



**HIGHFIELDS  
SCHOOL**

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Wolverhampton WV4 4NT

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NOR 1742

SIXTH FORM 343

**HEAD OF GCSE COMBINED SCIENCE - FOUNDATION TIER**

**TLR 1A**

**Required for September 2024**

We wish to appoint an innovative and highly motivated teacher to lead and manage the development of the curriculum for Combined Science GCSE, Foundation Tier.

The successful candidate will be an excellent practitioner who has the passion and creativity to further develop an outstanding curriculum that will enthuse students to enjoy and achieve in Science. They will have effective communication skills and an outstanding commitment to ensuring that Science is relevant and engaging to all students. They will manage a large group of experienced Science staff, building upon recent developments in teaching and learning for Combined Foundation students.

This post is suitable for an experienced middle leader or an ambitious and talented teacher looking to take on their first Head of Department role.

**As a department we offer:**

- A comprehensive and personalised induction programme
- Experienced and supportive staff
- A creative and collaborative working environment
- Opportunity to teach from KS3 to A Level
- High proportion of students in GCSE Single Sciences and A Level
- Excellent student progress and results
- Exceptional facilities for practical/experimental lessons
- Strong budgets to support experimental classroom practice

**As a school we offer:**

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Modern and stimulating teaching facilities
- Excellent CPD opportunities at all levels

Please submit applications through [TES](#)

To arrange a visit, or to discuss this vacancy further, please contact Mr A Frost: Assistant Headteacher, Head of Science Learning School – [afrost@hswv.co.uk](mailto:afrost@hswv.co.uk)

**Closing date:** Wednesday 22<sup>nd</sup> May 2024 at 9am

**Interviews:** Thursday 23<sup>rd</sup> May 2024

**Highfields School is committed to safeguarding and promoting the welfare of children and young people**

This post is subject to an Enhanced DBS check and 2 very good references



## HIGHFIELDS SCHOOL

### Job Description

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Post Title:</b>       | <b>Head of Department</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Purpose:</b>          | <ul style="list-style-type: none"><li>• To be accountable for leading, managing and developing teaching and learning within the Department.</li><li>• To ensure the effective implementation of an appropriately broad, balanced, relevant and adapted curriculum in all lessons within the Department.</li><li>• To effectively manage and deploy appropriate teaching and learning resources within the Department.</li><li>• To develop and enhance the teaching practice of others.</li><li>• To improve the quality of students' learning.</li><li>• To monitor student progress within the Department.</li></ul> |
| <b>Reporting to:</b>     | Head of Learning School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Responsible for:</b>  | Teaching staff and other relevant personnel within the department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Liaising with:</b>    | Head/Deputy Headteachers, Lead Practitioners, other Heads of Department, Heads of School, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, parents.                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Working Time:</b>     | 195 days per year, full time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Salary/Grade:</b>     | TLR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Disclosure level:</b> | Enhanced                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

#### MAIN (CORE) DUTIES

##### Operational/Strategic Planning

- To ensure that the curriculum is appropriately sequenced and meets the needs of students.
- To ensure that the curriculum planning is informed by evidence based practice.
- To link the development of appropriate specifications, schemes of work and assessment to teaching and learning strategies in the classroom.
- To ensure that there is an appropriate assessment calendar for each specification.
- The day-to-day management, control and operation of teaching and learning within the Department, including effective deployment of teaching and learning resources.
- To prepare, implement and evaluate a Department Improvement Plan.

- To consider staff wellbeing and workload when writing the Department Improvement Plan.
- To implement relevant School Policies and Procedures.
- To liaise with the Head of Learning School to maintain accreditation with the relevant examination and validating bodies.
- To ensure an appropriate teaching and learning environment throughout the Department through active monitoring and follow up.
- To work with the Head of Learning School to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.
- To support the Head of Learning School in ensuring that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in line with national requirements.
- To lead the active monitoring and tracking of student progress within the Department.
- To liaise with Head of Learning School and ensure under-achievement is appropriately addressed.
- To address differences in progress for particular student groups, including Pupil Premium, as identified on the School Improvement Plan and through Department tracking and monitoring.
- To work with colleagues to ensure that the curriculum provision meets the needs of SEND students.

### Teaching and Learning Provision

- To liaise with the Deputy Headteachers and the Head of Learning School to ensure the delivery of appropriate, comprehensive, high quality and cost-effective Teaching and Learning programmes which complement the School Improvement Plan.
- To be accountable for the development and delivery of teaching and learning in the Department.

### Teaching and Learning Development

- To lead the development of teaching and learning in the Department.
- To keep up to date with national developments in teaching and learning practice and methodology.
- To actively monitor and respond to teaching and learning development and initiatives at national, regional and local levels.
- To respond to and support new initiatives in teaching and learning introduced by Lead Practitioners.
- To ensure that the development of curriculum areas within the Department is in line with national developments.

### Staffing

#### Staff Development

#### Recruitment/Deployment of staff

- To work with the Head of Learning School, Deputy Headteachers, and Lead Practitioners to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

- To liaise with the Head of Learning School for the efficient and effective deployment of the Department's technicians and support staff.
- To undertake Appraisal Review(s) and to act as reviewer for colleagues within the Department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff on matters pertaining to teaching and learning.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme on matters pertaining to teaching and learning.

### Quality Assurance

- To establish common standards of practice in teaching and learning within the Department.
- To contribute to the School procedures for lesson observation.
- To implement School quality procedures, including student work scrutinies and student voice.
- To monitor and evaluate the Department in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of School Self Evaluation and the School Improvement Plan.

### Management Information

- To make use of data to inform the development of teaching and learning in the Department.
- To make use of data to evaluate the outcomes of teaching and learning in the Department.
- To provide the Governing Body with relevant information relating to teaching and learning across the Department.

### Communications

- To ensure that all members of the Department are familiar with its aims and objectives.
- To ensure that meetings are appropriately planned to ensure timely communication and time is used for collaboration to develop teaching and learning.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the Department's views on teaching and learning.

### Marketing and Liaison

- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases and the school website.

- To lead the development of relevant effective links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective links with external agencies.

### 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 ensure that all teaching rooms offer an appropriate teaching, learning and working environment.

### Pastoral System

- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To ensure the Behaviour Management system is implemented in the Department so that effective learning can take place.

### Teaching

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

### Other Specific Duties

- To play a full part in the life of the school 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 in the Appraisal process.
- To undertake any other duty as specified by STPCD not mentioned in the above.
- 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 manager 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 school 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 employer who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: ..... Date: .....  
**Headteacher**

Signed: ..... Date: .....  
**Teacher**



## HIGHFIELDS SCHOOL

### HEAD OF DEPARTMENT PERSON SPECIFICATION

| AREA                             | FACTORS                                                        | ESSENTIAL | DESIRABLE | HOW IDENTIFIED                       |
|----------------------------------|----------------------------------------------------------------|-----------|-----------|--------------------------------------|
| Qualifications                   | Qualified Teacher Status                                       | •         |           | Application Form                     |
|                                  | Degree or equivalent                                           | •         |           | Application Form                     |
|                                  | Higher Degree or equivalent                                    |           | •         | Application Form                     |
|                                  | Management Qualification                                       |           | •         | Application Form                     |
| Experience, Knowledge and Skills | Middle Management Experience                                   |           | •         | Application Form                     |
|                                  | Advanced Level teaching                                        |           | •         | Application form                     |
|                                  | GCSE teaching                                                  | •         |           | Application form                     |
|                                  | SEND Experience                                                |           | •         | Application Form/Reference/Interview |
|                                  | Good pupil progress                                            | •         |           | Application Form/Interview           |
|                                  | Curriculum Development                                         | •         |           | Application Form/Reference/Interview |
|                                  | Staff Development/Leading INSET                                | •         |           | Reference/Interview                  |
|                                  | Evidence of personal Professional Development                  | •         |           | Application Form                     |
|                                  | Links with External Agencies                                   |           | •         | Application Form/Reference/Interview |
|                                  | Knowledge and understanding of subject                         | •         |           | Application Form/Reference/Interview |
|                                  | Knowledge and skills in ICT/E-confident                        | •         |           | Application Form/Reference/Interview |
|                                  | Knowledge and understanding of data and management information | •         |           | Application Form/Reference/Interview |

| AREA                                    | FACTORS                                                             | ESSENTIAL | DESIRABLE | HOW IDENTIFIED                       |
|-----------------------------------------|---------------------------------------------------------------------|-----------|-----------|--------------------------------------|
| <b>Experience, Knowledge and Skills</b> | Knowledge and understanding of monitoring, review and evaluation    | •         |           | Application Form/Reference/Interview |
|                                         | Knowledge and understanding of intervention strategies              | •         |           | Application Form/Reference/Interview |
|                                         | Ability to lead and motivate others                                 | •         |           | Interview/reference                  |
|                                         | Clarity of written and oral communication                           | •         |           | Application Form/Reference/Interview |
| <b>Personal Attributes</b>              | Educational Vision                                                  | •         |           | Application Form/Interview           |
|                                         | Capacity for hard work                                              | •         |           | Reference                            |
|                                         | The ability to be flexible, focussed and friendly in leading others | •         |           | Interview/Reference                  |
|                                         | Resilient                                                           | •         |           |                                      |
|                                         | Innovative thinking                                                 | •         |           | Application Form/Reference/Interview |
|                                         | To be a team builder/player                                         | •         |           | Interview/reference                  |
|                                         | Sense of humour                                                     |           | •         | Interview/Reference                  |