



**St Ralph
Sherwin**
Catholic Multi Academy Trust



St. Thomas More

CATHOLIC VOLUNTARY ACADEMY

Part of the St Ralph Sherwin Catholic Multi Academy Trust

Head of Science

Start Date: September 2022

Salary: MPS/UPS + TLR2 (£5000)

Line-manager: Assistant Headteacher

The Post

We are looking for an enthusiastic, determined and inspirational leader for the Science Department at St Thomas More Catholic Voluntary Academy. Due to internal promotion of our current Head of Science, we are looking for a leader to continue the department's excellent journey.

The Role

The successful candidate will provide strategic leadership and management within our Science Department, ensuring that the needs of all students are met; promoting amongst the pupils a keen interest and desire to learn Science and participate in extra-curricular activities.

Person Specification

| | Essential Criteria | Desirable Criteria |
|---|---|---|
| Education & Qualifications | <ul style="list-style-type: none"> • A Good Honours Degree • Qualified teacher status | <ul style="list-style-type: none"> • Post-graduate qualification e.g. MA, PhD or EdD • Qualified to an appropriate level in line with JCQ guidelines to award access arrangements and complete necessary assessments |
| Competence Summary (knowledge, abilities, skills, experience) | <ul style="list-style-type: none"> • The ability and willingness to collaborate effectively with colleagues and to lead them • Effective prioritising work habits and strong organisational skills • Experience of working in a pressured environment and the ability to delegate and meet deadlines • Skillful, effective and confident classroom teacher • A knowledge and commitment to safeguarding and promoting the welfare of children and young people. • Thorough understanding of the National Curriculum and KS4 exam context in order to support effective teaching and learning. • Secure subject specific knowledge. • Commitment to raising standards. • Understanding and knowledge of developments in learning and teaching. • Exchange complicated or sensitive information to a range of audiences and write fairly complex. • Ability to work with a range of colleagues. • Understanding of the range of needs of young people within age group. • To be committed to the objective of raising achievement in the school. • To help raise standards of learning for pupils | <ul style="list-style-type: none"> • Experience in developing therapeutic thinking support strategies to overcome barriers to learning • Experience of delivering programs to support learning and monitoring and evaluating individuals and cohorts of students which has led to improved outcomes • Proven experience of leading and managing, or significantly contributing to the success of a department or a team of staff through strong and impactful leadership, including experience of appraising, inducting and training staff • Experience of KS2-KS3 transition |

| | Essential Criteria | Desirable Criteria |
|------------------------------------|---|--------------------|
| Work related personal requirements | <ul style="list-style-type: none"> • Ability to lead, coach and motivate staff within performance management framework, including professional development and effective management of underperformance • Strong interpersonal, written and oral communication skills • Genuine passion and a belief in the potential of every student, regardless of need – and the ability to raise the self-esteem and expectations of children and young people. | |
| Other requirements | <ul style="list-style-type: none"> • Ability to form and maintain appropriate relationships with colleagues, students and parents • Ability to work both autonomously and as a member of a team • Empathetic and approachable manner • Highly motivated and pro-active • Flexible • Sense of humour • This post is subject to an enhanced DBS disclosure • Must be committed to safeguarding the welfare of children • Willingness to contribute to the wider life of the school | |

Job Description

Main activities and responsibilities:

Strategic direction and development of the subject with the support of, and under the direction of the Senior Leadership Team and Headteacher.

- To develop and implement policies and practices which reflect the academy's commitment to high achievement through effective teaching and learning.
- To have an enthusiasm for the subject, which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives.
- To use relevant academy, local and national data to inform targets for development and further improvement for individuals and groups of pupils.
- To develop plans for the subject which identify clear targets, time scales and success criteria for its development and/or maintenance in line with the academy improvement plan.
- To monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
- To contribute to the development of whole academy policy.
- To attend meetings as directed by the Headteacher and Designated Assistant Headteacher/SLT in line with academy policy.
- To ensure that all aspects of self evaluation for designated courses are carried out both within the self-evaluation framework for the faculty and as part of the academy's policies.
- To have knowledge of current developments relating to the subject such as Information and Communications Technology, local and national pedagogy, classroom management, research and inspection findings, statutory requirements, and comparative data.
- To promote and encourage out of classroom activities through visits, exchanges, extra curricular activities and clubs.
- Liaise with the St Ralph Sherwin Multi-Academy Trust within subject groups on subject-related events, projects and activities

Teaching and Learning

- To deliver consistently good or better teaching.
- To use own classes as examples of high quality teaching and learning in the faculty.
- To ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through agreed schemes of work, supported by outstanding lesson plans, developed annually in line with the academy improvement plan.
- To establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular termly analysis of this data in line with the Learning Cycle Schedule.
- To evaluate the teaching of the subject by the monitoring of teachers' plans and through work analysis and lesson observation, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching.
- To develop effective links with external agencies and the local community including parents/carers, business and industry.
- To ensure that teachers are aware of the implications of equality of opportunity, which the subject raises.

Leading and Managing Staff

- To enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities.
- To ensure that the Headteacher, Senior Leadership Team and governors are well informed about policies, the subject improvement plan, the subject SEF, priorities (including current copies of schemes of work) and targets for the department and that these are submitted on time so that they can be properly incorporated into the academy improvement plan.
- To undertake the performance management of staff as designated by academy policy, ensuring that the totality of their performance is reviewed, challenging objectives are set, their development is supported in line with the academy's and the department's needs and aspirations, and that any issues of capability are addressed in line with academy policy.
- To participate in the selection process of new staff as required.
- To secure a heightened common purpose / shared vision and secure commitment to team working from all staff, teachers, supply teachers and support staff working within the subject.
- To provide support on professional issues such as threshold, upper pay spine, references, promotions, induction, and initial teacher training.
- To dress in a manner that; reflects the high standards of teaching and learning of the academy, is acceptable to the Headteacher and that is appropriate to the delivery of the subject.

Effective Deployment of Resources

- To support the Headteacher by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including Information and Communications Technology applications to the subject.
- To be aware of and respond appropriately to any health and safety issues raised by materials, practice or accommodation related to the subject.
- To support the Headteacher by maintaining efficient and effective management of the expenditure for the subject.
- To help colleagues to create a stimulating learning environment for the teaching and learning of the subject.
- To take on any additional responsibilities which might from time to time be determined.
- To ensure that resources to support the delivery of the subject are developed both within and outside the Faculty, such as books in the library, software on the academy server, special needs provision, cross curricular links, and appropriate academy visits / events.

Any other duties which may arise during the course of work and as authorised by the Headteacher or membership of the Senior Leadership Team. Such duties will be commensurate with the general level of this post and will be subject to the skills and abilities of the post holder.