in particular disadvantaged students.	X	
Use appropriate models and principles of effective learning and assessment for learning.	X	
Management and Leadership	Essential	Desirable
Leads by example and acts as a role model for professional behaviour and good practice.	X	
Sets the pace for action and demonstrates commitment to achieving stretching goals.	X	
Translates broad strategies into clear objectives and practical action plans.	X	
Actively implements and encourages improvement processes.	X	
A person who is committed to an ethos of high standards, personal fulfilment and academic success.	X	
Teamwork	Essential	Desirable
Recognises the contribution and achievement of colleagues.	X	
Keeps colleagues, stakeholders and/or customers informed of progress.	X	
Treats others fairly, openly and consistently.	X	
Expresses disagreement or challenges views calmly, constructively and tactfully.	X	
Supports and co-operates with colleagues.	X	
Personal Attributes	Essential	Desirable
Maintains confidentiality and discretion	X	
Able to make connection between their work and the benefits to students.	X	
Good written and verbal communication skills.	X	
Ability to prioritise and manage workload while maintaining a flexible response to urgent requests.	X	
Good interpersonal skills and ability to work with staff and stakeholders at all levels.	X	
Organised and good attention to detail.	X	
High expectations of self.	X	
The ability to act on advice and be open to coaching.	X	
A commitment to extra-curricular activities.	X	
A continued interest in developments in teaching and learning.	X	
The ability to motivate others.	X	
The ability to establish effective working relationships with individuals, groups and organisations.	X	
The ability to remain calm and diffuse situations.	X	
The demonstration of a concern for excellence in one's professional work and the achievement of students.	X	
A commitment to support the school's aims, vision and ethos.	X	
Adaptability and resilience, with the ability to cope with periods of work pressure with good humour and a sense of proportion.	X	
Energy and commitment to professional responsibilities and to the betterment of all students.	X	
A willingness to contribute to the wider life of the school.	X	

Section 7 – The Appointment Process

These notes are intended to guide you when making an application.

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

State your qualifications and any training you have undertaken relevant to the post.

Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

Previous Appointment

When completing this section it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the school during which time they will have the opportunity to meet staff and students and see the school at work.

Feedback

Feedback is offered to those candidates who are shortlisted, interviewed and not recommended for appointment. It is hoped that this information will help you with future applications.

Section 8 – Visitors/Contacts for Fir Vale Academy



Fir Vale Academy

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Fir Vale Academy
Owler Lane
S4 8BG

Website: <https://www.firvale.com>

Email: enquiries@firvale.com

Telephone: 0114 2439391

As part of United Learning our aim is to bring out 'the Best in Everyone' and we continuously strive to ensure that students and staff have every opportunity to succeed, with their potential developed to the utmost.