



Launceston College

Part of the Launceston College Multi Academy Trust



Applicant Pack

Head of Science

Job Title: Head of Science	Start date: September 2022
School base: Launceston College	Contract type: 1.0 FTE
Closing Date: Wednesday 25 th May 2022, 9am	Salary: £25,714 - £41,604 plus TLR1e £10,838
Interviews on: Friday 27 th May 2022	Contract term: Permanent

Our Trust

Launceston College is part of the Launceston College Multi Academy Trust (Trust) alongside Altarnun Primary, Atlantic Academy, Bideford College, Egloskerry Primary and Launceston Primary School.

Our vision is to develop adventurous and ambitious students, who have the character, resilience and self-awareness required to be successful, whatever their background or circumstances. We seek to teach and support them to be responsible as well as happy and successful young people by learning the knowledge, skills and values that are essential for society.

We have exceptionally high aspirations for our students and seek to support them no matter what their background or circumstances.

We offer a distinctively broad, personalised, and academically rigorous curriculum across our primary and secondary schools, and aspire to the highest standards of teaching and learning.

As a Trust we share information and best practices to ensure we focus on an excellent and sustainable 0-19 learning journey for children, with a strong focus on our school and Trust community.

The Trust offers expert guidance and advice to students to help them shape and achieve their future goals without limitation. We want to equip every student with the knowledge, skills and values they need to achieve the very best that they can.

We seek applicants who are aligned to our vision and ethos and have the talent and passion to deliver that vision successfully. We support all our schools with our Trust-wide leadership and management, CPD, safeguarding, external networks, teaching and learning, school improvement, financial, administrative, estates and HR expertise.

We are looking for teaching and support staff who will deliver an exceptional education for the young people in our care.



Our College

Launceston College is a large and established 11 – 18 secondary school in Launceston, Cornwall. The belief at Launceston College is that the most vital part of any school is the people who make it what it is. Our students enjoy being part of our school community and we have a strong team of staff at the College who are united in encouraging students to work hard, to achieve their best and to respect others. To do this we believe that students need to be fully challenged and supported within a caring environment.

We believe that students should have all their achievements recognised, acknowledged and given credit; no child, however, should ever take away another child's right to a high-quality education. The College is therefore run in a well-disciplined, orderly and respectful manner; we have rules and we expect students to follow them. Our very high expectations for standards of behaviour from all students were recognised by Ofsted in their most recent inspection who judged the behaviour of our students to be "outstanding".



We are committed to the pursuit of individual excellence and achievement whilst ensuring that no-one is left behind. We believe in the education of the whole person and try to provide a range of experiences which promote the spiritual, moral, social and cultural development of our students; we are an accredited "Adventure Learning School" and provide a wide range of adventurous learning opportunities both inside the curriculum and beyond.

We will offer:

- A modern, well equipped college with outstanding facilities.
- A large team of dedicated and committed staff.
- A Trust culture which seeks to be fair, developmental, and supportive of staff and pupils.
- Opportunities to access professional development to ensure success in the role.
- An employee assistance programme.
- A cycle to work scheme.
- A focus on staff wellbeing.
- Generous pension and holidays.
- A large network across the primary and secondary settings.
- Attractive pay and opportunities to develop skills across the Trust.
- Support from cross Trust systems and school improvement leaders.



We are seeking to appoint a **Head of Science**.

Job Title: Head of Faculty - Science

Main Purpose of Job:

1. To lead the Science faculty.
2. To develop and enhance the teaching practice of others.
3. To actively develop progress and to monitor and support the overall progress and development of students within the subject and across all key stages.

This is a rare and exciting opportunity to lead a large and successful science department as it moves into brand new state of the art facilities in the Autumn term 2022 as part of the College's continued expansion.

Duties and Responsibilities:

Leadership	<ul style="list-style-type: none">• To lead and manage those staff within the faculty who are involved in delivering the relevant subject and key stage curriculum.• To lead the development of the curriculum within the faculty.• To contribute to the leadership and management of the College through relevant leadership meetings.• To develop and enhance the teaching practice of others within the faculty
Operational/Strategic planning	<ul style="list-style-type: none">• To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies for the designated subject and key stage with regard to faculty policy, procedures and developments.• The day-to-day management, control and operation of the designated subject and key stage within the faculty.• To assist in monitoring and following up student progress.• To assist in the implementation of College policies and procedures, for example Equal Opportunities, Health and Safety, COSHH, etc.• To work with colleagues to formulate aims and objectives for the Key Stage/subject which have coherence and relevance to the needs of students and to the aims and objectives of the College.• To assist in the management of the business planning function of the Faculty, and to ensure that the planning activities of the faculty reflect the needs of the students and the aims and objectives of the College.
Curriculum provision and development	<ul style="list-style-type: none">• To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the faculty's and College's strategic objectives• To support curriculum development within the whole faculty with particular emphasis on the relevant subject and key stage.• To keep up to date with national developments in the subject and key stage and teaching practice and methodology.• To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.• To maintain accreditation with the relevant examination and validating bodies.

Staffing: Development; Recruitment and deployment	<ul style="list-style-type: none"> • To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To contribute to performance management and to act as reviewer for a small group of staff within the faculty. • To promote teamwork and to motivate staff to ensure effective working relations • To ensure the effective and efficient deployment of teachers and classroom support including technicians. • To assist in the recruitment of staff to the faculty. • To participate in the College's ITT programme.
Quality assurance	<ul style="list-style-type: none"> • To assist in the process of the setting of targets within the faculty and to work towards their achievement. • To help to establish common standards of practice within the faculty and develop the effectiveness of teaching and learning styles in the relevant subject and key stage within the faculty. • To contribute to the college procedures for lesson observation. • To participate in the monitoring and evaluation of specific aspects (related to the post) within the curriculum area in line with agreed college procedures including evaluation against quality standards and performance criteria.
Management of information	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system. • To assist in the use of analysis and evaluation of performance data. • To help to produce reports within the quality assurance cycle. • To assist in the production of reports on examination performance, including the use of value-added data. • To assist in the identification of exam entries within the department.
Assessment	<ul style="list-style-type: none"> • To implement the faculty policies and procedures for assessment across the subject and key stage. • To assist in the identification of underachievement and to develop effective strategies to tackle it. • Where required by the Head of Faculty, arrange and organise internal examinations and tests where those are necessary, and to assist with external examinations (such as GCSE).
Communications	<ul style="list-style-type: none"> • To ensure effective communication/consultation as appropriate with the parents/carers of students. • To liaise with partner schools, higher education, industry, examination boards, Awarding Bodies and other relevant external bodies when required. • To contribute to the College liaison and marketing activities, eg, the collection of material for press releases and the College news page.
Management of resources	<ul style="list-style-type: none"> • To identify resource needs and to contribute to the efficient/effective use of resources.
Pastoral system	<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the curriculum area • To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

	<ul style="list-style-type: none"> • To act as form tutor and carry out the duties associated with the role as outlined in the generic job description. • To contribute to IAG, student personal development and wellbeing and careers according to the College policy. • To assist in the implementation of the College behaviour policy in the faculty so that effective learning can take place and be available to help members of staff as problems arise. • To liaise with Head of House over pastoral concerns.
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Teaching	<ul style="list-style-type: none"> • To undertake and appropriate programme of teaching in accordance with the duties of a standard scale teacher as laid out in the School Teacher's Pay and Conditions Document.
Additional duties	<ul style="list-style-type: none"> • To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To support the College in meeting its legal requirements for worship. • To promote actively the College's corporate policies. • To continue personal development as agreed. • To comply with the College's Health and Safety policy and undertake risk assessments as appropriate. • To engage actively in the performance review process. • To undertake any other duty as specified by School Teachers Pay and Conditions Document 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 College 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 employee who develops a disabling condition.

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

Person Specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • QTS 	<ul style="list-style-type: none"> • Evidence of relevant CPD
Skills and experience	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Excellent communication skills • An ability to work towards deadlines with high levels of accuracy • Some experience of leadership and/or management • At least two years of teaching experience in the relevant subject • Evidence of excellent teaching skills • Strong organisational skills • Good behaviour management skills • The ability to motivate pupils 	<ul style="list-style-type: none"> • Experience managing a budget • Staff management experience • Experience of analysing performance
Knowledge	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • Strong knowledge of the national curriculum • Strong knowledge about the school's curriculum policy for the relevant subject • Up-to-date knowledge about developments in Education and how it impacts the subject area • An understanding of good practice when quality assuring the work of the department 	

Personal traits	<p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Quick to adapt and take on new initiatives • Comfortable and confident enough to talk to colleagues about their performance • A personable and approachable individual • Eager to uphold the school's ethos • Committed to equal opportunities and empowering others • Able to maintain a good working relationship with others 	
Additional requirements	<p>The successful candidate must have:</p> <ul style="list-style-type: none"> • Willingness to participate in training and development • An exemplary conduct and attendance record • A desire and commitment to contribute to the school community 	

To apply:

To apply for this job, please complete the application form: (provided in two formats below):
(Please note that for the Word application, you may have to download the file)

[Word Application](#)

[PDF Application](#)

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are warmly invited.

Safeguarding Statement:

Launceston College Multi Academy Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to DBS clearance and appropriate pre-employment checks.

