



# **Head of Science Recruitment Pack**

# Executive Headteacher Welcome

Welcome to Codsall Community High School, part of South Staffordshire Learning Partnership.

The partnership currently consists of five local schools; two First Schools (Lane Green and St Chads), two Middle Schools (Perton and Bilbrook) and one High School (Codsall High).

Whilst a relatively new organisation we are built upon the principles established over a number of years by myself and senior staff.



Simply put, our goal is to provide the very best educational journey possible for the children of the community which we serve. We do this through ensuring that our staff feel valued and part of a wider family, through investing in the ongoing professional development of all staff, through simplifying and implementing successful teaching and learning strategies, through understanding that teaching is the most valuable job anyone can have because we change lives.

Please take time to visit our schools and see what we are about. I'm confident that you will like what you see and be keen to be part of our exciting journey.

Regards

Alun Harding  
**Executive Headteacher**

# Headteacher Welcome



Thank you for your interest in this role and working with South Staffordshire Learning Partnership at Codsall Community High School. We hope that this recruitment pack provides you with the information that you need to pursue your application.

The success of any organisation and that of its employees depends very largely on the employees themselves, and I am privileged to work with wonderful colleagues to provide the very best education possible to our students.

As an employer we understand that working in education can be challenging, we aim to support staff through initiatives such as Workload Risk Assessment when introducing a new initiative, Wellbeing Days and 'Star of the Week'. The role of the leadership team is to create the right climate and empower staff to deliver outstanding learning.

Codsall Community High School has a long tradition of success and we work hard to provide the very best academic and vocational provision, enabling our students to be confident and successful as they transition into adult life. Relationships between staff and students at the school are incredibly strong and you will feel a genuine warmth when joining our team. Our school vision of Ambition, Altruism and Achievement is at the heart of all we do.

I very much look forward to meeting you and having the chance to show you around our school.

Kind regards

Simon Maxfield  
**Headteacher**

## Our Beliefs – Culture and Benefits

- Our goal is to strip away the unnecessary and focus on the important stuff – making our schools the best possible environments for our young people.
- There is no expectation or belief that getting to school early or staying late is the only way of showing you're working hard. All staff should work in a way that suits them, making sure that they have time for themselves and their loved ones.
- No lesson observation gradings, no showcase lessons, no tick sheet approach – we focus on a culture of typicality and will always work at developing a positive and inclusive culture of support and challenge.
- No expectations to answer emails out of school working hours.
- Open door senior leadership across the organisation – no issue is ever too small to discuss if it's important to you.
- A strong focus on mental health and wellbeing – staff with responsibility for ensuring that there are resources and signposting for any staff that need support.
- In house leadership development programmes as well as access to various NPQ courses.
- SSLP Star of the Term – each term headteachers and SLT will be asked to nominate staff for this award. The winning member of staff will be presented with a £50 voucher for a local restaurant / pub.
- Every member of staff in each school is entitled to 2 x wellbeing half days. These can be requested in advance and can be for any reason.

## Our Beliefs - Workload

- No need or expectation to write or rewrite lesson plans in a particular format.
- An assessment and marking policy which significantly reduces workload by moving from "marking" culture to an effective assessment culture.
- A goal of ensuring that there is no more than one cover lesson per half term, less if possible.
- Data will never be asked for twice in different contexts.
- A maximum of 3 data collection points per year group.
- If a new policy or practice is introduced we will strive to take away something old, ensuring that we review everything we do annually.
- Consultation on key policies which include workload assessments.

# Head of Science – Full Time Permanent M6 – UPS3 plus TLR £13,000 Codsall Community High School

**Closing Date – 12pm, 6<sup>th</sup> February 2023**

We are looking for a dynamic and inspirational Head of Science to join our school in April or September 2023.

The ability to teach GCSE Combined Science is essential. The ability to teach GCSE and A Level Biology, Chemistry or Physics would be an advantage.

The post would suit an exceptional Second in Department who is looking to take the next step in their career or an existing Head of Science with the skills and expertise to lead a department to become outstanding.

Science has always been a successful and valued subject within our school and we offer GCSE Combined Science, GCSE Physics, GCSE Chemistry, GCSE Biology, A-Level Physics, A-Level Biology, A-Level Chemistry and BTEC L3 courses.

To arrange an informal discussion about the post or to visit the school please contact Miss Williams, the Headteacher's PA, at [dwl@sslp.uk](mailto:dwl@sslp.uk) or call 01902 907560.

Please email completed application forms with a letter of application to [jobs@sslp.uk](mailto:jobs@sslp.uk)

*"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment". This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. Further details regarding this check are available from schools or by visiting [www.crb.gov.uk](http://www.crb.gov.uk)"*

## Job Description

<b>Post title</b>	<b>Head of Science (TLR1 £13000)</b>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>To develop the quality of education (the curriculum, assessment and academic support) for GCSE Combined Science, GCSE and A Level Biology, Chemistry and Physics.</li> <li>To secure outstanding progress and enjoyment for GCSE Combined Science, GCSE and A Level Biology, Chemistry and Physics.</li> </ul>
<b>Reporting to</b>	Deputy Headteacher: Academic
<b>Core duties</b>	
<b>Curriculum development</b>	<ul style="list-style-type: none"> <li>To liaise with the Deputy Headteacher: Academic to determine the most appropriate range of courses to offer within the Science Department.</li> <li>To lead a team of Development Teachers to develop outstanding teaching plans and resources to support teaching, learning and assessment in GCSE Combined Science, GCSE and A Level Biology, Chemistry and Physics.</li> <li>To coordinate the development of planning and resources by other teachers within the department.</li> </ul>
<b>Teaching, learning and assessment</b>	<ul style="list-style-type: none"> <li>To visit outstanding Science departments to make links and learn from best practice.</li> <li>To consistently demonstrate outstanding practice in Science that leads to high levels of progress, interest and enjoyment.</li> <li>To monitor and develop the quality of teaching in the department so it meets or exceeds the career stage expectations for all teachers.</li> <li>To ensure teachers use formative assessment to inform the next steps in teaching and learning.</li> <li>To write accurate milestone assessments that can be used to track learner attainment.</li> <li>To ensure teachers assess students' work so they know their strengths (WWW), areas for improvement (EBI) and they take action to improve (DIRT).</li> <li>To moderate grades awarded by Teachers in the department to ensure accuracy.</li> <li>To set up and maintain a central database with summative and formative records of learner attainment.</li> <li>To analyse assessments using question-level analysis to identify specific objectives that students have not mastered and use this to improve the curriculum and organise academic support.</li> </ul>
<b>Academic support</b>	<ul style="list-style-type: none"> <li>To ensure teachers talk to students who are underachieving in Science to review their progress and agree next steps to improve.</li> </ul>

	<ul style="list-style-type: none"> <li>• To work with Development Teachers to coordinate intervention lessons and small group tuition for students who are below target and need to catch up.</li> </ul>
<b>Staff development</b>	<ul style="list-style-type: none"> <li>• To promote teamwork and to motivate staff to ensure effective working relations and high morale with the department.</li> <li>• To carry out regular monitoring and use coaching to improve the Quality of Education provided by all teachers in the department.</li> </ul>
<b>Leadership and management</b>	<ul style="list-style-type: none"> <li>• To formulate the aims, objectives and targets for Science in the school.</li> <li>• To write, with their teaching team, the Team Improvement Plan for Science and lead its implementation.</li> <li>• To lead and manage teachers within the Science department.</li> <li>• To manage the available resources and equipment including deploying the department budget and maintaining equipment and stock.</li> <li>• To contribute to whole school decision-making as Head of Department.</li> <li>• To carry out end of year and mid-term appraisal reviews for all teachers in the department.</li> <li>• To promote teamwork and to motivate staff to ensure effective working relations and high morale.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• To ensure effective communication with parents of students.</li> <li>• To liaise with partner middle schools, higher education, industry, examination boards and other relevant bodies.</li> <li>• To contribute to the school liaison and marketing activities, e.g. the contribution of material for press releases, newsletter etc.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• To be ensure equal opportunities for all.</li> <li>• To contribute to the overall ethos, work and aims of the school.</li> </ul>
<b>Additional duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> </ul>



<p><b>Other</b></p>	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Heads of Department will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>
---------------------	--

## Person Specification

	Essential	Desirable, but not essential
<b>Qualifications</b>	<p>Graduate in a relevant subject.</p> <p>Qualified teacher status.</p> <p>Evidence of substantial professional development.</p>	<p>Good honours graduate.</p> <p>Further relevant qualification.</p>
<b>Experience</b>	<p>Successful experience of teaching GCSE Combined Science.</p> <p>Experience and knowledge of how to improve the Quality of Education in a Science department.</p> <p>Experience of securing high standards of attainment and learner achievement.</p>	<p>Successful experience of teaching GCSE and A Level Biology, Chemistry or Physics.</p> <p>Successful leadership experience in a Science Department in a Secondary or High School.</p>
<b>Skills</b>	<p>An excellent classroom practitioner.</p> <p>Evidence that the vast majority of learners make outstanding progress in classes taught.</p> <p>Effective communication skills both written and oral.</p> <p>Ability to motivate, lead and inspire teachers and students.</p> <p>Ability to use IT as a teaching, learning and management tool.</p> <p>Skills in monitoring, evaluation and improvement planning.</p>	<p>Skills in using coaching to develop the Quality of Education.</p> <p>Involvement as a reviewer in appraisal.</p>
<b>Personal qualities</b>	<p>A vision and the ability to innovate.</p> <p>Commitment to a fully inclusive school.</p>	

	<p>Ability to cope with the duties and responsibilities of the post.</p> <p>High levels of personal ambition, motivation and commitment.</p> <p>Ability to demonstrate sound and balanced judgement, decisiveness and flexibility.</p> <p>Enthusiastic and positive outlook.</p> <p>Sense of humour.</p>	
--	--	--