Briefing Pack for Applicants
Curriculum Leader for Science

HANDSWORTH GRANGE
COMMUNITY SPORTS COLLEGE

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.

Minerva
Learning Trust

Contents

Section 1: Post Advertisement 1
Section 2: Letter from the Chief Executive – Bev Matthews 3
Section 3: Letter from the Headteacher 4
Section 4: About Handsworth Grange Community Sports College 6
Section 5: Job Description 7
Section 6: Person Specification 11
Section 7: The Appointment Process 13
Section 8: Visitors to Handsworth Grange Community Sports College 15

Section 1: Post Advertisement

Post: **Curriculum Leader for Science**
Location: **Handsworth Grange Community Sports College**
Pay scale: **Teachers Main Pay Range MPR/UPR plus TLR 1B - £12,522**
Contract: **Permanent, full-time**
Start date: **01 January 2027**

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the Southeast of Sheffield. We are above average nationally for pupil progress. We have been nationally recognised for our work with Pupil Premium. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We are the founding school within the Minerva Multi Academy Trust. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We are currently looking to recruit a Curriculum Leader of Science. The successful candidate will lead a strong department with an excellent team of staff. Applicants should be outstanding teachers who are passionate about the subject and have proven ability to raise levels of progress and attainment, with pupils of all abilities, in both key stages.

You will be a dynamic, talented, and enthusiastic professional. You will have a proven track record of securing successful student outcomes and creating a culture of learning where every pupil can achieve to, and beyond, their potential. You will be an outstanding teacher, and leader of learning, who also has experience in developing the potential of other teachers. Leading a dedicated, hardworking, and supportive team, you will make a substantial contribution to the strategic development of the department and the school.

Candidates are encouraged to have an informal discussion about the role with: Samia El-Hakam Assistant Headteacher. Please contact sel-hakam@handsworth-mlt.co.uk

The closing date is at 9am on Monday 28 September 2026 and interviews will take place week commencing 05 October 2026.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website Statutory Information - Minerva Learning Trust. The successful candidate will be required to complete an

Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack is available on the Trust website All Vacancies - Minerva Learning Trust . **Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, *ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.*** Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each school.
We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for your interest in this role at our school. Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield. Our mission is to provide an exceptional education for every student, every day.
To achieve our mission, we will:

- Provide a broad and balanced curriculum that challenges everyone.
- Provide care and support to break down barriers to learning.
- Improve our students' vocabulary, comprehension and reading skills.
- Demand high levels of progress and achievement from all students.

Here at Handsworth Grange, we understand the power of education to transform lives, communities, and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world, they are ready to succeed and make an invaluable contribution to the wider society.

We are fully inclusive and have a strong family ethos. Our student population is diverse, and we celebrate our beliefs and cultures which creates a rich, vibrant atmosphere. We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values: Together we:

- Be Brave
- Be Kind
- Be Present

We are currently on a rapid improvement journey and are working collaboratively across the school and the wider Trust to make Handsworth Grange the number one school in Sheffield and the school of choice for both students and staff. We are passionate about our school and the progress of all our students, if you have the drive and determination to make a difference, this is the school to make that happen.

We founded the Minerva Learning Trust; as a result, we work collaboratively and share best practice with other schools in the Trust and local area. As part of that role we work collaboratively and share best practice with other schools in the Trust.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.

If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission then we look forward to receiving your application.

Suzy Mattock
Headteacher

Handsworth Grange Community Sports College's Cultural Fit

Working in a school where you are not aligned with the culture and ethos can be a challenging and often miserable experience. So…. we both need to have alignment if you come to work here!

- We live by the values of caring for each other, laughing with each other, learning from each other and celebrating with each other.
- We believe that the needs of children come first.
- We believe that every child has ability, character and potential to improve.
- We believe that we all have a professional obligation to improve so that we can provide the best educational experience possible for our children.
- We believe that every child deserves a hero and that for some of our students "if we won't, who will?"
- We believe in a culture of the possible, where we can all make progress beyond what anyone could have imagined.
- We believe that hard work and positive relationship are the key to success for staff and students.
- We believe in growing our own staff through quality support and CPD.
- We believe that truly great teaching is that which improves students' progress.
- We believe an evidence informed approach to teaching and learning helps us identify what works best in the classroom.
- We believe that feedback should be timely and respond to the needs of individual students.
- We believe that good literacy and numeracy skills are essential to students making progress and that we have a duty to teach these skills as part of our curriculum.
- We acknowledge that we all make mistakes and learn from them to make us better.
- We are dedicated to preparing our children to thrive in the next stage of their education.

Suzy Mattock
Headteacher

Section 4: About Handsworth Grange Community Sports College

OUR MISSION, VISION, VALUES

HANDSWORTH GRANGE
COMMUNITY SPORTS COLLEGE

Our Mission:

Exceptional education for every student, every day

Our Vision:

Our vision is focussed on learner outcomes, with an exceptional education we trust that every student will:

Be "Successful"	Be "Safe"	Be "Sociable"
- have the resilience, independence, determination and tools required to tackle obstacles. - acknowledge and celebrate their successes and the successes of others. - have high expectations of themselves and endeavour to meet these every day.	- behave in a sensible and considerate manner. - move round school in a calm and safe way, ensuring everyone feels comfortable in school. - show respect to each other and feel valued and protected in school.	- communicate with one another showing tolerance and understanding to the views of others. - talk and engage with others in a kind and thoughtful way. - celebrate other cultures and traditions.

Our Values:

Our values underpin all the work that we do and the decisions that we make:

Be "Brave"	Be "Kind"	Be "Present"

We believe in:

demanding high levels of progress and achievement from all students	care and support to break down the barriers to learning	improving our students' vocabulary comprehension and reading skills	a broad and balanced curriculum that challenges everyone

ABOUT US

Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the Southeast of Sheffield. We are above average nationally for pupil progress. We have been nationally recognised for our work with Pupil Premium. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We are the founding school within the Minerva Multi Academy Trust. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: Thank you for your interest in this role at our school.

Section 5: Job Description

Minerva Learning Trust Job Description

Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Curriculum Leader for Science
GRADE/SALARY	Teachers Pay Range - MPR/UPR plus TLR1B
HOURS/WEEKS	Full time
LOCATION	Handsworth Grange Community Sports College
RESPONSIBLE TO	Assistant Headteacher
RESPONSIBLE FOR	Strategic leadership for the development and management of the Science department
PURPOSE OF THE JOB	As a Subject Leader of Science, you will be responsible for the strategic development and day-to-day running of the department. This will include teaching and learning; the progress and attainment of pupil; the curriculum and leadership and management of the department • To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate. • To monitor and support the overall progress and development of students as a teacher and group tutor. • To directly line manage subject leads for each area of science. • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment and outcomes. • To share and support the school and Trust's ethos and culture toward providing and monitoring opportunities for personal and academic growth.

RELEVANT QUALIFICATIONS	• Qualified Teacher Status • A Degree in Relevant Field

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

In fulfilling the requirements of the post, you will demonstrate the essential professional characteristics that are outlined in the current School Teachers Pay and Conditions Document.

You will:

- inspire trust and confidence in students and colleagues
- support the vision, ethos and policies of Handsworth Grange Community Sports College
- lead and manage the department and build team commitment with colleagues
- ensure that students make progress in relation to appropriately challenging targets using local, national and international data sets
- work with a commitment to improving students' communication skills, particularly in reading writing, confident use of number and ICT

RESPONSIBILIES

1. **<u>Lead, manage and develop Science across the curriculum</u>**

- To provide strategic leadership for the development and management of the science department.
- Have a clear understanding of the aims and purposes of science, of how it contributes to school improvement and the personal development, well-being and achievement of pupils.
- To develop and lead a team of committed science teachers with the expertise to provide a high-quality programme, with regular meetings and delegation of roles, responsibilities and tasks.
- To keep abreast of local and national developments in science and STEM.
- To manage the department's capitation, resources, development and staff deployment in line with the School and Department Development Plans and national and local initiatives.
- To have an overview of, and make a contribution towards, the planning and delivery of continuous professional development and training related to teaching and learning across the school as it relates to knowledge, understanding and skills of science.

2. Managing teaching & learning

- Demonstrate and evidence good teaching ability; to be able and willing to share with, support and motivate colleagues.
- Create a safe and supportive classroom environment through the development of ground rules with each group of pupils.
- Discuss, develop and disseminate best practice in teaching & learning.
- Ensure teaching programmes include a wide range of approaches and activities for pupils and that staff have the skills and experience to lead them effectively.
- Help staff to select activities and resources that meet the intended learning outcomes of the programme and the needs of the pupils.
- Ensure lessons reflect all aspects of difference and diversity within the classroom and community.
- Provide a range of assessment activities that teachers can use to assess achievement of different outcomes, taking account of skills development, as well as gaining knowledge.
- Place an emphasis on pupil reflection and self–assessment as the foundation of learning in science

3. Impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated science curriculum for pupils.
- To identify clear, appropriate targets for attainment and/or achievement in science.
- To monitor, assess, evaluate and record pupil progress and achievement against agreed targets.
- To attend line management meetings with a clear overview of progress within each subject area of science.
- To ensure the planning and delivery of appropriate and timely interventions for pupils.
- To develop evaluation strategies that contribute and link to overall school self-evaluation procedures.

4. Leading, developing and enhancing the teaching practice of other staff

- To establish and maintain common standards of practice across science teaching and develop the effectiveness of teaching and learning styles.
- To plan and implement strategies to improve teaching where needs are identified.
- To provide induction, support and monitoring of new staff.
- To act as a performance management team leader for identified staff.
- To ensure all staff in school are familiar with the aims and objectives of science.

5. Transition

To liaise, where appropriate and possible, with primary partner schools to:

- Co-ordinate, develop and monitor progress in science throughout transition.
- Plan, coordinate & develop shared teaching & learning across the schools throughout transition.
- Liaise with outside agencies and other post-16 providers e.g. Sheffield College, to facilitate effective progression.

SAFEGUARDING

To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.
  - To liaise with other appropriate colleagues to ensure that authorised science activities both on and off the premises meet all health and safety requirements.
  - To develop and support partnerships with parents e.g. ensuring appropriate and early contact and liaison, facilitating parental support and involvement, re-enforcing school expectations, homework policy and examination requirements.
  - To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
  - To act as a role model of good practice for other teachers within the department and across the school e.g. in professional conduct, in teaching and learning, in management of pupil behaviour, in relationship with colleagues both in and outside of school etc.
  - To lead or contribute towards additional tasks or strategies related to the School Development Plan and school improvement as agreed with the LT Line Manager e.g. leading or participating in a Working Group, reviewing/creating policies and procedures, leading or contributing to in-school CPD activities.
  - To participate in school quality assurance procedures e.g. lesson observations.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. 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 Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification

Minerva Learning Trust Person Specification

Post title: Curriculum Leader for Science

Minimum Essential Requirements	Method of Assessment
QUALIFICATIONS	
Qualified Teacher Status	AF
Degree in related Subject	AF
KNOWLEDGE AND EXPERIENCE	
Recent teaching of Science at KS3 and KS4	AF/I/R
Experience of raising standards for students of all abilities	AF/I/R
Experience of leading or contributing towards a successful department or whole school initiative	AF/I/R
A good understanding of strategies to raise student attainment at all levels	AF/I
Knowledge and understanding of the contribution their subject specialism makes to meeting the present/future needs of young people	AF/I
SKILLS	
A range of effective behaviour management techniques	AF/I/R
Ability and commitment to supporting both literacy and numeracy strategies alongside their specialism/s	AF/I
Capacity to motivate, inspire and challenge young people and colleagues	AF/I/R
Ability to lead and manage an effective team	AF/I/R
Ability to interpret performance data across the department	AF/I
Ability to effectively use ICT in the classroom and as a management tool	AF/I/R
PROFESSIONAL DEVELOPMENT	
Evidence of a commitment to continuing professional development	AF/I
Willingness to actively participate in professional learning	AF/I
Willingness to stay abreast of national developments in education and contribute to developing resources and pedagogy to reflect the changing landscape	AF/I
QUALITIES AND ATTRIBUTES	
High expectations of self	AF/I
The ability to act on advice and be open to coaching	AF/I
The ability to motivate others	AF/I
The ability to remain calm and diffuse situations	AF/I
A commitment to support the Trust and the school's aims, vision and ethos	AF/I
Adaptability and resilience, with the ability to cope with periods of work pressure with a sense of proportion	AF/I

Energy and commitment to professional responsibilities and to the betterment of all pupils	AF/I
A willingness to contribute to the wider life of the school	AF/I
WORK RELATED CIRCUMSTANCES	
Ability to manage working hours flexibly to meet the demands of the role	AF/I
Willingness and ability to travel to other work locations within the Trust and other venues.	AF/I
Demonstrate a positive team approach to work	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key: AA = Assessed activity
AF = Application form
I = Interview
R = Reference

Section 7: The Appointment Process

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

1. The Application Form

   You must complete the standard Minerva Learning Trust job application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand, please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

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

3. Present Appointment

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

4. 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.

5. Referees

   If you are currently working, or have worked before, your first reference must be your present or most recent employer.

   - Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
   - Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
   - If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
   - If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
   - Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

   Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font**.

7. 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 some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to the Headteacher's PA akeeton@handsworth-mlt.co.uk

8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

9. Feedback

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

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to akeeton@handsworth-mlt.co.uk by the closing date.

Section 8: Visitors to Handsworth Grange Community Sports College

Satnav Address:

Handsworth Grange Community Sports College
Handsworth Grange Rd
Sheffield
S13 9HJ

Bus Routes to Handsworth

52 & 52A
30
95A

Approaching from the M1
By car (via M1)

At junction 31, take the A57 exit to Sheffield (SE)/Rotherham (S)
Follow A57 and B6200 to Sheffield
At the roundabout, take the 1st exit onto A57
At the roundabout, take the 2nd exit and stay on A57
At the roundabout, take the 2nd exit onto B6200
At the roundabout, take the 1st exit onto Sheffield Rd/B6200
Continue to follow B6200
Turn left onto Beaver Hill Rd/B6066
Turn right onto Handsworth Grange Rd
436 ft
Turn left
Destination will be on the left

Approaching from Sheffield Parkway
By Car

Take Rotherham Gateway/Sheffield Pkwy/A630, B6533 and B6066 to Handsworth Grange Rd in Sheffield
Head north on Rotherham Gateway/Sheffield Pkwy/A630
Take the B6533 exit towards Catcliffe/Advanced Manufacturing Pk/Sheffield/Business Pk
At the roundabout, take the 3rd exit onto Europa Link/B6533
At the roundabout, take the 1st exit onto Poplar Way/B6533
At the roundabout, take the 3rd exit onto Highfield Spring/B6066
At the roundabout, take the 1st exit and stay on Highfield Spring/B6066