

## SAPIENTIA EDUCATION TRUST

### FRAMINGHAM EARL HIGH SCHOOL JOB DESCRIPTION

#### DIRECTOR OF SCIENCE

#### PERMANENT

**Full-time or 0.8 (to be discussed at interview)**

<b>Line Manager:</b>	<b>Headteacher</b>
<b>Salary:</b>	MPS minimum to UPS maximum PLUS TLR1

#### THE POST

The Director of Science is responsible to the Headteacher for leading the Science curriculum considering the School's mission statement and ethos. The Director of Science will have responsibility for leading teachers of Science, quality assuring the curriculum and engaging with a wide range of experiences to support children reaching their potential.

They will also hold the post of a teacher under the standard contract for teachers at Framingham Earl High School.

Framingham Earl High School is member of the Sapientia Education Trust (SET), which is currently led by the CEO.

On appointment, the successful candidate will be required to complete a six-month probationary period.

#### PERSON SPECIFICATION

Qualified to degree level.	Essential
Qualified Teacher Status.	Essential
Professional Development in preparation for Middle Leadership	Desirable

#### Experience

A proven track record of outstanding teaching and learning including excellent knowledge of strategies for raising achievement and achieving excellence.	Essential
Proven, recent, successful classroom practice that motivates, challenges and develops students and includes excellent knowledge of how to build and sustain a learning community.	Essential

Working productively with parents, Trustees, and the wider community.	Essential
Successful systems to monitor and evaluate student performance.	Essential
Building and sustaining successful partnerships with external agencies.	Essential
Managing performance of staff and understanding the relationship between CPD and sustained school improvement.	Desirable
A proven track record for leading change, creativity, and innovation.	Essential
An understanding of budgetary management and principles of best value.	Desirable
Working cooperatively with other schools in partnership.	Desirable

## Skills

Lead, inspire, challenge and empower teams/individuals to perform outstandingly.	Essential
Demonstrate personal and professional integrity and an ability to model the values and vision of the school.	Essential
Excellent communication skills with a range of audiences.	Essential
Think strategically, build and communicate a coherent vision in a range of compelling ways.	Essential
Emotional resilience in working through challenges.	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children.	Essential
Demonstrate personal enthusiasm for and commitment to the learning process including a capacity for sustained hard work with energy and enthusiasm.	Essential
Give and receive effective feedback and act to improve personal performance.	Essential
Excellent skills of collaboration and networking for the benefit of pupils.	Desirable
Demonstrate 'political' insight and anticipate trends.	Desirable

## Personal Attributes

Passionate about education and educational issues.	Essential
Ability and energy to inspire the best in others.	Essential
Exceptional personal integrity and character.	Essential
Evidence of commitment to significant continuous professional development.	Essential
Culturally agile and adaptable.	Essential
Personal confidence, determination and resilience.	Essential
Personal impact and presence.	Essential
Displays sensitivity.	Essential
Sense of humour and approachability.	Essential
Keen for the potential of further career development.	Desirable
Both a team player and a leader.	Essential
Displays emotional resilience.	Essential

## JOB SPECIFICATION

## **General Responsibilities**

The Director of Science is responsible to the Headteacher for leading the Science curriculum considering the School's mission statement and ethos. The Director of Science will have responsibility for leading teachers of Science, quality assuring the curriculum and engaging with a wide range of experiences to support children reaching their potential.

The post holder will be responsible to the Headteacher, for teaching classes in the School using their skill, experience and best endeavors. They will abide by the Code of Conduct for Staff and Volunteers at Framingham Earl High School. A contribution to the wider life of the School by supporting extra-curricular activities is an expectation of all staff.

Framingham Earl High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the School's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

## **Specific Responsibilities**

### **General Director of Subject Responsibilities**

- To be an ambassador for your subject and the School;
- To model the core values of the School in your professional life;
- To be visible throughout the School – leading and supporting the School community to commit to the core values of the School. This includes participating in and supporting duty teams, emergency cover, and ensuring excellent behaviour, attitudes and standards of students;
- To lead the monitoring, review, and evaluation of your subject area and with the Senior Leadership Team identify the priorities that will lead to continuous improvement and the raising of standards. Ensure SLT and if appropriate, SET leaders or Trustees, with responsibility for your own areas are fully briefed and able to contribute effectively;
- To establish a culture that promotes excellence, equality, and high expectations for all students;
- To communicate effectively with parents, carers and students sharing the aims of your subject area and keeping external communications up to date including reports and school website;
- To lead teachers in your subject area to effectively meet the subjects aims and uphold the School's values;
- To be part of the Performance Management process;

- To contribute positively to discussions leading to the development of effective policies, practices and structures;
- To effectively analyse patterns and trends in data and respond to these via reviews of lessons, teaching delivery and schemes of work;
- To ensure that resources are efficiently and effectively used to achieve the aims of the School and to facilitate its day to day operation;
- To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and efficiency of staff and students of the School and to maintain good discipline;
- To attend meetings with link Senior Leadership Team member, Directors of Subjects, Trust Networks and other School management meetings;
- To foster and support extra-curricular activities in the interest of the School community that support the promotion of your subject area e.g. visiting speakers, trips, and excursions;
- To attend meetings with SET representatives or Trustees when requested to present on specific aspects of School life linked to your subject areas;
- To take an equitable share of duty supervision;
- To be part of the pastoral system working as a form tutor;
- To take on additional responsibilities as directed by the Headteacher and/or CEO.

### **Specific Responsibilities (To be updated annually or when required)**

To have overall responsibility for Science curriculum, taking into account the School's mission statement and ethos.

To have overall responsibility for the attainment in all year groups, working to increase levels of student progress with particular attention to SEND, Pupil Premium and HPA cohorts.

To quality assure Science provision for students and raise standards for the quality of provision across the school.

To ensure that students needs are fully catered for within the Science curriculum and appropriate interventions and adaptations are in place.

To foster high quality partnerships with external agencies to support delivery of Science including STEM networks, local business/labour markets and HE/FE institute.

To have overall responsibility Health & Safety within the department including working with technician team and SET H&S manager.

### **NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

## **REMUNERATION**

### Salary Details:

MPS minimum to UPS maximum PLUS TLR1.

The post-holder will be entitled to join the teachers' pension scheme.

## **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Framingham Earl High School employees.

## **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## **REVIEW**

The Job Description will be reviewed annually as part of Framingham Earl High School's Performance Management programme.