



GLoucester  
AcADEMY



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Proud to be part of the

GREENSHAW  
LEARNING TRUST

RECRUITMENT PACK



GLoucester  
Academy

Gloucester Academy  
Painswick Road,  
Gloucester,  
GL4 6RN

Telephone: 01452 428800

Email: [info@gloucesteracademy.co.uk](mailto:info@gloucesteracademy.co.uk)

Dear candidate

Thank you for your interest in the role of **Head of Science** at Gloucester Academy.

## Introduction

This role is an exciting opportunity to join Gloucester Academy and further contribute to the life chances of our young people in the school, and across the Greenshaw Learning Trust. It is a chance to be part of something very special.

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. The latest Ofsted report for Gloucester Academy relates to a different phase of the school's life. The report was written prior to Greenshaw Learning Trust bringing Gloucester Academy into its rapidly improving set of schools and in fact was the very reason why they took on its leadership.

This role will support career development and equip you for a further promotion within the Academy and within our trust. 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.

Work life balance is a high priority at Gloucester Academy. To support this, we offer a highly visible and supportive senior leadership team. We have centralised planning within the school and across the trust with dedicated time in the day for departments to work collaboratively to adapt lessons, centralised detentions, disruption free learning, whole class feedback through a clear feedback policy, lesson's structure based on the Rosenshein principles, visualisers in every classroom, subject experts working together within a collaborative

trust, highly bespoke CPD in a short weekly session i.eTeach Like a Champion focus each session.

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.

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 schools: seven in South London, five in Berkshire, one in Surrey, fourteen 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 are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person-specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

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 websites provide 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, Raj Patel [rapatel@gloucesteracademy.co.uk](mailto:rapatel@gloucesteracademy.co.uk) . We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

I am looking forward to hearing from you.

Yours faithfully



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.

# TERMS AND CONDITIONS

Permanent

## **SALARY**

Salary calculated in line with Main Pay Scale Range, points M1 – M6, Upper Pay Scale Range, points UPS1 – UPS 3. TLR2C (currently £8,610).

## **HOURS OF WORK**

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.

## **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

<b>Post:</b>	Head of Science
<b>Responsible to:</b>	Assistant Head
<b>Responsible for:</b>	Science department and Science technician

## ROLE OVERVIEW

We are looking for a **Head of Science** 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](mailto: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

## **Staff Development**

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

## **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

## **Communications, Marketing and Liaison**

- To communicate effectively with the parents of students as appropriate

- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school
- To take part in marketing and liaison activities such as Open Evenings, Academic Review Days, liaison events with partner schools, etc.

## **Personal Responsibilities**

- To play a full part in the life of the school community and to encourage staff and students to follow this example
- To actively promote school policies and procedures
- To be responsible for own continued professional development
- To comply with the school's Health & Safety policy and undertake risk assessments as appropriate.
- To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
- To undertake duties before the school day, at break and after the school day on a rota basis
- To attend meetings scheduled in the school calendar punctually
- To set cover work during any leave of absence
- To adhere to the School's Safeguarding Policy.

## **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'.

## **Other Job Requirements**

All staff will be part of the school's appraisal scheme. You will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching.

## **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.

# 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.

	Essential	Desirable
<b>Qualifications and training</b>		
Hold a recognised degree (or equivalent) with a good classification in a relevant subject teaching qualification (QTS)	x	
Relevant Post Graduate Studies		x
Commitment to own self development		
Qualified Teacher Status.	x	
Willingness to undertake further CPD.	x	
Ability to teach your subject area up to Key Stage 4	x	
Desire to further raise overall achievement in your subject that seeks to promote the highest standards of teaching and learning	x	
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	x	
Good discipline / classroom management	x	
Commitment to working within the School's Safeguarding Policy and Procedures	x	
Commitment to high standards and expectations	x	
High levels of professional integrity	x	
Demonstrate a commitment to following the school's principles of teaching, learning and assessment	x	
Evidence of wider professional development and wider educational contemporary issues		x
<b>Skills and experience</b>		
Excellent interpersonal and teamwork skills	x	
Excellent communicator – sensitive, compassionate and effective	x	
Knowledge of strategies to inspire and improve outcomes for students	x	
Outstanding organisational skills to ensure efficient and effective implementation of the role	x	
Knowledge of strategies to recognise and reward efforts and achievements and the ability to encourage students to become self-reliant and independent learners	x	

Understanding of Exam Board specifications	x	
Excellent subject knowledge and a genuine passion for teaching your subject	x	
Detailed knowledge of current curriculum and pedagogical developments in the teaching of your subject and the wider curriculum	x	
<b>Personal attributes</b>		
Able to establish good working relationships with a wide range of people - students, colleagues and parents	x	
A willingness to become involved in all aspects of school life	x	
Committed to the safeguarding of children	x	

# 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 11.59pm on 30th January 2026. 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.

## 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 as soon as possible.



**GREENSHAW  
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