



INFORMATION FOR CANDIDATES

Grace Academy Darlaston Head of Chemistry

Deadline for Applications: 19th May 2025 3.00pm

MPS - UPS + TLR 1a

"Grace Academy Darlaston is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."

Welcome from Henry Holland

Principal, Grace Academy Darlaston



Thank you for your interest in joining Grace Academy Darlaston, an 11-18 school that serves the community of Darlaston and the surrounding areas in and around Walsall. We are incredibly proud of our Academy and our community. We are proud of our happy students and staff, both of whom work together to achieve excellent results. Our mission is ongoing yet immensely rewarding. We work tirelessly to provide an excellent education for our students, with a focus on high standards and high aspirations.

Whilst our Academy is not a faith school, it does have a unique Christian Ethos based upon our five core values: *Grace, Respect, Integrity, Excellence and Potential*. We strive to uphold these values in all that we do and we are determined that our attitudes and actions reflect these each and every day.

Having recently been awarded the ACE School of Character Quality Mark, we have high standards in all aspects of learning and behaviour and set challenging targets for further career and personal development. We have a focus on learning and fun through a variety of extra-curricular and enrichment clubs, activities, special events and holidays. Our core set of values ensures that every student is given the opportunity to develop into confident, successful and happy young adults, ready to face the future.

We are rated by Ofsted as Good, with strong, focused leadership, the successful applicant will join a friendly, dynamic and supportive academy staff team who are wellbeing focussed. Further development opportunities are provided through internal and external CPD courses and academy training days.

The life in our academy and teamwork is very important to us and we hope you will be able to play a key part in that. We invite you to explore our website, visit our social media pages, and most importantly - come and visit. We look forward to receiving your application.

Henry Holland

Principal - Grace Academy Darlaston



Limitless **POTENTIAL** | Intentional **EXCELLENCE** | Mutual **RESPECT**
Genuine **INTEGRITY** | Amazing **GRACE**

An Introduction - Tove Learning Trust


EMPLOY
OVER
1,700
STAFF


EDUCATE
OVER
11,500
PUPILS

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- ✓ **Teacher & support staff pension schemes**
- ✓ **Continuous Professional Development (CPD)**
- ✓ **Training School Alliance**
- ✓ **Networking opportunities**
- ✓ **Specsavers Eyecare Voucher**
- ✓ **Flu vaccine**
- ✓ **Employee Assistance Programme (EAP)**
- ✓ **Medicash - Health Cash Plan:**
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel

TOVE LEARNING TRUST SCHOOLS

West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

Northamptonshire and Milton Keynes

- CE Academy
- Elizabeth Woodville School
- Huxlow Academy
- Knowles Primary School
- Lord Grey Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Stantonbury School
- Water Hall Primary School
- Whitefriars Primary School
- Wootton Primary School

Head of Chemistry - Grace Academy Darlaston

Job Description

REPORTING TO:

Director of Science

MAIN PURPOSE

We are looking to appoint an innovative and inspirational Head of Chemistry to ensure that the learning of students in the department is maximised for all.

Main Duties

- To ensure that student attainment and progress within the Department are maximised.
- To monitor and support student attainment and progress.
- To be accountable for student attainment and progress and development within the Department.
- To monitor, develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Department, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Principal of the Academy.
- To be accountable for leading, managing and developing the Department.
- To effectively manage and deploy teaching and support staff, financial and physical resources within the Department to support the designated curriculum portfolio.

Qualifications

- Qualified Teacher Status

Leadership of Personnel

Team of Department Staff

Key Tasks & Responsibilities

Strategic & Operational

- To lead the development of appropriate syllabuses, resources, curriculum, assessment and teaching and learning strategies in the Department.
- The day-to-day management, control and operation of course provision with the Department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To monitor all aspects of the Department and to intervene where appropriate.
- To ensure rigorous analysis of student progress exists and intervention is in place to ensure that all students make the best progress possible.
- To implement Academy policies and procedures, e.g. equal opportunities, health and safety, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the Department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the Academy.
- To lead and manage the business planning function of the Department, and to ensure that the planning activities of the Department reflect the needs of students within the Department, AIP and the aims and objectives of the Academy.
- To ensure that the work in the Department fully reflects the Academy's distinctive ethos and mission.
- To foster and oversee the application of ICT in the Department, including the development of learning materials.
- To ensure that health and safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary.



Head of Chemistry - Grace Academy Darlaston

Job Description

Curriculum

- To liaise with the Director of Science to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which reflects Academy priorities.
- To lead curriculum development for the whole Department.
- To be accountable for the implementation and outcomes of the curriculum within the 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 liaise with the ALT line manager to maintain accreditation with the relevant examination and validating bodies

Staffing

- To work with the Director of Science to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Department staff.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Department liaising with relevant staff to secure 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 Academy procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the Academy's teacher training programme.
- To be responsible for the day-to-day management of staff within the designated Department and act as a positive role model.

Quality Assurance

- 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 Academy procedures for lesson visits and subject reviews.
- To implement Academy quality assurance procedures and to ensure adherence to those within the Department.
- To monitor and evaluate the Department in line with agreed Academy procedures including evaluation against quality standards and performance criteria.
- To seek and implement modification and improvement where required.
- To ensure that the Department's quality assurance procedures meet the requirements of self- evaluation.

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the Department on the Portal and website.
- To make use of analysis and evaluate performance data provided to ensure student standards and progress are maximised.
- 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 produce reports within the quality assurance cycle for the Department.
- To produce reports on examination performance.
- In conjunction with the relevant member of the ALT, to manage the Department's collection of data.
- To provide the Governing Body with relevant information relating to the Department performance and development.

Communications

- To ensure that all members of the Department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner Academies, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the Department's views and interests.

Marketing and Liaison

- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner Academies and the community, attendance where necessary at liaison events in partner Academies and the effective promotion of subjects at open days/evenings and other events.
- To actively promote the development of effective subject links with external agencies.

Head of Chemistry - Grace Academy Darlaston

Job Description

Management of Resources

- To manage 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.
- To work with appropriate staff in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System

- To monitor and support the overall progress and development of students within the Department.
- To 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 Academy policy.
- To ensure the sanctions and rewards systems implemented in the Department so that effective learning can take place.
- To take responsibility for promoting and safeguarding the welfare of the students within the Academy as a whole.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a teacher.

Other Duties

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by Grace Academy Darlaston.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Academy 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.

Person Specification

Qualifications and Training	Essential	Desirable
Qualified teacher status	✓	
Higher level degree		✓
Other qualification or study relevant to the secondary phase		✓
Teaching and leadership experience		
Experience in developing curriculum and assessment	✓	
Track record of improving outcomes or students	✓	
Team player	✓	
Have a very good understanding of how the learning of students can be maximised including through the effective use of data	✓	
Have a desire to lead others	✓	
Experience of leading other people	✓	
Have very good communication skills	✓	
Be approachable and supportive	✓	
Very good teaching skills	✓	
Desire to make a difference to the learning of students	✓	
Be prepared to share knowledge and skills with other staff and encourage them to do the same	✓	
Be positive open and friendly	✓	
Knowledge and Skills		
Have an inclusive approach to education	✓	
Have a positive approach to using ICT	✓	
Extensive experience in developing curriculum		✓
Evidence of sustained positive outcomes at KS3, KS4 and KS5		✓
Knowledge/experience of taking a lead on CPD		✓
Knowledge/experience of managing a budget		✓
Personal Attributes		
Ability to demonstrate sound balanced judgement with decisiveness, flexibility, and integrity.	✓	
Commitment to vision for developing links with the local community	✓	
Commitment to and belief in equal opportunities and equal values of all students	✓	
Significant evidence of professional integrity and honesty	✓	
Ability to inspire people and build confidence and trust	✓	
Commitment to academic and personal excellence	✓	
Highly effective communicator	✓	
Committed to the highest standards for child protection	✓	
Willingness to develop links with other schools and organisations	✓	
Strong sense of duty and loyalty	✓	
Ability to select appropriate times for humour	✓	

How To Apply/ Recruitment Process

TO APPLY

To apply, please forward a completed application form together with a supporting statement (no more than two sides of A4) outlining your suitability for the role. Your statement should outline how you satisfy the qualification and experience elements of the person specification.

For candidates invited to interview, these responses will be explored further, together with the other elements of the person specification.

Please send your completed application by email to GADrecruitment@darlaston.graceacademy.org.uk

All applications will be acknowledged.

THE RECRUITMENT PROCESS

After the closing date, short listing will be conducted by a panel. You will be selected for an interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Birth certificate and where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient.

**THE CLOSING DATE
FOR APPLICATIONS**
19th May 2025

SHORTLISTING
19th May 2025

INTERVIEWS
w/c 19th May 2025

FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Beverley Beasley, HR Manager, on 0121 568 3300 (GADrecruitment@darlaston.graceacademy.org.uk).

Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.

References may be taken up for all shortlisted candidates prior to interview, unless otherwise specified. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.



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www.darlaston-graceacademy.org.uk  GraceAcademyDarlaston  GADarlaston

www.tovelearning.org.uk  ToveLearningTrust  ToveLearningTrust

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