



Subject Leader of Physics

Candidate Information Pack



Sackville School

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are considering joining our team.

Sackville School is a vibrant and inclusive school with a strong sense of community. Our students are well-behaved, ambitious, and a pleasure to work with, while our dedicated staff and supportive families create an environment where everyone thrives. Our motto, 'Together We Achieve,' is at the heart of everything we do.

We set high academic standards, and our students make excellent progress at Key Stage 4 and in our Sixth Form. Many secure places at Oxbridge and Russell Group universities, while others successfully pursue apprenticeships, employment, or training that aligns with their aspirations. As a truly comprehensive school, we celebrate all pathways to success.

Pastoral care is central to our ethos. Every member of staff plays a vital role in supporting students' well-being and personal development. Our Communities system fosters a strong sense of belonging, ensuring that every student is known, valued, and supported to reach their full potential.

Beyond the classroom, we offer a broad and enriching curriculum. Trips, clubs, charity work, and competitions enhance our students' experience. Opportunities for art, drama, music and sport are all very strong at Sackville, alongside opportunities to participate in a number of STEM related activities.

As an SSAT 'Leading Edge' school, we are recognised for our excellence in professional learning, curriculum design, research engagement, and leadership with moral purpose. High-quality teaching and learning drive our success, and we offer extensive opportunities for professional development through collaboration within our Federation of schools and national networks such as SSAT, Challenge Partners, and PiXL. This includes taking a lead role in the delivery of coaching and leadership training across Sussex.

"Our vision is to provide a safe and inclusive community where every student reaches their full potential and develops a love of learning by living our values every day". We believe that every student has unique talents, and it is our responsibility—regardless of our role in school—to provide the opportunities, challenges, and support that enable them to flourish.

Are you an inspirational teacher and leader with the ability to motivate and inspire both students and colleagues? Do you share our philosophy of high aspirations and expectations for all? Do you believe in the power of positive and collaborative relationships between students, families, and school to overcome barriers to learning?

If so, we would love to hear from you.

We encourage you to visit us to experience our school firsthand or arrange an informal conversation with us. To schedule a visit, please contact Katie Dawson at kdawson@sackvilleschool.org.uk or call 01342 414900. An application pack is available on our school website at www.sackvilleschool.org.uk.

We look forward to welcoming you to our school community.

Yours sincerely



Jo Meloni
Headteacher
Sackville School



Subject Leader of Physics

MPS/UPS plus TLR 2b

Full time, permanent

We are seeking an enthusiastic and talented **Subject Leader of Physics** to join our thriving Science department. This is a rare and exciting opportunity to lead and teach Physics across **Key Stages 3, 4, and 5** at our successful and well-established school.

Why Join Sackville School?

Sackville is a popular, oversubscribed 11-18 comprehensive school with 1,650 students on roll. We pride ourselves on being a friendly and supportive community, built on strong relationships that allow every student to thrive. Our commitment to staff development ensures that our teachers are well-supported, inspired, and able to pass on their passion for their subject.

The Science Department

Our Science faculty is a large and thriving team, fully staffed with subject specialists. The department is well-resourced, featuring a dedicated suite of specialist classrooms and IT resources. Collaboration is at the heart of our approach, with joint planning, CPD opportunities, and strong team support. At Key Stage 4 we offer: AQA Double and Triple Science. Our Key Stage 5 curriculum includes: OCR Biology, AQA Chemistry, and AQA Physics (including Astrophysics and Medical Physics), plus the AQA Level 3 Extended Certificate in Applied Science

Science is consistently one of our highest-performing departments. Our students achieve above-average Progress 8 scores at GCSE, and at A-level, we maintain a strong track record, with an average grade of B. We have high uptake at GCSE and A-level, with multiple classes across Year 10-13.

Who We're Looking For

We are looking for a dedicated and inspiring leader with the skills, enthusiasm, and ambition to further enhance our Physics provision. You will work closely with the Curriculum Team Leader for Science and Subject Leaders in Biology and Chemistry to continue driving success in our department.

If you are an ambitious, energetic, and passionate Physics educator, we would love to hear from you.

Application Details

Closing Date: Tuesday 22 April 2025 at 9.00am **Interview date:** Thursday 1 May 2025

We reserve the right to shortlist and interview prior to the closing date, so early applications are encouraged.

Further details are available on our website www.sackvilleschool.org.uk or from hr@sackvilleschool.org.uk alternatively call Katie Dawson PA to the Headteacher on 01342 414900. An application form, safer recruitment form and letter of application addressed to the Headteacher, should be sent to hr@sackvilleschool.org.uk



Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

JOB DESCRIPTION

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

As a SUBJECT TEAM LEADER you are also responsible for:

LEADERSHIP

School

- Ensure departmental and school improvement through the implementation of the school development plan and school policies.
- Supervision and guidance of students and staff.

Team

- Monitoring and management of all departmental work including assessment.
- Effective chairing of calendared team meetings including the sharing of agendas and action points.
- Represent the department at Curriculum Team Leaders' meetings if required.
- Support the safer recruitment process of new colleagues.
- Lead in the professional development of your team, keeping the team informed of curriculum development and policy implementation.
- Implement and participate in our performance development review process (appraisal).

MONITORING STUDENTS' EXPERIENCE

Attendance:

Ensure effective practice in accordance with the school policy.

Behaviour:

- Effectively manage students' behaviour in accordance with the school Culture for learning policy, applying appropriate departmental rewards and sanctions, including promoting the use of restorative approaches to behaviour management and establishing positive relationships with students and families.

Records:

- Ensure that procedures are carried out so that students' records are accurate, updated and accessible e.g. attendance registers, internal communications, reports.

Reporting:

- Organise and administer appropriate and effective report writing to parents/carers, as identified in the school monitoring evaluation and review calendar.

Uniform:

- Monitor the standard of uniform in accordance with school policy and deal with any uniform variations.

CURRICULUM

- Lead the team in planning for departmental improvement including the effective implementation of whole school priorities.
- Lead in the development and regular revision of appropriate schemes of learning that include assessment and adaptations in planning for effective teaching and learning for all students in accordance with school guidelines.
- Monitor and account for the quality of teaching and learning in the department, to include regular lesson observations, monitoring the standards and effectiveness of feedback through work sampling, moderation, analysing the quality and regularity of homework, maintenance of appropriate records.
- Lead and advise on classroom management and the development of high quality teaching and learning.
- Liaise closely with Year Leaders to monitor student progress and agree interventions to raise achievement.
- Ensure the effective organisation of clubs, trips and visits.
- Manage the effective provision of all resources, human, financial and physical.

ASSESSMENT

- Ensuring clear and effective methods of assessment in lines with national and school policies.
- Ensuring that all relevant prior and current performance data is used to monitor individual student progress.
- Ensuring KS3, KS4 and KS5 attainment targets are met using all appropriate strategies for improvement and student support.

HEALTH AND SAFETY

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

SAFEGUARDING

- Follow all school safeguarding procedures and policies.

To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.

Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.

Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with, 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.

This job description may be amended at any time following discussion between the Headteacher and member of staff and will be reviewed annually. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

Subject Leader of Physics

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

| Education and Training | Essential | Desirable |
|--|-----------|-----------|
| Qualified teacher status | ✓ | |
| Willingness to develop own expertise | ✓ | |
| Knowledge of all recent developments in your subject area | ✓ | |
| Recent relevant in-service training | ✓ | |
| Experience | | |
| Very successful teaching record | ✓ | |
| Successful leadership and management of a team | | ✓ |
| Successful participation in and understanding of curriculum development | ✓ | |
| Involvement in extracurricular activities | | ✓ |
| Evidence of working with partner schools (secondary or feeder) | | ✓ |
| Abilities and aptitudes | | |
| Clear communication skills (spoken, written and use of ICT) | ✓ | |
| Very good organisational skills | ✓ | |
| Very good interpersonal skills | ✓ | |
| Ability to work well as part of a team | ✓ | |
| Ability to think creatively and to problem solve | ✓ | |
| Willingness to make a positive contribution to the wider life of the school | ✓ | |
| Other requirements | | |
| Commitment to promoting our school vision and values | ✓ | |
| Commitment to the school and Local Authorities Equal Opportunities Policy and Practice | ✓ | |
| Excellent attendance and punctuality record | ✓ | |
| A commitment to ongoing personal development and willingness to undertake appropriate training | ✓ | |

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes

Science Department

Our team

The Science Faculty is the largest subject team at Sackville. It consists of seventeen teachers, led by the Curriculum Team Leader of Science and four post holders. Six technicians provide invaluable support to all colleagues. All of the staff share an enthusiasm for science, and between them have a wide range of experience and expertise.

Our facilities and resources

The department is very well resourced and housed in a suite of fourteen well-equipped laboratories, situated on two floors of the main school building. Teachers have their own laboratory each fitted with a fixed PC, interactive whiteboard or projector and whiteboard and audio system.

Our Curriculum

In Key Stage Three all pupils follow a science course that closely follows the QCA scheme of work. In year 7, students are mostly taught in mixed ability groups and in year 8 broad setting is introduced. In Years 9-11 students are taught the AQA GCSE syllabus with most gaining a qualification in trilogy combined science. The most able will study the separate sciences and achieve a GCSE in biology, chemistry and physics.

The faculty also offers three A level courses: Biology, Chemistry and Physics. We also deliver a Level 3 extended certificate in Applied science for our lower achieving learners. The number of students opting for each of these courses is very encouraging, reflecting the faculty's aim of making science as accessible to as many students as possible.

We have numerous extra curricular activities which take place including the department's own observatory where regular open evenings take place so that the public can also enjoy astronomy. In addition, we run an exciting year 7 science club and the crest awards for year 8 students. The Science faculty is a vibrant, exciting and successful place to work.

The Science Faculty is a friendly, helpful and co-operative team who are committed to delivering science education of the highest possible standard. We are also committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. There will be opportunities to contribute to curriculum development as well as to cross-curricular activities such as the school's annual curriculum enhancement week.

Why Sackville?



CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
 - Joint INSET
 - Cross federation coaching to support leaders & teachers

LOCATION

- Beautiful historic town with a positive town identity
- Easy access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands



Sackville School

TOGETHER WE ACHIEVE

Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our
Vision

Our
Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an engaging, broad, and knowledge-rich curriculum through high quality teaching and assessment
- ✓ To ensure all students achieve their **potential** regardless of their ability, we fight for every child
- ✓ To plan an **ambitious** programme of professional learning for all staff, using **research** and evidence to guide their development
- ✓ To prepare students for the **world of work** and to live fulfilling adult lives as **global citizens**
- ✓ To work closely with other professionals and agencies to serve the needs of our **community**

Together
We
Achieve

Sackville
Way

Our
Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



Sackville School
on a page

CURIO **S** ITY
AM **A** MBITION
COMMUN **C** ITY
TEAMWOR **K**
POSITI **V** ITY
INTEGR **I** TY
RESI **L** ENCE
EXCE **L** ENCE
E QUITY



Sackville School

TOGETHER WE ACHIEVE