

## Job Description

Post Title:	Head of Science
Location:	Rushcliffe Spencer Academy
Hours of work:	Full time. Main Scale plus TLR1
Reporting to:	Assistant Principal

Owing to the promotion of the current Head of Science, we are seeking to appoint an enthusiastic, committed and creative leader, capable of inspiring our young people and colleagues.

As Head of Faculty, you would be overseeing the departments of Biology, Chemistry and Physics. The faculty currently has nineteen members of staff inclusive of three heads of subject and KS3 leader who you would be responsible for leading and developing.

The faculty is a very high performing team, and students achieve fantastic grades, whilst also enjoying their studies. We are seeking a head of faculty who is driven and motivated to further improve our provision and ensure that students continue to thrive. Extra-curricular and cultural-capital opportunities are a key ingredient of the faculty with students getting the opportunity to go on several educational visits, listen to talks from inspiring guest speakers and take part in immersive STEM days each year. Maintaining and further developing our culture of 'Everyone has the chance to shine brightly' is essential to leading the faculty.

This is a fantastic opportunity for someone looking to lead and develop a large team whilst instilling passion to be able to work and think like scientists in our young people. We would welcome visits to the faculty and school, and these can be arranged by emailing the current Head of Science, Rebecca Claypole at [rclaypole@rushcliffespencer.org.uk](mailto:rclaypole@rushcliffespencer.org.uk)

### Responsibilities as Head of Faculty:

The key responsibilities are:

- To lead strategies which maximise achievement of all pupils in Science, including monitoring of cohort performance and planning intervention processes.
- To lead and work with the Heads of Biology, Chemistry, Physics and KS3 Science
- To keep the SLT link fully informed on all aspects of developments in the teaching of Science.
- To quality assure Science provision.
- To be responsible for the implementation and development of the Science curricula and, working with the heads of subject, lead the development of schemes of learning.
- To liaise with the SLT link regarding the delivery of curriculum initiatives in Science.

- To liaise with teaching staff to keep them informed of all curriculum developments and to lead on schemes of learning and teaching methods.
- To ensure that the curriculum in the department is implemented in accordance with the agreed faculty intent and in line with the values of the school.
- Work to the budgets determined by the school to resource courses and equip teaching areas.
- Line manage and work with the Senior Science Technician to maintain practical and stationary resources within the department.
- Ensure that Health and Safety regulations are observed and staff are trained to deliver practical elements of the curriculum in a way that minimises risk of harm.
- To be responsible for ensuring that all Science rooms are correctly managed and maintained.
- To be responsible for the general appearance of the faculty's facilities.
- To manage assessment recording and reporting for the subject.
- To have responsibility for supporting and leading staff on behaviour in line with school expectations of pupils when in the department.
- To undertake other reasonable duties with regard to the education of pupil as required by the Principal.

#### General:

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Academy policies including in particular Health and Safety and Safeguarding.
- Participate in the Academy Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

#### Additional Information

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

#### Person Specification:

Category	Essential	Desirable
<b>Relevant Experience:</b>		
Successful outcomes when teaching Science across the age and ability range.	✓	
Successful experience of curriculum development; team leadership and development planning.	✓	
Successful experience of delivering INSET to staff and supporting the development of others.		✓
Experience in using ICT to support pupils' learning.		✓
Evidence of continued professional development.	✓	
<b>Qualities:</b>		
Proven leadership experience	✓	
High level organisational skills	✓	
An ability to enthuse, inspire, to get the best out of pupils and staff.	✓	
A vision of Science as a vibrant and successful curriculum area	✓	
An ability to work under pressure	✓	
High level communication skills	✓	
An ability to initiate, promote and monitor change.	✓	
High level administration abilities.		✓
Determination and energy.	✓	
<b>Specialist Skills and Knowledge:</b>		
Ability to bring new perspectives to the development of Science in the school.	✓	
Know how Science can be adapted to support success for all.	✓	
Know how to plan for progression and how assessment can support pupils in achieving the highest possible outcomes.	✓	
Know how efficient transition progression can be facilitated.		✓
Competence in the areas identified in National Professional Qualification of Leading teaching		✓
Know how to delegate effectively.	✓	
Know how literacy across the curriculum can be facilitated.		✓
<b>Knowledge</b>		
Knowledge of databases and management information systems - i.e. SIMS, Synergy & SISRA		✓
Understanding of safeguarding responsibilities	✓	

Additional Factor:		
Be committed to equal opportunities.	✓	
Be willing to lead extra-curricular activities	✓	
Have the potential for professional development and future promotion.	✓	