

# Candidate Briefing Pack

## Second in charge - Science



Dear Applicant

We thank you for your interest in the role. If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being (as evidenced by our benefits below), we encourage you to apply.

This is a teaching role in which you would report directly to the Head of Science; it is a fantastic opportunity for you to shape and support the successful futures of the pupils of George Eliot Academy.

We are part of United Learning and you can be confident that you will receive the opportunity, guidance and support to be the best you can be. You will join a school which is forward thinking, and be a part of a strong team as we are striving for excellence. You will work alongside the senior team to ensure an exceptional climate for learning to support pupil outcomes.

### **Our ideal candidate will:**

- An outstanding Teacher of Science who can bring Science to life in the classroom
- Has a strong academic background in Science and holds Qualified Teacher Status (QTS)
- Able to build effective working relationships with pupils, parents and staff
- Shows genuine enthusiasm and a strong dedication to creating an engaging and supportive classroom atmosphere
- Able to provide stimulating and engaging experiences for our children, challenging them to achieve beyond their expectations and supporting them to become lifelong learners
- Employs data-informed approaches to tailor instruction and maximise pupil progress
- Willing and committed to developing and sharing outstanding teaching practice
- Works effectively as part of a team and actively supports the broader life of the school community
- Has the ability to lead a team

### **Our offer:**

- You will be working in an Academy that “.... places kindness alongside ambition in the values it promotes” (Ofsted 2021)
- You will be working within an experienced, ambitious, forward thinking and highly effective team
- You will have the opportunity to work collaboratively with other United Learning schools
- We will support your ongoing continuing professional development
- You will be fully supported by your colleagues within the school to ensure you have the tools to deliver success and reduce your workload

### **Benefits of working for United Learning:**

- Access to a 24/7 confidential employee counselling and advice line
- Access to the Wisdom wellbeing app which can help you track your wellness, improve your mental health and includes workouts, podcasts and recipes
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments, optical services and consultants (eligible after 6 months’ service)
- Westfield Rewards is a discounted shopping platform which offers access to an extensive range of discounts and cashback opportunities across a wide variety of well-known retailers and service providers (eligible after 6 months’ service)
- 1 day’s paid personal day in each academic year (available to both teaching and support staff)
- Cycle to work scheme
- Car lease scheme
- Free will writing service
- Teacher Pension Scheme / LGPS (approx. pension 23% contribution)

### **How to apply-** See Application pack

George Eliot Academy joined United Learning in December 2023. United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are

appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across a wider group and ample opportunities to network; we recognise the powerful impact that collaboration and partnership have on colleagues. The groups aim is to ensure that the technology, finance, HR and data support is provided more effectively and efficiently that would otherwise be possible, so that leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions ahead of submitting your application.

We very much look forward to hearing from you.

Homeira Zakary  
Principal  
George Eliot Academy

### **About United Learning**

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 pupils and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

## Job Description – Second in Science

**George Eliot Academy is committed to equal opportunities and to the protection and safety of all pupils and adults. We expect all staff and volunteers to share these commitments.**

**Reporting to:** Head of Science  
**Responsible for:** Pupil Progress and Outcomes  
**Starting salary:** United Learning payscale (£36,400-£53,040) plus TLR 5,000

**This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.**

### **JOB PURPOSE:**

- To deputise for the Head of Department.
- To line manage staff within the faculty.
- To lead aspects of the department as identified by the Head of Science.
- Professional duties which are common to all classroom teachers plus assisting in the teaching and learning within the Science department to ensure that it is of high quality and in accordance with the academy's vision and policies.

### **Professional Responsibilities**

- Within the academy's overall aims and policies, the Second in Science will have the following specific responsibilities:
- Setting aims and objectives for Science, in consultation with the Head of Science.
- Improving and ensuring pupil outcomes in Science.
- Role modelling excellent professional behaviours.

### **Teaching & Learning**

- Ensuring that appropriate schemes of learning are drawn up and implemented by members of the department.
- Co-ordinating the assessment of pupil progress.
- Providing support to staff in order to promote excellent teaching and learning, classroom management and professional development.
- Being an excellent classroom practitioner for others to observe and learn from.
- Monitor and evaluate teaching and learning, highlighting strengths and addressing areas of weakness. This will include lesson observation, learning walks and external monitoring.
- Maximise opportunities for enrichment.

### **Performance Management**

- Performance management review, including the monitoring of teaching and learning within the department.
- Challenge underperformance and create support systems as needed.
- Foster a positive culture.
- Support areas of weakness in conjunction with the Head of Science.
- Set challenging but realistic objectives for individuals and the department.

- Ensure needs of academy are reflected in any action planning and development.

### **Knowledge, Skills & Experience**

- Keep up to date with developments relating to the Curriculum Area and Key Stage.
- Develop and maximise understanding and implementation of digital strategy.
- Show a commitment to your own professional development.
- Ensure statutory requirements are met.

### **The Academy**

- Represent the department at internal and external meetings.
- Support the academy vision and ethos.
- Assist in the leading of strategic developments within the department including contributing to any Department Improvement plans which contribute to the Academy Improvement Plan.

### **Personnel**

- Identify and support Continuing Professional Development (CPD) needs of others.
- Participate in the selection of new staff.
- Delegate responsibilities as appropriate.
- Communicate effectively to all members of the team.
- Support, guide and motivate staff.
- Attend calendared meetings and meet with line manager regularly.
- Support in the guidance, coaching and mentoring of staff.

### **Pupil Outcomes**

- Set targets for attainment based on data.
- Monitor progress against these targets using interim data.
- Report to Head of Science on pupil progress.

### **Planning, Teaching and Class Management**

Teach allocated pupils by planning their teaching to achieve progression of learning through:

- Identifying clear teaching objectives and specifying how they will be taught and assessed
- Setting tasks which challenge pupils and ensure high levels of interest
- Setting appropriate and demanding expectations
- Setting clear targets, building on prior attainment
- Be aware of and make provision for pupils who are AEN/SEN, very able, LAC or who have other particular individual needs
- Providing clear structures for lessons maintaining pace, motivation and challenge
- Making effective use of assessment and ensure coverage of programmes of study
- Ensuring effective teaching and best use of available time
- Maintaining discipline in accordance with the Academy's procedures and encouraging good practice with regard to punctuality, behaviour, standards of work and homework
- Manage learners' behaviour constructively by establishing and maintaining a clear and positive framework for discipline, in line with the Academy's behaviour policy
- Using a variety of teaching methods to:
  - Match approach to content, structure information, present a set of key ideas and use appropriate vocabulary



- Use effective questioning, listen carefully to pupils, give attention to errors and misconceptions
- Select appropriate learning resources and develop study skills through library, I.C.T. and other sources
- Ensuring pupils acquire and consolidate knowledge, skills and understanding appropriate to the subject taught
- Evaluating own teaching critically to improve effectiveness
- Ensuring the effective and efficient deployment of classroom support
- Liaise with the Programme Leader to ensure the implementation of department policy and best practice.

### **Monitoring, Assessment, Recording, Reporting**

Plan teaching based upon thorough monitoring and rigorous assessment through:

- Assessing how well learning objectives have been achieved and using them to improve specific aspects of teaching
- Marking and monitoring pupils' work and setting targets for progress
- Assessing and recording pupils' progress systematically and keeping records to check work is understood and completed, monitoring strengths and weaknesses, to inform planning and assess the level at which the pupils' are achieving
- Undertaking assessment of pupils as requested by examination bodies, departmental and Academy procedures
- Preparing and presenting informative reports to parents
- Undertaking assessment of pupils and participating in the Academy's system reporting to parents

### **Pastoral Duties**

- If required, be a form tutor to an assigned group of pupils or a link form tutor.
- Promote the general progress and well-being of individual pupils and of the Form Tutor Group as a whole.
- Liaise with the Pastoral team to ensure the implementation of the Academy's pastoral system.
- Register pupils, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.
- Contribute to the preparation of Action Plans and progress files and other reports.
- Alert appropriate staff to problems experienced by pupils.

### **Other Professional Requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the Academy.
- Know subject(s) or specialism(s) to enable effective teaching.
- Take account of wider curriculum developments.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Endeavour to give every child the opportunity to reach their potential and meet high expectations.
- Contribute positively and effectively to the Every Child Matters agenda.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the Academy, department and pupils.

- Contribute to the corporate life of the Academy through effective participation in meetings and management systems necessary to coordinate the management of the Academy.
- Take part in marketing and liaison activities such as Open Evenings and Parents Evenings.
- Take responsibility for own professional development and duties in relation to Academy policies and practices.
- Liaise effectively with parents.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.
- Lead or help to lead an after school activity once per week; either curriculum based or an extra curricular club.

### General

All Academy staff are expected to:

- Fully subscribe to the Academy Values of Respect, Determination, Ambition, Tolerance and Integrity in regard to themselves, the Academy and our young people
- Work towards and support the Academy's vision and the objectives.
- Support and contribute to the Academy's responsibility for safeguarding pupils.
- Work within the Academy's Health and Safety policy to ensure a safe working environment for staff, pupils and visitors.
- Work within the Academy's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all pupils and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to Academy policies, procedures and core values as set out in the documentation available to all staff.

This job description will be reviewed periodically as part of the Performance Management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the pupils in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Every member of staff George Eliot Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive Academy and strive to be a learning, caring and thriving institution.

**We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced DBS check will be required for successful applicants.**

## How to Apply

Please complete an online covering letter (you will be prompted to do so after completing your profile) explaining the motivation for your application for this specific role and why you would be a good match for the role and stakeholders. This supporting statement should be no longer than 8,000 characters. In line with our compliance with safer recruitment, we will take references for all those candidates who proceed to interview, as well as asking candidates to complete a standard application form. Please provide us with 2 referees when prompted to do so.

The deadline for receipt of applications is **8am on Friday, 6<sup>th</sup> February 2026**. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post.

### Further information

To arrange an informal discussion regarding the role please email [enquires@georgeeliotAcademy.org.uk](mailto:enquires@georgeeliotAcademy.org.uk)

### Terms and Conditions of employment

Please note the final detailed terms and conditions are subject to agreement between UL and the successful candidate:

- **Location:** George Eliot Academy
- **Start date:** September 2026
- **Starting salary:** United Learning Payscale (£36,400 - £53,040) plus TLR 5,000

### Benefits of working for United Learning:

Our pledge, to all our Academy teachers, is that by working for us you will benefit from **more pay, more time, and more support**.

More pay...	more time...	and more support
<ul style="list-style-type: none"> <li>• We pay an average of 5% above national scales – the best rates of pay in the sector</li> <li>• Cash towards medical treatment</li> <li>• Generous staff discount scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Three extra INSET days for planning</li> <li>• At least one personal day a year</li> </ul>	<ul style="list-style-type: none"> <li>• Great training for your career</li> <li>• Exceptional curriculum resources</li> <li>• Expert subject advice</li> <li>• Support for your wellbeing</li> </ul>



