

Head of Science Application Pack



The next exciting chapter
of your career starts here.

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‘By prioritising staff well-being and providing useful professional development, staff feel more empowered’

‘Determined and consultative leadership’

‘You have created greater pride in the school amongst staff and the wider community’

‘Trust leaders share your high expectations for pupils’ education and welfare’

Ofsted 2021

Information Regarding the Role

Court Fields School employment opportunity:

Head of Science—Full time from September 2023 or sooner if possible

Teachers' MPS to UPS plus TLR1a

Closing date for applications:

Midday on Monday 6th March 2023

Provisional Interview date: Thursday 9th March 2023

We are seeking to appoint a suitably qualified professional who is both passionate and knowledgeable to lead our excellent Science Faculty. The successful candidate will need the drive, expertise and inspirational attributes to shape the work and future development of the faculty.

We are looking for someone who

- able to inspire and lead staff effectively
- can think strategically and provide high quality leadership and management
- able to demonstrate a high standard of subject knowledge
- deliver a high quality curriculum and high standards of teaching across the faculty
- nurtures a passion for studying Science
- ensures students achieve their full potential
- will build positive relationships with both students, staff and parents

Appointment is from September 2023 or sooner if possible

CVs are not accepted, please complete the application form in full.

Closing date: Midday on Monday 6th March 2023

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Job Description

The Trust's aims and values are fundamental and each member of staff will be expected to promote and develop these in all aspects of her/his work. All duties should be exercised in the context of these aims and values and in line with the Trust's policies.

The Conditions of Employment of Teachers (contained in the School Teachers' Pay & Conditions Document) and the Teachers' Standards Frameworks produced by the Teacher Training Agency form part of job descriptions for teachers.

In line with both the complex nature of the roles carried out and the priority placed on development and improvement in all aspects of our work, job descriptions are written in terms of outcomes rather than simply a list of specific tasks.

The postholder shall perform, in accordance with any directions, which may reasonably be given to her/him by the Headteacher from time to time, such particular duties as may reasonably be assigned to her/him.

The generic job description, which follows, outlines the main areas of responsibility. There will be particular areas of responsibility and accountability, which will be negotiated with the successful applicant based on his/her strengths and the needs of the Department.

Post Title: HEAD OF SCIENCE

Purpose: To lead and manage all aspects of the teaching of Science generally within the overall educational aims of the school, and establish and maintain the highest quality possible of teaching and learning in the subject.
To raise achievement within the faculty and ensure all students within the faculty achieve both in terms of attainment and progress.

Reporting to: Deputy Headteacher

Liaising with: School Leadership Team, teaching/support staff, LA representatives, external agencies, organisations, individuals, parents.

Working time: 195 days per year (full time)

Salary Grade: Qualified teachers' pay spine plus TLR 1a

Disclosure Level: Enhanced.

Job Description (Continued)

RELATIONSHIPS:

The post holder is responsible to the Headteacher in all matters, to the Curriculum Deputy Head in respect of Achievement, Curriculum development and implementation, to the Leadership Team Line Manager in all other Faculty matters. Supervising the teaching and non-teaching staff (including students) allocated to work in the Science Faculty.

The post holder works with a number of colleagues in order to promote mutual understanding of Faculty and its relationship within the curriculum as a whole, reduce subject isolation and to improve the quality of teaching and learning.

Working in collaboration with other staff in the development of Science across the curriculum, the Head of Science is responsible to the Head of Year for tutorial and pastoral duties if a Tutor.

KEY TASKS:

To supervise the work of staff employed in the Faculty and the use of the Faculty's premises to include:

- Co-ordinating the teaching in the Faculty and securing a fair distribution of the teaching load.
- Monitoring regularly the quality of the preparation, teaching, marking, setting of homework and completion of records by colleagues including probationary and student teachers, and assisting and advising them on such matters.
- Tracking and monitoring of student progress to ensure students make at least expected progress and introduce intervention strategies where necessary for students who are underachieving.
- Attend school Raising Achievement Groups.
- Holding regular formal meetings with agenda, minutes, etc. with members of the Faculty.
- Supporting and developing Faculty contributions to whole school policies such as Behaviour for Learning, Learning and Teaching, Assessment etc.
- Maintaining standards of professional conduct within the Faculty and assisting and advising members of the Faculty in such matters.
- Promoting the professional development of members of the Faculty.
- Choosing and ordering an adequate provision of teaching materials and maintaining efficient and effective control of the department's capitation allowance.

Job Description (Continued)

KEY TASKS (continued):

- To contribute to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers.
- Complete Faculty SEFs and development plans as requested and present these to the Senior Leadership Team and Governors as required,
- Analyse performance data to assess Faculty strengths and areas for development in order to raise achievement.
- Develop close partnerships in school and in the community with parents, other schools and colleges, business partners and other community groups.
- Contributing to the teaching of the Faculty including the setting and marking of work carried out by the students in school and elsewhere.
- Advising the Headteacher on the aims, policies and organisation of the department.
- Keeping parents informed about the syllabus, aims and methods of the department.
- To carry out the duty of the supervision of students as detailed by the Headteacher in accordance with existing practices.
- To participate as required in meetings with colleagues and parents in respect of the duties of the post.

RESPONSIBILITIES:

The post holder will seek to ensure that:

- Every student achieves their full potential through appropriate courses and quality teaching and learning.
- Appropriate courses are developed and written up in a syllabus and schemes of work and regularly reviewed.
- Effective liaison in the subject is maintained with feeder schools, local schools/ colleges to which the school sends students, those responsible for careers education, and where appropriate, with the local industry.
- The subject is promoted amongst staff and students within the school and the community.
- The materials and fabric of the department are well maintained and relevant Health and Safety Regulations are observed and that a record is kept of departmental stock which is checked annually.
- Conduct Performance Management discussions with members of the Faculty in line with School Performance Management policy.

Job Description (Continued)

PROFESSIONAL STANDARDS:

- Have an up to date and thorough knowledge of the National Curriculum Programmes of Study, curriculum development and exam board specifications.
- Keep up to date with research and development in pedagogy and the subject area
- Be a role model to students through professional conduct and personal presentation
- Arrive at class on or before the start of the lesson and begin and end lessons on time
- Liaise effectively with parents, carers and other agencies with responsibility for students' education and welfare
- Cover for absent colleagues in accordance with our Rarely Cover policy
- Take responsibility for Health & Safety matters for the area you teach and report any matters that are a hazard to those working at or visiting the school
- Be familiar with and support all departmental and School policies, in particular the school's:
 - Safeguarding and Child Protection Policy, including Appendix 1 – Code of Professional Conduct
 - Learning and Teaching Policy
- Work effectively as a member of the Faculty, and as a member of other teams within school (where necessary), to improve the quality of teaching and learning.
- Strive for professional and personal development through the active involvement in the school's line management/performance management system.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

It is an important feature that the post holder should be a positive, professional role model. It is equally important that the Head of Faculty is able to identify their own personal and professional development needs and be able to set and achieve their own professional objectives within a supportive school environment.

Each individual task may not have been identified and outlined within the main duties and responsibilities above. It would be expected that a Head of Faculty would carry out any reasonable request made to undertake work of a similar level that is not specified in this job description.



The Castle Partnership Trust
ACHIEVE | BELONG | PARTICIPATE

Chief Executive Officer: Sarah Watson

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COURT FIELDS SCHOOL

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WELLESLEY PARK PRIMARY SCHOOL

Homefield, Wellington,
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ISAMBARD KINGDOM BRUNEL PRIMARY SCHOOL

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Somerset TA21 8FP
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Application Process

Applications should be emailed to tmorcom@courtfields.net or posted to:

Mrs Tracey Morcom
Cover Manager & HR Assistant
Court Fields School
Mantle Street
Wellington
Somerset
TA21 8SW

The closing date for applications is: Midday on Monday 6th March 2023
Provisional Interview date: Thursday 9th March 2023

The Castle Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. The successful candidate will be subject to employment checks, including an Enhanced DBS disclosure.

Achieve.
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