



'Listed recently as one of the top 10 most innovative schools in the country'



Welcome from the Principal

We live in exciting times – our great city of Liverpool is currently undergoing an amazing renaissance, with new jobs, investment and opportunities. We are delighted to be able to offer one of the most unique roles in UK education here at the Life Sciences UTC. Our most recent Ofsted inspection has graded us as a ‘good’ school in all areas and outstanding in Personal Development, behaviour and wellbeing behaviour. Our exceptional academic results and reputation place us in the top 3 highest performing academic colleges in the city region and in the top 8 schools for KS4 progress. We are the best performing UTC in the country.

The Life Sciences UTC is now in its tenth year and continues to grow both physically and in reputation. A unique culture and ethos is driven by our mantra that ‘Every Day is an Interview’ allowing for an extraordinary learning environment in which students and teachers flourish. The curriculum is driven by student’s destinations and an extremely high standard of teaching and learning is matched by an extraordinary programme of project based learning, enrichment and work placements.

We believe that when joining our team as a student, parent, member of staff or a member of the local community, by embracing our values of high aspiration, transformational experience, community engagement and excellent achievement we will deliver outstanding educational outcomes for all.

We believe it is our job to ensure that our students take pride in all they do and graduate from Life Sciences UTC with the confidence to take on the competitive and ever-changing world around us.

If you have any questions, would like a conversation or if you wish to come and see the outstanding work happening across our academy please feel free to contact us.

Jillian Davies

Principal

History of Liverpool Life Sciences UTC

Liverpool Life Sciences UTC was the first Science and Health specialist school in the country opening in 2013. As a UTC it is a 14-19 school that offers a range of GCSE, A level and BTEC qualifications to students alongside a truly unique offer of internships, project based learning and experiences. The UTC is well resourced both in terms of facilities and staff. With industry standard science labs, a mock hospital ward, cinema and even its own urban farm, there is genuinely no school quite like it in the country. It is housed in a superbly equipped building in one of the most exciting areas of Liverpool.

The Trust

Northern School Trust is a not-for-profit education charity. It is a well-developed MAT (Multi-Academy Trust) held in high regard by the DFE. There are currently three schools in the Trust including an innovative Studio School, the Life Sciences UTC in the centre of Liverpool and North Liverpool Academy one of the largest schools in the city.

The Trust is proud of its collaborative way of working and is developing into a nationally recognised and trusted academy sponsor with an excellent reputation. The Trust has a wide range of expertise and specialised experience to call upon, having access to the FE, University, private and voluntary sectors as well as partner schools and consultant expertise drawn from across the UK.

The Trust has a central team that provides best value and an efficient service delivery in areas of HR, Finance, Enterprise & Marketing, Governance, Strategic ICT Development, Data and Facilities Management to all NST schools.

Job Description:

Post Title:	Head of Department
Purpose:	<ul style="list-style-type: none"> ◆ Act as a main scale teacher ◆ Lead the Department ◆ To contribute effectively to the work of the UTC and to the achievement of its mission. ◆ To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. ◆ To contribute to the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students. ◆ To actively safeguard and promote the welfare of students in the UTC
Reporting to:	SLT
Responsible for:	The provision of a full learning experience and support for students.
Liaising with:	Support staff other teachers other professionals
Salary/ Grade:	Leadership
MAIN (Core) DUTIES	
Operational / Strategic Planning	<ul style="list-style-type: none"> ◆ To contribute to the UTC's planning activities. ◆ To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area. ◆ To plan and prepare courses and lessons.
Curriculum Provision	<ul style="list-style-type: none"> ◆ To assist SLT to ensure that the curriculum area provides a range of courses which will complement the UTC's strategic objectives.
Curriculum Development	<ul style="list-style-type: none"> ◆ To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the UTC's Mission and Strategic Objectives.
<u>Staffing</u> Staff Development Recruitment / Deployment of Staff	<ul style="list-style-type: none"> ◆ To take part in the UTC's staff development programme by participating in arrangements for further training and professional development. ◆ To continue personal development in the relevant areas including subject knowledge and teaching methods. ◆ To participate in the Performance Management process. ◆ To work as a member of a designated team and to contribute positively to effective working relations within the UTC

<p>Quality Assurance</p>	<ul style="list-style-type: none"> ◆ To help to implement UTC quality procedures and to adhere to those. ◆ To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed UTC procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required. ◆ To review from time to time methods of teaching and programmes of work. ◆ To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and academic mentoring functions of the UTC.
<p>Management Information and Administration</p>	<ul style="list-style-type: none"> ◆ To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS. ◆ To complete the relevant documentation to assist in the tracking of students.
<p>Communication</p>	<ul style="list-style-type: none"> ◆ To communicate and consult with the parents of students. ◆ Where appropriate, to communicate and co-operate with internal/external individuals and bodies as appropriate. ◆ To follow agreed policies for communications in the UTC. ◆ To show an active and personal commitment to safeguarding students by communication any issues that may arise
<p>Marketing and Liaison</p>	<ul style="list-style-type: none"> ◆ To take part in marketing and liaison activities such as Open Evenings and liaison events with primary schools. ◆ To help with the interviewing of prospective students. ◆ To contribute to the development of effective subject links with external agencies.
<p>Management of Resources</p>	<ul style="list-style-type: none"> ◆ To contribute to the process of the ordering and allocation of equipment and materials. ◆ To assist the Curriculum Leaders to identify resource needs and to contribute to the efficient/effective use of physical resources. ◆ To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the UTC department and the students.
<p>Academic Mentoring System</p>	<ul style="list-style-type: none"> ◆ To promote a safe environment for all students as part of the safeguarding agenda ◆ To promote the general progress and well-being of individual students. ◆ To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of UTC life. ◆ To undertake regular personal review interviews with students to assist in evaluating their progress and development and in identifying and monitoring personal action plans.

	<ul style="list-style-type: none"> ◆ To evaluate and monitor the progress of students and keep up-to-date the individual student progress file and other records as may be required. ◆ To contribute to the preparation of Records of Achievement/ profiles and other reports, including the drafting of references. ◆ To alert the appropriate Curriculum Leader to problems experienced by students and to make recommendations as to how these may be resolved. ◆ Monitor course work and targets and report any falling off of performance ◆ Monitor merits rewards and sanctions and undertake appropriate actions ◆ To deliver the Academic mentoring programme. ◆ To contact the parents, via the pastoral team, other curriculum leader or Pastoral Manager to keep them informed of any difficulties and problems experienced.
Teaching	<ul style="list-style-type: none"> ◆ To teach, according to their educational needs, including the setting and marking of work to be carried out by the student in the UTC and elsewhere. ◆ To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required to provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. ◆ To undertake a designated programme of teaching. ◆ To ensure a high quality learning experience for students which meets internal and external quality standards. ◆ To prepare and update subject materials. ◆ To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. ◆ To make extensive use of the ICT facilities that are available to enhance teaching and learning. ◆ To contribute to the development of the materials on the VLE ◆ To maintain discipline in accordance with the UTC's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. ◆ To undertake assessment of students as requested by external examination bodies, departmental and UTC procedures. ◆ To mark, grade and give written/verbal feedback as required. ◆ To ensure that all cross curricular aspects such as Citizenship are delivered according to the academy's plan and that these are assessed and recorded.

UPS 1,2,3 It is the role of post threshold teachers to support others younger in the profession to gain the necessary skills to pass through the threshold or to move higher in expertise. It is therefore expected that each member of staff will contribute towards

the development of the practice of colleagues and be supportive of them so that that the base of knowledge is shared and our expertise as an academy grows. UPS 1,2 and 3 are deemed to be good and very good practitioners and the quality of their work should be always commensurate with that expectation

Enhanced DBS for all roles

OTHER SPECIFIC DUTIES

This job description is current at the date shown but, in consultation with you, may be changed by the Principal.

Person Specification

	Essential	Desirable
Qualification and Development:	<ul style="list-style-type: none"> • A degree in relevant subject. • Subject Specific PGCE • Evidence of recent and relevant continuing professional development. 	<ul style="list-style-type: none"> • Further completed professional study such NPQML • Subject Specific PGCE in Secondary Education. • Ability to additionally teach other subjects
Leadership:	<ul style="list-style-type: none"> • Be fully committed to the vision of the UTC and promote its aims positively. • To be fully committed to achieving the highest of standards and best practice across all aspects of the UTC. • To be fully committed to change and able to adopt and promote a forward thinking and innovative approach to development. • Evidence of leading on an initiative which has led to raising standards. • Evidence of successful experience at middle leadership level. 	
Experience:	<p style="text-align: center;">Essential</p> <p>Recent experience of:</p> <ul style="list-style-type: none"> • Secondary school at senior/middle leadership level. • Evidence of implementing and managing change at whole school or middle management level. • Evidence of significantly improving results. • Evidence of leading a significant change at senior/middle leadership level and securing improvement. • Experience of leading on a curriculum development initiative. • Experience of undertaking school self-evaluation processes. 	<p style="text-align: center;">Desirable</p> <ul style="list-style-type: none"> • Experience of a successful OFSTED inspection. • Experience of data management to demonstrate progress. • Experience of delivering training and development programmes to staff. • Evidence of leading significant aspects of whole school development and securing improvement. • Experience of undertaking whole school self-evaluation processes. • Working in partnership with other educational institutions or agencies. • Experience of managing a school budget or cost centre.

- Evidence of identifying priorities and constructing an improvement plan.
- Experience of managing a school budget or cost centre.
- Successfully leading and managing a team
- Evidence of highly successful experience teaching across the age ability ranges 14-19.

Knowledge;

- An excellent understanding of whole school behaviour strategies.
- An excellent knowledge of up to date classroom pedagogy.
- An understanding of the collection and use of data to inform targets and priorities, leading to improved outcomes.

Personal Qualities and Skills:

- High level ICT skills.
- High level of communication and interpersonal skills.
- Evidence of high level teaching skills.
- Be a good role model to staff: Flexible, enthusiastic, reliable and committed.
- Able to prioritise and manage own time effectively.
- Adopts a collegiate and collaborative approach to leadership.
- Good emotional intelligence.
- A personal commitment to on-going professional development.

Date: October 2023

The UTC is committed to the safeguarding of its students and the promotion of the welfare of children and young people and expects all staff and volunteers to share this commitment.

Why choose Liverpool Life Sciences UTC?

All Staff

- Excellent opportunities for advancement & promotion
- Bespoke training as part of our talent management programme and online accredited CPD courses
- Well lead and managed teams
- Designated ICT helpdesk
- Pay related benefits such as Childcare vouchers and Cycle to Work scheme
- Proactive approach to mental health and wellbeing including a supportive HR Department who can provide access to wellbeing services such as Counselling & Occupation Health
- Access to a 24/7 Employee Assistance Programme – includes access to retail/leisure/supermarket vouchers and advice through salary extras
- Free on-site secure parking via Cains Brewery
- Free access to Fitness suite
- Complementary tea & coffee facilities
- Duke of Edinburgh
- Outstanding enrichment opportunities
- Extended opening hours to promote a better quality of work/life balance

Teachers

- Fast track UPS/Leadership progression
- Training and support for middle or emerging leaders and access to NPQML/SL programme
- Tailored support and mentors for ITT/NQTs
- Paid Development post opportunities

Support Staff

- 36 days paid annual leave (including bank holidays)
- Support for staff wishing to progress into teaching through School Direct
- Membership into the local Government pension scheme, where we as employers pay an additional 11% of contributions
- Time off in lieu when available
- Non contractual discretionary leave during school closure periods

Liverpool and Mersey region

Whether you are a native to Merseyside or looking at relocating, it's clear that Liverpool and Merseyside as a whole has a lot to offer. Being European Capital of Culture in 2008 it's evident why.



Here in Liverpool, there is something for everyone to enjoy, whether it's visiting one of the many museums for a spot of history and culture, to experiencing a taste of the orient – Liverpool has the biggest Chinese arch outside of mainland China!

Here are some other reasons to enjoy our City

- 2 amazing Cathedrals
- Amazing parks and gardens
- 2 top premier league football clubs – both of which are located within walking distance of the Academy
- House prices in the North West are far cheaper than anywhere else in the UK
- Excellent transport links
- Top tourist attractions
- Fantastic range of shopping, restaurants and nightlife

Why not visit www.visitliverpool.com to see why Liverpool is great!

