

LEARNING TOGETHER

CORNWALL EDUCATION LEARNING TRUST



Head of Science

Job Description & Person Specification

www.celtrust.org



About the Role

The job is based at Brannel School, Rectory Road, St Stephen, Saint Austell PL26 7RN.



- ❖ *Are you an outstanding practitioner who is ready to take on greater challenge and responsibility?*
- ❖ *Do you have energy, commitment, vision and the ability to motivate and coach teaching colleagues to perform to the very best of their ability?*
- ❖ *We are a dynamic, supportive workplace situated in the heart of rural Cornwall approximately 10 miles between Newquay on the north coast and beautiful St Austell Bay on the south coast.*

About the Job

At Brannel School, we believe that the single most important responsibility of any Head of Department is to grow great teachers within his or her team. Heads of Department are the gatekeepers of standards and innovation; they are the leaders closest to the classroom.

As Head of Science you will be a leader as well as a manager. Leading with imagination and persistence, you will create a department team with a shared sense of loyalty, enjoyment, and pride in their professional development and the ability to deliver the school's core purpose. You will have the responsibility to lead and manage staff and all aspects of the department, so that any student learning their subject does so in a structured, engaging way and becomes a confident, successful learner who will thrive in a changing world.

About the School

Brannel School offers 850 places to students aged 11-16. Our facilities are second to none – the school was completely redesigned and rebuilt in 2011 as a 'School of the Future' at a cost of over £17m.

Our school values are Excellence, Creativity and Community. We aspire to be a truly outstanding school, delivering the very best educational opportunities, nurturing academic excellence, and fostering ambition in every one of our students.

About You

We *really* want to hear from you if you are someone who:

- Believes that every student can and will succeed.
- Is an outstanding practitioner who is able to inspire and motivate staff and students.
- Is creative in planning and delivering a rigorous, inspirational academic curriculum.
- Is willing to contribute to the whole life of the school through our extensive enrichment programme.
- Is committed to, and strongly identifies with, the values of Brannel School and the Cornwall Education Learning Trust.

We will offer you:

- A unique opportunity to contribute to shaping our Science Department.
- An energising and supportive working environment with high expectations and standards.
- Colleagues who are reflective, committed professionals, who are motivated by challenge and willing to go the extra mile for our students to achieve the very best results.
- An excellent programme of CPD as part the largest multi-academy trust in Cornwall, and opportunities to develop leadership and management skills.

Cornwall Education Learning Trust

Brannel School is part of the Cornwall Education Learning Trust (CELT), which is responsible for educating learners in four secondary schools, one junior school and nine primary schools across Mid-Cornwall from Newquay to St Austell.

Contact Details

If you wish to discuss this role or schedule a visit to the school in advance of the application submission date, please contact Christine Thomas (School Administrator) on **01726 822485**.



Job Description

Job title: Head of Science

Job purpose: To provide professional leadership and management to secure high-quality teaching, effective use of resources, and improved standards of learning and achievement for all students in the school.

Reporting to: Headteacher and the member of the School Leadership Team with responsibility for Science.

Responsible for: Teachers of Science.

Functional

Relationships: Headteacher, senior leadership team, department teaching staff, support staff, CELT department colleagues representatives, external agencies and parents/carers.

Salary grade: Teachers' Pay Scale plus TLR1A

Working Time: As specified in the STPCD

Specific responsibilities applicable to this post

The Head of Department role includes all of the following responsibilities. Where there are other post holders in the department, the leadership of these responsibilities can be distributed, along with the relevant accountability.

- ❖ **Teaching:** The single most important responsibility of any Head of Department is to grow great teachers within his or her team. The Head of Department is responsible for the quality of teaching in the department. This includes monitoring that quality through the school's formal self-evaluation structures and using the results of monitoring to identify the training needs of teachers in the department. In liaison with the appropriate Senior Leader it is the Head of Department's responsibility to provide training for teachers in their departments.
- ❖ **Learning:** The Head of Department is responsible for the quality of learning in the department. This includes a responsibility for overseeing the monitoring and assessing of student progress and the reporting of this through student reports, progress reports and departmental reports. The Head of Department must be able to identify where learning is outstanding and where it is inadequate. Where the Head of Department has concerns about the quality of learning of groups or individual students in the department, they should intervene appropriately to raise levels of student achievement. Ensuring that all students are at least making the progress expected of them is a major responsibility of all Heads of Department.

- ❖ **Curriculum:** The Head of Department is responsible for ensuring that the department has high quality schemes of learning that meet the needs of the range of students taught by the department and provide sufficient structure to allow teachers in the department not only to plan their own lessons but to be able to rely on what their classes have already been taught. Differentiating provision throughout the subject to ensure the needs of all learners are met is an important priority for Heads of Department.
- ❖ **Cross Curricular Obligations:** Where it is a matter of school policy, it is the responsibility of Heads of Departments to write into their schemes of work any obligations they might have to teach in an agreed way or to teach agreed subject content for another curriculum area. Examples of this might include Careers Education, Literacy and Numeracy strategies. The nature of Science also means that the Head of Department is strongly positioned to help direct and deliver whole-school initiatives.
- ❖ **Examinations:** In liaison with the School's Examination Officer, the Head of Department is responsible for ensuring that arrangements are in place to make sure that each student is entered for the right examination.
- ❖ **Grouping Arrangements:** The Head of Department is responsible for the formation and implementation of the department grouping policy. This includes setting within the subject, setting across several subjects, advice on mixed ability groupings and providing advice when the placing of a student is reviewed.
- ❖ **Departmental Organisation:** The Head of Department is responsible for all policies that the department needs to have in place in order to achieve the department's aims. These policies should be clearly explained to, and understood by, department staff.
- ❖ **Deployment of staff:** It is the responsibility of the Head of Department to deploy the members of their team both in respect of their timetable and in respect of their contributions to department planning in line with the wording of the teachers' contracts of employment. The Head of Department should be aware in deploying staff not only of their individual strengths but of their needs to develop by taking on new challenges.
- ❖ **Managing the Departmental Team:** It is the responsibility of the Head of Department to build a team spirit within the department, using the school's performance development framework, praise and departmental meetings to encourage the team to share good practice, to train together, support each other and share common goals and good humour. This applies not only to teachers but to support staff.
- ❖ **Managing Support Staff:** It is the responsibility of the Head of Department to allocate tasks and review work done in their specific areas of delegated responsibility so that support staff colleagues are guided in how to provide effective support for the teaching staff.
- ❖ **Appointments:** It is the responsibility of the Head of Department to assist the Headteacher in all aspects of appointments of all department staff, including the advertisement, the appointments procedures and the decision.

- ❖ **The Wider School Role:** It is the responsibility of Heads of Departments to liaise with Heads of Year, with other Heads of Departments and with the SLT, in order to support students in learning effectively, in order to promote the interests of the department to the rest of the school in order to interpret and promote the interests of the whole school within the department.
- ❖ **The learning environment:** Where a department has an area of the building allocated to it for the majority of subject lessons it is the responsibility of the Head of Department to make sure that the area is bright and attractive and well maintained so that it makes a good working environment that promoted the values of the department.
- ❖ **Reports:** Liaising with the SLT, the Head of Department should advise members of the department on how to write reports and should check all departmental reports before the office compiles and records them.
- ❖ **Resources and the departmental budget:** The Head of Department is responsible for checking student numbers annually and liaising with the SLT to ensure a reasonable allocation of the school curriculum budget is apportioned for learning resources. The Head of Department is also responsible for spending that funding wisely and for making sound arrangements to ensure that all non-consumables are accounted for.
- ❖ **Student references:** Heads of Departments are responsible for writing clear, detailed and accurate references to assist with UCAS applications.
- ❖ **Student commendations and first stage student discipline in their departments:** Heads of Department are responsible for their department being fully involved in the commendations process. They are also responsible, with the SLT, for being the first stage of assistance with school discipline that a member of the department calls on to assist with behaviour issues in department lessons.

General responsibilities applicable to all CELT staff

- ❖ To be aware of, and adhere to, all applicable Cornwall Education Learning Trust policies and procedures, demonstrating and promoting the values of the Trust at all times, and working with professionalism in line with the Trust's Code of Conduct.
- ❖ To be responsible for promoting and safeguarding the welfare of children and young people during the course of day-to-day activities around the school site.
- ❖ To promote Equality and Diversity in all aspects of work.
- ❖ To co-operate with the promotion and maintenance of a safe and healthy working environment and own health and safety.
- ❖ To work effectively with other members of staff to meet the needs of all students. To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for own self-development on a continuous basis, undertaking relevant training and/or professional development as appropriate.

- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and students, and any other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Special conditions of employment

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The job holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance '*Keeping Children Safe in Education*'. The job holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Note

This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.

The job holder may be required to undertake other tasks commensurate with the grade and responsibilities of this job, and to undertake any reasonable duty deemed necessary by the Headteacher/line manager from time to time up to, or at a level consistent with, the main responsibilities of the job.

This Job Description may be amended at any time in consultation with the postholder.

Person Specification

Selection Criteria	Essential	Desirable	Assessed
Qualifications, Education and Training	<ul style="list-style-type: none"> • Qualified Teacher Status. • Good Honours Degree in a relevant discipline. • Up-to-date in-service training in subject and whole school issues. 	<ul style="list-style-type: none"> • Additional qualifications relevant to the post. 	Application Form/ Certificates
Knowledge, Experience and Skills	<ul style="list-style-type: none"> • An outstanding classroom practitioner. • Current experience of teaching at Key Stage 3 and 4. • Strong working knowledge of the National Curriculum, issues and developments. • Experience and evidence of producing examination results to a high standard. • A flexible and open-minded approach to learning and teaching with an understanding and proven practice of differentiation • Highly effective interpersonal, communication and presentation skills; the ability to lead and enthuse others; the ability to co-operate and co-ordinate with other departments • Excellent administration, organisation and management skills. • Excellent information and communication technology skills. 	<ul style="list-style-type: none"> • Experience of teaching in more than one secondary school. • Post with management responsibility within existing or previous school. • Involvement in managing, planning and/or delivering professional development for staff. 	Application Form/ Interview
Personal Qualities	<ul style="list-style-type: none"> • Energy, commitment, innovation; a person of "vision" with a total commitment to world class standards • A commitment to raising achievement across the whole age and ability range. • Ability to motivate and coach staff to perform to the best of their ability. • Ability to multitask and deal with numerous challenges simultaneously. 	<ul style="list-style-type: none"> • Desire and potential for future Leadership Team position. 	Interview
Additional requirements	<ul style="list-style-type: none"> • Commitment to developing links with parents and the wider community. • Willingness to be involved in extra-curricular activities and intervention strategies for all year groups. • Adaptability and willingness to assist with other aspects of school life e.g. take on role of class tutor. 		Interview

	<ul style="list-style-type: none">• Commitment to safeguarding, wellbeing and equality.• Commitment to, and identifies with, the values of Cornwall Education Learning Trust and Brannel School.• Understands and respects the need for absolute confidentiality.• Willingness to continue to learn, develop and train.		
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