



## SUBJECT INFORMATION PACK

## HEAD OF SCIENCE

(known as  
Progress Leader)

## Science: creating awe and wonder!

### Our Team

The Science team is made up of strong practitioners who are committed to working collaboratively and supportively to ensure great outcomes for our students.

We are currently a team of 12 teaching staff, both full and part time, 1 HLTA and 1 technician.

We are proud to be part of the Latimer team: if you share our passion and enthusiasm for the awe and wonder that the Sciences can deliver for our students, we would love you to apply for this post!

### The Post

We are looking for a leader for the team: someone who will share our passion for science and also someone who will bring a clear vision, new ideas and embrace the culture of sharing that we foster.

We are seeking a Progress Leader with vision, passion and energy.

In essence, we are looking for an outstanding science teacher and outstanding leader. The successful candidate will be supported by two Assistant Progress Leader TLR holders.

### Our Curriculum

The department is well-resourced with a variety of digital textbooks and practical resources.

GCSE students are following the AQA Combined Science (Trilogy) syllabus. We also offer Triple Science. The recent Science results were above national for progress.

In Years 12 and 13 the department offers three A Level subjects:

OCR: Biology

Edexcel: Chemistry

Edexcel: Physics

### Our Facilities

Most excitingly, we have a recently built Science Learning Centre so you will be teaching in a modern, state of the art Science classroom.

We have 9 main laboratories classrooms, two prep rooms, and additional storage areas, a teaching classroom and a staff base.

Each member of teaching staff is issued with their own laptop and each lab is equipped with a projector and visualiser.

The department is served by a trolley of tablets that allow ICT and data logging to be incorporated into teaching.

## Job Description—Head of Science (TLR1b)

Role: Head of Science (known as Progress Leader)

Line Manager: Vice Principal

Direct Reports: Science Teaching Team  
Senior Science Technician  
HLTA

Scale: TMS/UPS plus TLR1b

### General Responsibilities

- To lead the Science team in securing outstanding outcomes for children and young people;
- As a teacher, to carry out the specific responsibilities of the role as contained in the School Teachers' Pay and Conditions document;
- To be a form tutor and to carry out the specific responsibilities of the role.

### Specific Responsibilities

#### **Leadership**

- Understanding of and being fully committed to the duties and responsibilities in relation to child protection and safeguarding young people;
- To clearly articulate a vision and direction for the department;
- To have a holistic view of the cross-curricular improvement strategies and their implementation in the department;
- To model high standards of professional conduct;
- To monitor the quality of teaching and lead in ensuring that outstanding learning experiences are delivered across the department;
- To support staff well-being;
- To coach, mentor and develop the skills of new staff;
- To monitor and track student progress, initiating appropriate intervention where required to ensure that students achieve outstanding outcomes in Science, including those students who are gifted and talented, disadvantaged or have special educational needs;
- To lead the department self-evaluation process and co-ordinate subsequent improvement planning arising from the School's Standards process and the School Improvement Plan;
- To be responsible for leading on the curriculum improvements and developments across the Science subjects;
- To oversee regular and impactful primary liaison with the feeder schools;
- To ensure that the Science curriculum promotes high literacy, numeracy and ICT skills for students;

## Job Description continued

- To promote high standards of student behaviour;
- To co-ordinate the deployment of the technician team;
- To lead in ensuring that appraisal arrangements for members of the Science teaching team and technician team are carried out and that staff are supported in their professional development;
- To ensure that resources are deployed efficiently throughout the department;
- To lead in ensuring that Health and Safety procedures and risk assessments are robustly carried out across the department;
- To lead department meetings and to attend Progress Leader meetings and / or to delegate where possible.

### Classroom Teacher

To fulfil and maintain the Teaching Standards by:

- Demonstrating consistently high standards of personal and professional conduct;
- Setting high expectations which inspire, motivate and challenge students;
- Demonstrating good subject and curriculum knowledge;
- Planning and teaching well-structured lessons to a range of age groups and abilities, ensuring that all students make outstanding progress;
- Managing behaviour effectively to ensure a good and safe learning environment in which students can learn effectively;
- Making accurate and productive use of assessment to track the progress of each individual student in timetabled groups and intervene to narrow the gap where progress starts to fall behind;
- Fulfilling wider professional responsibilities by contributing to department and whole school improvement;
- Communicating and consulting effectively with relevant stakeholders;
- Attending meetings as set out in the published meeting cycle.

### Form Tutor

- To lead a tutor group and be responsible for the delivery of tutor time activities in accordance with the published schedule and as directed by the House Leader;
- To encourage tutees to comply with Latimer core values;
- To encourage the student voice and develop a Form and House ethos that is in harmony with our core values;
- To encourage high levels of attendance, and support students to improve;
- To provide relevant information, advice and guidance to tutees.

### Other

- To undertake any other reasonable duties as directed by the Principal.

## Person Specification—Head of Science (TLR1b)

<b>SELECTION CRITERIA (no priority order)</b>			
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Qualified Teacher Status / Degree relevant to the subject	X		Application form/Verified at interview
Evidence of further study in preparation for leadership		X	Application form
High standard of literacy	X		Application form
<b>Commitment to Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Motivation to work with children and young people	X		Application form/Reference/Interview
Commitment to, and belief in, the equal value of all students	X		Application form/Reference/Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	X		Application form/Reference/Interview
Ability to raise the self-esteem and expectations of children and young people	X		Reference/Interview
Emotional resilience in working with challenging behaviours and attitudes to the use of authority and maintaining discipline	X		Application form/Reference/Interview
<b>Teaching and Learning Experience and Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Proven track record of outstanding Science teaching across Key Stages 3, 4 and 5	X		Application form/Interview
Proven ability to teach Physics or Biology at KS4 and 5		X	Application form/Interview
Knowledge and understanding of the National Curriculum requirements in Science	X		Application form/Interview
Awareness of current developments in Science	X		Application form/Interview
Proven track record of outstanding student outcomes	X		Application form/Interview
Proven track record of strong and effective behaviour management strategies	X		Application form/Interview
Excellent ICT skills	X		Application form/Interview
<b>Leadership Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Ability to articulate a clear vision and direction for the department	X		Application form/Interview
Creativity, energy and enthusiasm	X		Application form/Interview
Prior experience of leadership in Science and/or of leading successful improvement projects	X		Application form/Interview
Proven success in strategic curriculum planning		X	Application form/Interview
Experience of effectively using data to analyse student progress and secure improved outcomes	X		Application form/Interview
Experience of effectively coaching others to improve their practice	X		Application form/Interview
Ability to lead a team and motivate others who are part of that team to reach the highest of standards	X		Application form/Interview
Strong ability to work effectively under pressure and show resilience	X		Application form/Interview
Strong time management and organisational skills	X		Application form/Interview

## Person Specification—continued

<b>SELECTION CRITERIA (no priority order)</b>			
<b>Personal Qualities and Interpersonal Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Ability to communicate effectively and relate well to all stakeholders	X		Application form/Reference/Interview
Good sense of humour	X		Application form/Interview
Willingness to contribute to extra-curricular activities	X		Application form/Interview
A commitment to / interest in the Performing Arts		X	Application form/Interview