



GLOUCESTER
ACADEMY



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ACADEMY**



Proud to be part of the

GREENSHAW
LEARNING TRUST

RECRUITMENT PACK

Gloucester Academy
Painswick Road,
Gloucester,
GL4 6RN

Telephone: 01452 428800

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GLOUCESTER
ACADEMY

Dear candidate

Thank you for your interest in the role of Head of Science at Gloucester Academy. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

Gloucester Academy ensures that students and staff can develop and learn in a disruption free environment with exceptional standards. Our school is dedicated to the achievement of all and as such we provide exceptional training and education not only for our students but also for our staff whom we value equally.

Gloucester Academy has an exceptional track record of improvement with results last year making us the 11th most improved school in the country. In our latest Ofsted inspection Gloucester Academy achieved Outstanding in Personal Development and Good in every other category putting it above the vast majority of schools in the area. Our Ofsted result is a testament to the dedication of all staff in the school, the students and the support of the community. Gloucester Academy is an exceptional and incredibly successful school and is looking for like minded individuals who are committed to making a difference.

We are based in central Gloucester which in itself is in a beautiful area of the country and provides access to the Cotswolds whilst maintaining close proximity to Bristol and Cheltenham. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and exciting challenges. At Gloucester Academy we make a real difference to the lives of all we serve.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty seven schools: eleven in South London, seven in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our ['Why you should work for GLT'](#) recruitment brochure on our jobs portal.

Gloucester Academy is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Christine Osment: cosment@gloucesteracademy.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Phillipa Lewis, Headteacher

ABOUT OUR SCHOOL

At Gloucester Academy, we have built our ethos on a strong set of core values which underpin everything that we do. Our aim is to give students at Gloucester Academy a better chance of success than if they attended any other school in the country.

Ambition, excellence and pride run through all aspects of school life.

Ambition

We have a strong desire and determination to achieve success. We believe there are no limits to what can be achieved. We do what it takes for as long as it takes. In other words, we go for it every day!

Excellence

We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.

Pride

We are 'fiercely' proud of ourselves, our school, our community and our Trust. We hold our heads high and feel a sense of togetherness and joy in our school.

GREENSHAW LEARNING TRUST EMPLOYEE BENEFITS

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

DEPARTMENT INFORMATION

The Head of Science role is an exciting addition to the Gloucester Academy team.

The science department at Gloucester Academy consists of five full time teachers, 1 part time teacher, technicians and an HLTA assigned specifically to Science. The team embodies our ethos, they ensure that teaching and learning practices are research led, they provide engaging content through explicit instruction, and ensure that the most recent research on cognitive science is at the forefront of their teaching practices. We have a superlab around which are situated a number of classrooms that mainly are used by one teacher. A science technician supports the lab and ensures that everything is well maintained and ready for use.

TERMS AND CONDITIONS

Line Managed By:	Assistant Headteacher
Line Management:	Science Team, Science Technician
Contract:	Permanent

SALARY

Salary calculated in line with Main Pay Scale Range, points M1-M6 (£31,650-£43,607), Upper Pay Scale Range, points UPS1-UPS3 (£45,646-£49,084). Also a TLR 1 allowance of £10,174 per annum (FTE)

HOURS OF WORK

Hours of work are Monday to Friday, 32.50 hours per week.

PLACE OF WORK

Gloucester Academy, Painswick Road, Gloucester, GL4 6RN.

PENSION SCHEME

Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme. Details of the Teachers' Pension Scheme are available at: <https://www.teacherspensions.co.uk>

HOLIDAY ENTITLEMENT

Subject to Working Time provisions of the School Teachers Pay and Conditions Document your holidays coincide with periods of school closure.

PROBATION PERIOD

New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Head of Science
Responsible to:	Assistant Head
Responsible for:	Science Department and Science Technician

ROLE OVERVIEW

We are looking for a **Head of Faculty** to lead our dedicated Science department. The role would suit either an existing head of faculty or those who are looking to develop from a Second in science/ Lead practitioner or Head of Subject. Please book a tour with us through Cgasher@gloucesteracademy.co.uk to come and look at the school and facilities, we would be proud to show you around and discuss the role further.

The successful candidate will be a dedicated, compassionate, and proactive individual to fulfil a school role that directly impacts our students' academic development. This role is crucial in ensuring that students can be the best of themselves and achieve in Science through strategic leadership of a dedicated team.

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a Teacher/Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

MAIN DUTIES AND RESPONSIBILITIES

Teaching

- To undertake a designated programme of teaching across all key stages
- To teach consistently high-quality lessons
- To plan and deliver schemes of work and lessons that meet the requirements of KS3 and 4
- To be a role model for students, inspiring them to be actively interested in your subject.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for Bromcom, registers
- To complete the relevant documentation to assist in the tracking of students
- To set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- To prioritise and manage time effectively, ensuring continued professional development in line with the role
- To follow the school policies and procedures
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology.

Assessment, Feedback and Tracking

- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To follow department monitoring and tracking systems relating to students attainment, progress and achievement
- To mark, grade and give written/verbal and diagnostic feedback as required
- To undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To complete the relevant documentation to assist in the tracking of students
- To follow department policy regarding department tracking of student progress and use information to inform learning and teaching
- To follow setting and co-ordinating assessment arrangements in history at all Key Stages, and in all areas as required by school policies, including standardising those assessments.

Student Support and Progress

- To be a tutor to an assigned group of students if and when required
- To promote the general progress and well-being of individual students and the Tutor Group as a whole.
- To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required
- To contribute to the preparation of Action Plans and other reports as required
- To alert the appropriate staff to problems experienced by students
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the Behaviour Policy so that effective learning can take place
- To meet with students over whom there are concerns and contact home where necessary in conjunction with year head or department head as appropriate

Head of Department

Undertake the following responsibilities as Teacher with a particular Teaching and Learning Responsibility as Head of Department, being accountable for both staff and student development and performance with regard to that responsibility.

Exercise oversight of the academic and social development of students through a team of Learning Area teachers; devising any relevant, suitable responsibility structure in relation to:

- The delivery of the curriculum at all Key Stages
- The provision of Learning Area related extra-curricular activities
- Oversee/organise curriculum delivery within the Learning Area's curricular responsibilities.

- Ensuring the curriculum planning necessary; incorporating 'whole-Academy' policies; contributing relevant units/components to other Academy syllabuses, as may be required
- Making available full, up-to-date schemes of work, for the subject within the Learning Area, for use internally and externally as required
- Encouraging the selection of suitable teaching and learning styles, materials and subject matter in providing a differentiated approach to students
- Advising on appropriate classroom management
- Advising regarding allocation of students to teaching groups within the Learning Area/Year following appropriate consultation
- Being responsible for the conduct and behaviour of relevant assigned students, and providing support for colleagues
- Advising regarding allocation of staffing for timetabling purposes
- Monitor and analyse the academic performance of students on an ongoing basis and provide relevant reports when requested
- Devise and implement appropriate intervention strategies
- Complete self-evaluation documentation, in particular data analysis of student performance at Key Stage 3, Key Stage 4 and Post-16 as part of the whole Academy self-evaluation process.
- Promote Literacy, Numeracy and communication skills across the Learning Area

Manage allocated resources, through colleagues where applicable.

- Controlling expenditure allowances and fulfilling the Academy's budgeting expectations
- The usage, storage and security of all facilities and resources
- Ensuring the maintenance of relevant inventories according to Academy policies

Oversee the work of members of the Learning Area team and related support staff including:

- Knowledge and understanding
- Teaching, learning and assessment
- Behaviour, health and safety E.g. student management
- Pastoral responsibilities
- Wider professional effectiveness

Contribute to the Academy's consultative process by convening and/or participating in all appropriate calendared meetings, and by ensuring Learning Area/Year representation at all additional relevant Academy meetings.

Having delegated responsibility for the implementation of Health and Safety as may be agreed.

Provide information about the work of assigned curricular/pastoral areas, and the progress of students, to the line manager, Principal, Academy Trust, colleagues and parents when required, reflecting appropriate 'self-evaluation'.

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school.
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

STAFF DEVELOPMENT

- To continue personal development in the relevant areas. To take part in the staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Performance Management process.
- To participate in whole school professional learning programmes

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

Criteria	Essential	Desirable
Training, Qualifications and School Experience: In their application, candidates will demonstrate that they have the following training, qualifications and school experience:		
	<ul style="list-style-type: none"> Hold a recognised degree (or equivalent) with a good classification in a relevant subject teaching qualification (QTS) commitment to own self development 	Relevant Post Graduate studies
Criteria	Essential	Desirable
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> Recent experience of leading and developing within a team - this could be as a second in science/ a lead practitioner/ Head of subject/ or other relevant positions of responsibility Ability to teach your subject area up to Key Stage 4 Desire to further raise overall achievement in your subject area through promoting the highest standards of teaching and learning A flexible approach to the teaching of your subject that seeks to promote the learning opportunities of all students and to secure the highest possible levels of achievement Demonstrate a commitment to following the school's principles of teaching, learning and assessment Good discipline/classroom management 	<ul style="list-style-type: none"> Currently holding a position of responsibility Recent and relevant leadership development/training in Science / management and leadership

	<ul style="list-style-type: none"> • Commitment to working within the School's Safeguarding Policy and Procedures. • Commitment to high standards and expectations. • High levels of professional integrity 	
Criteria	Essential	Desirable
Professional Knowledge and Understanding: In their statement of suitability and during the selection process, candidates will demonstrate professional knowledge and understanding of:		
	<ul style="list-style-type: none"> • Excellent subject knowledge and a genuine passion for teaching your subject • Detailed knowledge of current curriculum and pedagogical developments in the teaching of your subject and the wider curriculum • Understanding of Exam Board specifications 	<ul style="list-style-type: none"> • Awareness of wider educational contemporary issues

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application.

You will have the opportunity to upload additional documents in support of your application if required. Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than 11.59am 29th June. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

For further information please do not hesitate to contact Phillipa Lewis, Headteacher.

INTERVIEW PROCESS

Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post on 04th January 2027 or later if needed



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