



Head of Science

Queen Elizabeth's Grammar Academy

Permanent

Full Time

MPS/UPS + TLR 1.2

QEGSMAT are seeking to appoint an enthusiastic Head of Science to join our hardworking and high achieving team at Queen Elizabeth's Grammar School.

As the Head of Science, you will be accountable for student progress and development within the curriculum area and specified year groups. You will be committed to developing teaching and learning strategies, and refining assessment methods. You will be an excellent communicator, who works in partnership with colleagues, students and parents to create a high performance-learning environment that delivers educational excellence.

Nestled in the picturesque Derbyshire Dales in the idyllic town of Ashbourne, Queen Elizabeth's Grammar School, Ashbourne Academy is an academic and vibrant rural comprehensive school with a very successful Sixth Form.

Queen Elizabeth's Grammar School is a proud member of QEGSMAT. The Trust's values are for students to 'Question, Explore; Give; and Succeed'. Our exceptional staff, strong leadership, motivated children, as well as excellent facilities, provide the successful formula for this.

At QEGSMAT we believe and promote that exceptional workforce creates exceptional results; they transform lives and transform futures. We support every pupil to achieve their full potential and become a confident, resilient, and compassionate individual who can make a positive contribution to society.

Why work for us?

- Continual access to CPD opportunities. QEGSMAT works with a large number of organisations to develop staff to fulfil their aspirations and potential. We are committed to providing first-rate training and development to all our staff within this evolving Trust.
- We are committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community.
- All staff have access to our Employee Assistance Programme which provides confidential, independent and unbiased information and guidance 24/7. This can

also include bespoke counselling sessions for staff if needed.

- All roles are subject to nationally agreed terms and conditions of service.
- Family-friendly policies.
- Access to Flu Vaccines.
- Opportunity to work flexibly.

QEGSMAT is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is a criminal offence to engage or seek to engage in regulated activity or regulated work with children, if you appear on the DBS barred list. All appointments are subject to an Enhanced DBS check and be eligible to work in the UK.

Further information about our commitment to Safeguarding can be found - <https://www.qegsmat.com/documents/safeguarding>

Please be aware, the School/Trust may also consider performing an online presence check as part of their pre-employment checks.

If you are interested and wish to have an informal conversation to discuss the role or would like to visit the school, we would be happy to arrange this. Please call Natalie Jones on 01335 343685. Further details about our school can be found on our website:

<https://www.queenelizabeths.derbyshire.sch.uk/>

To apply for this position, please visit our Trust Website (<https://www.qegsmat.com/current-vacancies/>) where you can apply via TES.

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| Closing date for applications: | 19th March 2023 |
| Interview date: | 22nd March 2023 |
| Salary: | MPS/UPS + TLR 1.2 |
| Potential Start date: | September 2023 |



QEGSMAT

JOB DESCRIPTION

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| Post Title: | Head of Science |
| Responsible to: | Headteacher and Line Manager |
| Responsible for: | All staff within curriculum area |
| Scale: | MPS/UPS + TLR 1.2 |
| Disclosure level: | Child Workforce – Enhanced including Barred List |

Post Objectives:

- Raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress;
- Be accountable for student progress and development within the subject area;
- Develop and enhance the teaching practice of others;
- Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school;
- Be accountable for leading, managing and developing all KS3, KS4 and KS5 Science courses, with particular responsibility for the Level 3 Extended Certificate in Applied Science.
- Effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

Duties and Responsibilities:

Operational/ Strategic Planning

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department;
- The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources;
- Actively monitor and follow up student progress;
- Implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH etc.;

- Work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School;
- Lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, including School Development Plan/Departmental Improvement Plan and the aims and objectives of the School;
- Foster and oversee the application of ICT in subject area, including the development of materials for independent Learning;
- Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the subject area are in line with national requirements and are updated where necessary, therefore liaising with the School's Business Manager.

Curriculum Provision

- Liaise with the Assistant Headteacher leading on curriculum, to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Development Plan;
- Be accountable for the development and delivery of the subject across all areas;
- Ensure continuity and progression of learning across all key stages 3 – 5.

Curriculum Development

- Lead curriculum development for the whole department;
- Keep up to date with national developments in the subject area and teaching practice and methodology;
- Actively monitor and respond to curriculum development and initiatives at national, regional and local levels;
- Liaise with the Assistant Headteacher leading curriculum, to maintain accreditation with the relevant examination and validating bodies;
- Be responsible for the development and implementation of the national strategy within the subject area, including literacy, numeracy and ICT across the curriculum.

Staffing

Staff Development:

Recruitment/ Deployment of Staff

- Work with the Senior Leadership Team to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs;
- Be responsible for the efficient and effective deployment of any Department support staff;
- Undertake Performance Management Review(s) and to act as reviewer for a member of staff within the designated department;
- Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department;
- Participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures;

- Promote teamwork and to motivate staff to ensure effective working relations;
- Participate in the school's Initial Teacher Training programme as and when applicable;
- Be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

Quality Assurance:

- Ensure the effective operation of quality control systems;
- Establish the process of the setting of targets within the department and to work towards their achievement;
- Establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department;
- Contribute to the School procedures for lesson observation;
- Implement School quality assurance procedures and to ensure adherence to those within the department;
- Monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria;
- Actively seek and implement modification and improvement where required;
- Ensure that the Department's quality procedures meet the requirements of the Self Evaluation Form and the School Development Plan.

Management Information

- Ensure the maintenance of accurate and up-to-date information concerning the department on the management information system;
- Make use of analysis and evaluate performance data provided;
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken;
- Produce reports within the quality assurance cycle for the department;
- Produce reports on examination performance, including the use of value-added data;
- Conjunction with the Deputy Head and Line Manager, to manage the Department's collection of data;
- Provide the Governing Body with relevant information relating to Departmental performance and development.

Communications

- Ensure effective communication/consultation as appropriate with the parents of students;
- Liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies;
- Represent the Departments views and interests.
- Ensure that all members of the department are familiar with its aims and objectives;

Marketing and Liaison

- Contribute to the School liaison and marketing activities, e.g. the collection of material for press releases;
- 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;
- Actively promote the development of effective subject links with external agencies.

Management of Resources

- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

Pastoral System

- Monitor and support the overall progress and development of students within the relevant area of the department;
- Monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary;
- Act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description;
- Contribute to Citizenship according to school policy;
- Ensure behaviour and rewards are implemented in the department so that effective learning can take place.

Teaching

To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher. (Ref: Job Description – Teacher)

Additional Duties

To play a full part in the life of the school community, to support its distinctive ethos and to encourage and ensure staff and students to follow this example.

Other Specific Duties

- Continue personal development as agreed;
- Engage actively in the performance review process;
- 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 school 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.



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PERSONAL SPECIFICATION – Head of Science

| | Essential | Desirable | Evidence |
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| Qualifications | <ul style="list-style-type: none"> Honours degree or equivalent Teaching qualification Involvement in recent professional development | <ul style="list-style-type: none"> Evidence of relevant and ongoing CPL | Certificates |
| Skills | <ul style="list-style-type: none"> Be a highly competent teacher Be familiar with a variety of teaching and learning styles Be able to motivate and earn the respect of students of all abilities Familiarity with exam board assessment procedure Leadership and Management | | Application form Interview |
| Knowledge | <ul style="list-style-type: none"> Subject and curriculum knowledge Planning for students across the ability range Using formative and summative assessment to improve student outcomes Knowledge and experience of new GCSE Specifications | <ul style="list-style-type: none"> Knowledge of current issues and recent developments in the curriculum area | Application form Interview |

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| Experience | <ul style="list-style-type: none"> • Teacher of Science at GCSE and A 'Level • Experience of 11-18 age range • Involvement in teaching examination classes • Experience of recent curriculum development • ICT Literate • Familiarity with exam board assessment and procedure | <ul style="list-style-type: none"> • Experience of leading/ taking a role of responsibility in a department | Application form Interview |
| Personal Qualities | <ul style="list-style-type: none"> • Have an enthusiasm for the subject and the ability to enthuse students • Have a capacity for hard work • Be able to work co-operatively with team members • Show initiative and enthusiasm for their subject • Have an interest in Information Technology and its applications to education • Be keen to make an extra-curricular contribution • Ability to challenge discriminatory practice • A commitment to comprehensive education | | Application form Interview |

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| | <ul style="list-style-type: none">• A commitment to equal opportunities• A concern to help each child develop their full potential | | |
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