



'Let us be United by Knowledge'



Head of Science Information Pack

TLR 1B

**School Information
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‘Let us be United by Knowledge’



Dear Applicant,

Mercia School is a growing 11-18 school that serves the south-west of Sheffield. The school opened in September 2018 and will continue to grow incrementally until we offer A-level in 2023. Mercia School is a traditional school, following the practices of the very best schools in the country. We strive for social mobility and achievement for all.

Mercia School provides all pupils, no matter their background or starting point, a rich and demanding education that inspires them to go on to a top university or a viable alternative. Mercia School is different. The curriculum is academic with a focus on acquisition of knowledge at its heart. Pupils receive high levels of challenge in their studies.

We passionately believe in promoting the arts, sport, languages and STEM through our thriving elective programme, as part of our extended school day. These experiences, coupled with our curriculum, broaden our pupils' horizons. The character traits our children present are very important to us. Therefore, we give our pupils the opportunities to show commitment, determination, resilience and independence, whilst expecting them to be kind and compassionate to one another. Our children open doors for one another, they say 'please' and 'thank you.' They address teachers with respect. During Family Lunch, they serve one another and show appreciation and gratitude. This is all part of the Mercia way.

I expect that teachers teach from the front with excellent subject knowledge. Our classrooms are arranged in rows with pupils learning things by heart. We value our teachers' passion for developing their specialism by ensuring they have time and energy to be reflective of their teaching. A whole school team approach to improving practice ensures we have high levels of consistency, which allows us to drill down to the minutiae that matter.

Alongside this, we offer a strong commitment to reducing workload, with staff timetables directed to ensure efficient management of time, allocated CPD time and a robust feedback policy which avoids excessive marking. We do what we can to ensure teachers have time and energy to teach.

Underpinning our ethos is a dedication to high expectations. 'We sweat the small stuff,' because we care about our pupils. The little things matter and make the difference in our quest for all our children to be a success in their life. As a result, behaviour at the school is of the highest standard.

As Headteacher, I am excited about the start we have made and I am delighted with the team we have assembled thus far. It is imperative that I continue to build an excellent team of teaching staff that are truly superb in the classroom and are fully committed to building a world-class school for our community. Therefore, recruitment for 2021 starts now.

I am seeking a highly skilled and talented individual, with a thirst to learn, to serve as the school's Head of Science. This is a permanent position critical for the school's development. You will have a chance to help us develop something incredibly special in the department and beyond. This is a once in a career opportunity. You will be expected to work diligently with unrivalled passion and work ethic, as we shape our school. You must be ambitious for our children and have a hunger to be the best teacher you can be.

You will love teaching and be excited at the prospect of reflecting and shaping the curriculum, as we deliver truly excellent and challenging lessons for our pupils. As Head of Science, you must absolutely believe that every pupil is entitled to a first-class education, no matter their background or ability, achieved through the acquisition of core knowledge.

If this letter has filled you with excitement, I look forward to receiving your application.

Closing date for applications **Sunday 28 February 2021**. Please send all applications electronically to Gill Darlow at gdarlow@merciaschool.com

Yours sincerely

Mr D F Webster

Mercia School is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. Successful candidates will need to undertake an Enhanced Disclosure via the DBS and/or provide police checks from other countries, where appropriate. Mercia School is an equal opportunities employer.



Dean F Webster
Headteacher
Mercia School



‘Let us be United by Knowledge’



Head of Science TLR 1B

Commencement Date: 01 September 2021

We are seeking to appoint an outstanding Head of Science, with the skills and knowledge to teach pupils with challenge, passion and commitment

At Mercia School, lessons are:

- Exceptionally challenging for all pupils, no matter their ability or need
- Taught in a traditional way that gives pupils time to practise and master content
- Crucial to raising aspirations so all pupils have a successful career and a happy life
- Preparing pupils for the challenges at GCSE and A-level from day one
- Scientifically inspiring, with an emphasis on intrigue, practical science and science in industry

Your role will be to teach excellent lessons, driving your subject with passion and enthusiasm, promoting a love of science and committing yourself to the vision of the school. You will continue the development of the excellent science curriculum already in place. You will also contribute to the elective programme. We are a small, dedicated team and we want to recruit someone who can help us deliver an unrivalled curriculum, both in and out of lessons

We welcome applications from talented, ambitious individuals who can dedicate themselves to the implementation of the school's vision.

www.merciaschool.com

Closing date for applications: Sunday 28 February 2021



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Job Description



Post title:	Head of Science
Responsible to:	Deputy Headteacher
Purpose of the role:	<ul style="list-style-type: none"> • To deliver the vision of Mercia School without fear or favour, particularly through exemplary leadership of the Science Department. This will relate predominantly to the successful delivery of a knowledge rich curriculum taught through traditional, didactic pedagogical approaches • To drive the standards agenda in science so that every pupil aspires to be the best they can be • To implement excellent teaching and learning strategies to ensure every pupil achieves at the highest possible level in science • To ensure teaching and learning in science is first-class and in line with the Mercia School Teaching and Learning policy, namely a knowledge-based approach with a focus on mastery in science • To continue the design and successful implementation of a first-class science curriculum, notably developing the science curriculum at Key Stage 4 and Key Stage 5 • To implement the school's rigorous QA systems and contribute to CPD as directed by the senior team • To line manage colleagues so that outcomes continue to be excellent across the department. • To professionally develop science department colleagues, nurturing and developing their pedagogical skills/knowledge • To utilise the knowledge and experience of colleagues in the science department, working closely with them to ensure an excellent experience for the pupils • To work with the Leadership Team to ensure a strong continuation of the science curriculum is in place, ensuring that it is challenging and inspiring • To consistently drive high standards and expectations throughout the science team and in the school generally • To lead the science team with professionalism and courteousness, utilising the many strengths in the department • To develop NQTs and trainees in the department, working closely with mentors to utilise their undoubted talent • To build effective networks and partnerships that are pertinent to science, so that Mercia School is innovative whilst staying true to its core values • As required by the Leadership Team, to provide leadership capacity across the school, supporting and challenging all members of the staff body

CORE DUTIES

Strategic Planning:

- To work courageously with the Leadership Team to deliver the vision for the school with particular focus on the science department's performance and quality
- To ensure units of work in science are challenging and have an abundance of knowledge at their heart which children learn off by heart
- To develop, produce, and maintain, departmental documentation including appropriate knowledge maps, booklets and departmental documentation. To ensure detailed rationale of curriculum choices; detailing content, method, and assessment strategies
- To plan and deliver timely science CPD that inspires teachers to plan and implement world-class lessons
- To monitor the work of the department to ensure that all departmental members are consistently applying the policies and procedures of the department
- To ensure the efficient administration of the department through regular departmental meetings. Such meetings are to ensure effective communication of ideas and information among staff in the department and to enable staff to co-operate as a team in planning Professional Development and solving problems
- To create excellent partnerships and networks that aide the design of the science curriculum (e.g. Sheffield AMRC, University of Sheffield, Sheffield Hallam University)
- To provide effective mentoring and coaching to new teachers and those recently new to teaching
- To collaborate effectively with existing team members to ensure continuity of curriculum, assessment and teaching for both staff and pupils
- To have attention to detail and strategically plan so that all pupils and groups of pupils achieve equally well in science
- To monitor and react to developments in terms of scientific research, working with the expertise in the department to ensure appropriately challenging curriculum choices and successful delivery
- To work with the Headteacher on ensuring full staffing throughout the year

Quality Assurance:

- To monitor and evaluate all procedures and processes put in place for managing teaching and learning and pupil achievement in science
- To assist the Leadership Team in maintaining the climate for learning using consistent policies, with particular focus on science

Staffing:

- To promote teamwork and to motivate staff so that we maintain an effective science curriculum, delivered by excellent teachers
- To share and promote departmental pupil outcomes so that all staff know the children in their classes and therefore plan accordingly
- To drive pupil outcomes in science, exerting necessary challenge to staff who are not meeting the required standard
- To participate in the interview process for vacancies in science as required
- To work honestly and collaboratively with the science department, fostering an open culture where all members of the team feel listened to and valued
- To lead the science team with passion and vigour, developing practice where essential, but also building on the excellent work already achieved by the existing team in the department

Communication:	<ul style="list-style-type: none"> • To ensure that staff in the science department are clear on all Mercia School policy. Clarity of instruction must be excellent and departmental heads must reinforce messages without fail • To ensure that all communication/consultation relating to the science department is appropriate. This includes letters home, social media and contact with any stakeholder • To communicate honestly with senior links and department members for the good of pupil/staff experiences and outcomes
Publicity and Liaison	<ul style="list-style-type: none"> • To actively promote the school within Sheffield and nationally. This will include participation in national science competitions and events • To contribute to the school liaison and publicity activities, with particular emphasis on STEM and other opportunities pertaining to science in schools or industry • To network within the Trust, city and nationally so that we create an unrivalled talent list, with particular focus on science
Management of Resources:	<ul style="list-style-type: none"> • To requisition stock needed by the department, to keep stock lists up to date, and to forward to the Leadership Team as required • To induct new members of staff as required, where appropriate act as a mentor to NQTs/Teach First in line with school policy under the direction of a member of the Leadership Team • To advise the Leadership Team on the allocation of classes and other timetable requirements for the subject
Additional Duties:	<ul style="list-style-type: none"> • Assist the Leadership Team in improving the quality of teaching and learning in the school, ensuring the effectiveness of lesson plans and schemes of work including the development of targets for the teaching and learning of basic skills/knowledge within the department. • Assist the Leadership Team in raising academic standards and raising attainment in the curriculum area across the school and with a cross-curricular dimension • Assist the Leadership Team to ensure that all pupils receive their entitlement to the full departmental curriculum within a framework of equal opportunities and ensuring regular monitoring and reporting of their progress • Liaise with Leadership Team on departmental timetable and curriculum matters • Liaise with Leadership Team with regard to work, behaviour, attendance or other issues involving individual pupils • Be aware of, and respond to, practice affecting the subject in primary feeder schools and liaise with the Leadership Team regarding primary liaison policy and departmental involvement in that policy
Teaching	<ul style="list-style-type: none"> • To teach excellent lessons that are in line with the Mercia School Teaching and Learning policy • To teach science with passion and a reflective attitude • To inspire other teachers to deliver excellent lessons in the science department, both theoretical and practical • Be abreast of assessments/examinations at GCSE and A-level so that the curriculum is relevant in science from Year 7 and beyond

OTHER SPECIFIC DUTIES

- To lead on science electives that ensure all pupils are excited to learn about science
- To establish science clubs and enter national/international competitions, continuing and developing the existing offer
- To take part in personal professional development
- To observe, without fail, dedicated duties as determined by the Leadership Team
- To participate in staff observations as a part of day-to-day practice. This will include regularly being observed by colleagues and vice versa
- To proudly contribute to an open, honest and candid school climate. We expect candour from all, no exceptions
- To participate in the Family Lunch every day, relishing the opportunity to spend quality time with all of our pupils
- To take part in our House system, as directed by the Headteacher
- Contribute to the elective programme
- To examine at Key Stage 4 and/or Key Stage 5 to ensure high-quality understanding of GCSE/A Level examinations
- Any other delegated roles, as directed by the Headteacher

The specific responsibilities of the post will be further determined according to the expertise and experience of the successful candidate.

The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applications or continued employment for an employee who develops a disabling condition.

This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the role which are commensurate with the grade and job title.

February 2021

Person Specification



Post title:	Head of Science	
Qualifications and Training	<ul style="list-style-type: none"> Degree in biology, physics, chemistry or an equivalent secondary subject is essential, 2:1 or above is highly desirable Qualified teacher status is essential – not suitable for NQTs Recent and relevant professional development/understanding relating to knowledge-based curricula is desirable 	Application Form and Interview
Skills and Knowledge	<ul style="list-style-type: none"> Must have highly effective communication skills which engage pupils, parents, staff and the wider community Must be able to use/learn traditional pedagogical approaches appropriate to teaching science to the highest level The ability and desire to teach in a didactic way is essential, pupils must be tested on their science knowledge and understanding Subject knowledge to teach to A-level science is advantageous Knowledge of current initiatives relating to achievement and inclusion in science is desirable 	Application Form, References and Interview
Experience	<ul style="list-style-type: none"> Experience in teaching science to the full range of age and ability within a secondary school is essential. Successful experience at KS5 would be desirable Experience of successful leadership of large departments. A successful track record and proof of positive impact would be advantageous Track record as a successful classroom practitioner (Ofsted criteria) across the secondary school age and ability range Track record of exceptional individual results at GCSE/A Level is essential Track record of exceptional departmental results at GCSE/A Level would be advantageous 	Application Form, References and Interview

	<ul style="list-style-type: none"> Recent experience of GCSE/A Level examining is desirable, but not essential 	
Personal Qualities	<ul style="list-style-type: none"> Must be able to demonstrate the ability to take initiative, lead, motivate, inspire and support the full range of stakeholders to achieve excellence, especially colleagues within the science department Must be ambitious for self and others, showing a powerful commitment to continuous improvement and raising standards Must be resilient and optimistic, having a relentless focus on achieving the best for pupils and being prepared to develop creative strategies to achieve this Must be willing to provide opportunities for learning outside the school day Must be a committed team player Must champion disadvantaged children Must have high energy and be hardworking 	Application Form, References and Interview

We welcome applications from talented people with clear potential



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