

# Second in Science

**MPS 3 – MPS 9/UPS 3 (£37,101 to £51,048)**

**plus TLR 2a (£3,527)**

**For September 2026**

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“Grace Academy Coventry is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”

## Welcome from the Principal

Thank you for taking the time to read the information regarding our current vacancy. We hope you find the information you are looking for and that you develop an understanding of the atmosphere, vision, ethos and aims of Grace Academy.

Grace Academy is a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. Our Values are central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. We aim to be aspirational and proud of who we are. We believe that all our students should be happy and safe and have the Limitless Potential to succeed.

We have amazing students here at Grace who deserve the best possible life chances. We encourage students to be praised and recognised whilst at the same time being challenged to meet our expectations.

At the centre of all we do is the focus of what is best for our students; we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be. Our team pride ourselves on making decisions from a position of integrity. As parents ourselves, we strongly believe that if it is not good enough for our children, then it is not good enough for Grace students. This is even more important in the current climate, as we put student wellbeing and aspirations at the heart of what we do. We believe it is important for all students leaving Grace Academy to have the self-belief and qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents work together to support them in raising their expectations and aspirations.

We value our staff and pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing. We are committed to developing our staff at all stages of their career, both internally and externally.

We have a friendly, innovative and exciting community in which to work and offer a variety of attractive benefits, such as an onsite gym and use of the sporting facilities, free eye care vouchers, refreshments available throughout the day, free lunches when on duty and the opportunity to be a part of the Staff Wellbeing and Workload Committees.

Grace Academy joined the TOVE Learning Trust in April 2019. We are a close-knit family of schools that have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our staff and students.

I hope that through reading the information pack, visiting our website, social media and reading our most recent Ofsted report you will be encouraged to apply for a position at Grace Academy.

Thank you for your interest in this post and we look forward to hearing from you.

Yours faithfully,

Mrs E Wheller  
**Principal**

## **Job Advert**

We are excited to offer this fantastic opportunity for an inspirational and ambitious Second in Science to join Grace Academy Coventry. The successful candidate will be an enthusiastic and inspiring Teacher of Science with the experience or clear potential to assist the Head of Science with organising, managing, leading and developing the Department Team. The position is ideal for a teacher keen to gain, increase or bring experience of Department Leadership.

We are a highly successful and deeply supportive Science Faculty, where a shared vision of Intentional Excellence drives us to inspire and motivate one another. Our ultimate goal is to equip students with secure, deep curriculum knowledge, fostering enthusiastic learners who are empowered to understand, appreciate and make sense of the world around them.

Our commitment to excellence has resulted in an impressive, eight-year upward trajectory of results. The percentage of students leaving with two or more Science GCSEs has dramatically risen from 27% in 2017 to a near-perfect 99% by 2025, with over 50% securing at least two Grade 4s.

- **Exceptional Outcomes:** We are proud to be the highest-performing subject in the school, demonstrated by a progress score of +0.2 in the 2023/24 academic year, significantly outperforming the national average. Notably, our Triple Science students consistently exceed their peers with a progress score of +1.0
- **A-Level Excellence:** Our success extends to post-16, with positive progress scores across all three A-Level Science subjects in 2024. We were ranked 3rd best in Coventry for A-Level 'value added' in 2024, and our Triple Scientists consistently achieve outstanding results, with over 87% securing a Grade 5 or higher.

We are a department dedicated to continuous improvement and instructional mastery. We have built and fully embedded a dynamic 5-year Curriculum Map with clearly sequenced lessons that systematically build on pupils' knowledge. This ensures a robust foundation in fundamental science skills and broad knowledge in Years 7-9, preparing students for success in Years 10 and 11.

Our departmental strengths lie in:

- Enhancing Metacognition through expert modelling techniques.
- Improving Understanding via strong, consistent routines around oracy.
- Accelerating Progress through regular, targeted feedback.

A candidate applying for this post should:

- possess a strong pedagogical background and a passion for sharing this with the students and the department
- deliver high-quality lessons on a consistent basis
- adhere to whole school teaching and learning foci
- manage behaviour effectively by praising and sanctioning appropriately
- liaise closely with the Head of Faculty to look for opportunities to support/challenge students
- be willing to joint-plan schemes of work

We are a welcoming and caring community where our core values of Limitless Potential, Intentional Excellence, Mutual Respect, Genuine Integrity and Amazing Grace based on Christian values, run through all we do. It is central to our ethos, day-to-day curriculum, extra-curricular activities and pastoral structures. Here at Grace Academy we not only focus on the academic excellence of students but also work with students on supporting them to be the best human beings they can be.

We have high expectations for all those involved in the education of children. It is important that all students leaving Grace Academy have the qualifications they need in order to follow the path they have chosen; that students do not limit themselves and that staff and parents support them in raising their expectations and aspirations.

We pride ourselves on our caring ethos with a strong and genuine focus on staff wellbeing, putting development and wellbeing at the heart of our work. We work hard to look after our pool of talented staff who are encouraged to grow, develop and work collaboratively.

We offer:

- A friendly, innovative and exciting community in which to work;
- A vibrant learning environment where students are ready and focused on learning;
- Professional development led by our 'Cultivating Excellence' structure to support a coaching culture across the Trust to enable staff to be the best they can be;
- Opportunities for training and development through the teaching school based at Sponne School;
- Access to an internal market for promotions within the growing group of TLT academies;
- Pension schemes for both teaching and support staff;
- Mediacash Health Plan which provides employees with access to a range of healthcare expenses covered within the Level 1 Policy (policies can be upgraded at your discretion);
- Use of the onsite gym and sporting facilities;
- Free lunch when undertaking a duty;
- Free refreshments in the staffroom to access throughout the day;
- Staff wellbeing/workload committees who help to support staff wellbeing and organise social events;
- Employee Assistance programme which provides free counselling and wellbeing packages;
- Free Eye care vouchers and annual flu vaccinations;
- Free work laptop and use of up to date IT equipment;
- Plenty of on-site parking.

The Trust schools have a shared vision and purpose: to deliver outstanding educational experiences that lead to inspiring outcomes. Each academy has a strong individual identity and tailors their educational provision to serve their local community. Academies within the Trust collaborate to share expertise and maximise opportunities and experiences for our students.

## How to apply:

Please read through the information in the pack carefully and please do not hesitate to contact the Academy if you would like to arrange a pre-application visit – we strongly welcome this. If you cannot make a visit, then please feel free to phone us to talk about the post.

Visits to the school or an informal confidential discussion can be arranged via Sarah McAdam (Principal's PA) at [sarahmcadam@graceacademy.org.uk](mailto:sarahmcadam@graceacademy.org.uk) or on 02476 589 000.

You should ensure that you have completed all sections of the application form. Please submit your letter of application with no more than two A4 sides, plus your application form to Sarah McAdam via email at [sarahmcadam@graceacademy.org.uk](mailto:sarahmcadam@graceacademy.org.uk) by **Sunday 10<sup>th</sup> May 2026**. Interviews will be held on Tuesday 12<sup>th</sup> May 2026.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check and will be required to disclose any previous spent convictions or cautions.

In line with the recommendation in KCSIE 2022, Tove Learning Trust adopts the policy of requiring all new staff who join to have a DBS check and immediately become a member of the update service. This requirement is a contractual obligation and further information will be provided to successful applicants.

## Job Description

<b>Post Title</b>	<b>Second in Department - Science</b>
<b>Reporting to</b>	Head of Department
<b>Responsibility Level</b>	MPS/UPS plus TLR 2a (£3,527)
<b>Location</b>	Grace Academy Coventry, Wigston Road, Coventry CV2 2RH
<b>Job Purpose</b>	<ul style="list-style-type: none"> <li>● To raise standards of pupil attainment and achievement within the whole school curriculum area and to monitor and support pupil progress</li> <li>● To be accountable for pupil progress and development within the subject area</li> <li>● To develop and enhance the teaching practice of others</li> <li>● To be accountable for the provision and development of literacy, both in the department and across the school</li> <li>● To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils studying in the department, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Principal</li> <li>● To be accountable for supporting the leadership, management and development within the subject/curriculum area</li> <li>● To support in managing and deploying teaching/support staff, financial and physical resources within the department effectively to support the department development plan</li> <li>● Liaising with the Head of Department, Principal, Vice Principals, Assistant Principals, other Heads of Department and Heads of Faculty, Pupil Support Services and relevant staff with cross-Academy responsibilities, relevant non-teaching support staff, Trust staff and parents</li> <li>● To keep abreast of current developments within the subject/s and to assist with strategically leading the faculty development.</li> </ul>
<b>Main Duties</b>	<p><b>Operational/Strategic Planning:</b></p> <ul style="list-style-type: none"> <li>● To support the development of and review syllabuses, resources, schemes of work, marking policies, assessment and teaching, and learning strategies for the department</li> <li>● To support the day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources</li> <li>● To actively monitor and follow up pupil progress</li> <li>● To implement School Policies and Procedures e.g. Equal Opportunities, Health &amp; Safety</li> <li>● To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of pupils and to the aims, objectives and strategic plans of the Academy</li> <li>● To foster and promote the application of ICT skills in the department</li> <li>● To ensure that Health &amp; Safety policies and practices, including risk assessments throughout the department, are in line with national requirements and are updated where necessary, therefore, liaising with the Academy's Health &amp; Safety representative</li> <li>● To support the development of teaching and learning to be outstanding in the department</li> </ul> <p><b>Curriculum:</b></p> <ul style="list-style-type: none"> <li>● To liaise with the Head of Department and Senior Leaders to ensure the delivery of an appropriate comprehensive, high quality and cost-effective curriculum programme which complements the Academy Improvement Plan</li> <li>● To be accountable for the development and delivery of the department's curriculum</li> </ul>

- To keep up-to-date with and respond to national developments in the subject area and teaching practice and methodology

#### **STAFF DEVELOPMENT**

##### **Recruitment/Deployment of Staff**

- To work with the Head of Department to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To be responsible for the efficient and effective deployment of the department's support staff
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the relevant staff to secure appropriate cover
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures
- To promote teamwork and to motivate staff to ensure effective working relations
- To be responsible for the day-to-day management of staff within the designated faculty and act as a positive role model

##### **Quality Assurance:**

- To support the process of setting of targets within the faculty and to work towards their achievement
- To support with establishing common standards of practice within the faculty, which adhere to Academy expectations, and developing the effectiveness of teaching and learning styles
- To contribute to the Academy procedures for lesson observation
- To seek/implement modification and improvement where required
- To support the Head of Department in ensuring the department's quality procedures meet the requirements of self-evaluation and the Academy Improvement Plan
- To support the Head of Department to produce an annual examinations analysis and department review as part of the Academy's self-evaluation cycle
- To support the Head of Department to ensure that marking and assessment in the department promotes student achievement

##### **Management Information:**

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system
- To analyse and evaluate, with the department, performance data provided and take appropriate action in response.

##### **Communications:**

- To ensure that all members of the department are familiar with departmental aims and objectives within the framework of the Academy Improvement Plan
- To disseminate information from meetings of the Academy Leadership Team
- To ensure effective communication/consultation as appropriate with the parents of pupils
- To liaise with Trust schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies
- To represent the department's views and interests

	<p><b>Marketing and Liaison:</b></p> <ul style="list-style-type: none"> <li>● To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases and the Academy website</li> <li>● To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events</li> </ul> <p><b>Management of Resources:</b></p> <ul style="list-style-type: none"> <li>● To support the Head of Department to manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget</li> <li>● To work with the Academy Leadership Team in order to ensure that the department's teaching commitments are effectively and efficiently timetabled and roomed</li> </ul> <p><b>Pastoral System:</b></p> <ul style="list-style-type: none"> <li>● To be familiar with the Academy's Child Protection Policy and to report concerns to the designated Child Protection Officer</li> <li>● To ensure the behaviour management system is implemented in the department so that effective learning can take place</li> <li>● To monitor and support the overall progress and development of pupils within the department</li> <li>● To monitor pupil attendance together with pupils' progress and performance, with the class teacher, in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary</li> <li>● To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description</li> <li>● To contribute to RE, Values, Enterprise and other cross-curricular issues according to the Academy Policy</li> </ul> <p><b>Teaching:</b></p> <ul style="list-style-type: none"> <li>● To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher</li> </ul>
<p><b>Other Specific Duties</b></p>	<ul style="list-style-type: none"> <li>● To play a full part in the life of the Academy community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and pupils follow this example</li> <li>● To continue personal professional development as agreed</li> <li>● To engage actively in the performance review process</li> <li>● To comply with the Academy's Health &amp; Safety Policy and undertake risk assessments as appropriate</li> <li>● To undertake any other duty as specified by the Academy not mentioned in the above</li> </ul>



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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

This job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher status or evidence of working towards QTS</li> <li>• Degree or equivalent</li> <li>• Evidence of self-development and commitment to continuing professional development.</li> <li>• Experience of successful teaching and leadership at Key Stage 3, 4 and 5</li> <li>• Can demonstrate effective leadership to enable the individual needs of all students to be met through the use of appropriate learning strategies and classroom management</li> <li>• Has knowledge and understanding of leading the selection of curriculum syllabus across several subject areas and key stages</li> <li>• Has knowledge and understanding of leading the monitoring, assessment, recording and reporting of pupils' progress across several subject areas</li> <li>• Understands the statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection</li> <li>• Understands the importance of developing positive links and relationships within school and with all its stakeholders</li> <li>• A wide ranging and detailed understanding of leading teaching and learning, innovative curricular and raising achievement strategies</li> <li>• Successful use of a broad range of teaching and learning strategies</li> <li>• Evidence of ability to develop excellent relationships with both adults and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Post Graduate or Masters qualification relating to Education or Educational Leadership and Management</li> <li>• Experience of teaching at Post 16 level</li> <li>• Can demonstrate success in Post 16 student outcomes across several subject areas</li> <li>• An understanding of leading educational transformation across several subject areas</li> <li>• Experience of working with Parents, the local community and external agencies</li> <li>• Experience in the development of Business and Enterprise initiatives</li> <li>• Evidence of an understanding and practical use of ICT in learning</li> <li>• Evidence of recent leadership professional development</li> <li>• Experience of training and developing staff skills across several subject areas</li> <li>• Evidence of research into theories of teaching, learning and leadership</li> <li>• Evidence of promotion of innovation in curriculum and teaching and learning</li> <li>• Experience of teaching A Level and/or BTEC Science.</li> </ul>
<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Is able and willing to promote the Academy's aims and use effective strategies to monitor motivation and morale of students and staff</li> <li>• Can show a record of leading good teaching and learning practice and outcomes across several subject areas</li> <li>• Is able to establish and develop positive and productive relationships with parents, governors and the community</li> <li>• Has the ability to communicate effectively to a variety of audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Can show record of leading outstanding teaching and learning across several subject areas</li> <li>• Can demonstrate leadership enabling student progress significantly above average across several subject areas</li> <li>• Can demonstrate challenging negative attitudes in both students and staff</li> <li>• Evidence of commitment to excellence</li> <li>• Evidence of leadership skills focused on bringing out the best in people</li> <li>• Evidence of the ability to lead the completion of work in outstanding teams</li> </ul>

	<ul style="list-style-type: none"> <li>● Understands the importance of, and is able to create, a happy, challenging and effective learning environment across several subject areas</li> <li>● Is approachable, committed, empathetic, enthusiastic, organised, patient and resourceful</li> <li>● Good knowledge of current education trends and initiatives</li> <li>● Good interpersonal skills</li> <li>● Clarity of vision</li> <li>● Determination to succeed in challenging situations</li> <li>● Commitment to inclusive education providing opportunity for achievement for all</li> <li>● Commitment to the wider community</li> <li>● Versatility and an ability to work strategically</li> <li>● Commitment to partnership with parents and other stakeholders</li> <li>● High expectations of student achievement, conduct and behaviour</li> <li>● Openness, sense of humour, energy and enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>● Understanding of the significance of lifelong learning and extra-curricular activities in the life of the Academy</li> </ul>
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