

Applicant Information Pack

Senior Curriculum

Leader: Science



'Every Individual is in a great school'

Headteacher letter to Applicants

Dear Applicant

Thank you for the interest you have shown in our school. I am delighted you are considering joining William Brookes School and as the recently appointed Headteacher I am proud to welcome you to our vibrant and successful school.

William Brookes is unique in that it is the only Coubertin school in Great Britain and is a place where Olympian values infuse every aspect of school life. Students gain good academic outcomes, but education is not just about the academic mind; it is also about the heart, and so students at William Brookes are exposed to a broad range of enrichment activities; especially through the Arts and in Sport.

Please explore our [website](#) and read the additional materials included in this pack to find out more about us. The Job Description & Person Specification give you full information about this post. I hope that you are inspired by what our school has to offer.

If you decide that you have the energy, enthusiasm and experience to enhance our culture and make a difference, then we look forward to your application. If you would like to arrange a visit or have an informal discussion then please contact the Headteacher's PA Ms Toni Ferrans via email at toni.ferrans@wbs.318education.co.uk

We look forward to hearing from you.



Ruth Shaw
Headteacher

About our Trust



The 3-18 Education Trust is currently made up of ten schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



The 3-18 Trust: What We Offer

Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

We also support home-working and this will be discussed at interview.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

✓ **Holiday**

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

✓ **Saving Scheme**

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family

members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free.

Job Description: Senior Curriculum Leader, Science



Title of Post	Senior Curriculum Leader: Science
Salary/TLR/Allowance	Leadership (Points 7 – 9)
Post Status	1.0 FTE, Permanent
Reporting to	Deputy Headteacher, Quality of Education

Main Purpose of the Post

- Leadership and management of the Science department as a whole, to include the strategic direction, the quality of teaching and learning, outcomes (with respect to progress and attainment), and the representation of the subject within the school.
- To support the school's aims and maximise the achievement of all students in Science.
- Curriculum delivery, progress and achievement of students in Science in KS 3 and KS4

Accountable for:

- Leading to Key Stage Leads (Head of KS3 & Head of KS4) plus leading a department of Teachers.
- Ensuring Curriculum delivery and student progress and achievement within science as a whole and the wider school including extra curricular activities

Key Responsibilities, Strategic Direction and Development of the Curriculum Area

- Establish a clear strategy for the Curriculum Area through the Departmental Self Evaluation process in order to develop the Departmental Development Plan (DDP); taking into account the School Development Plan (SDP)
- Use school, local and national data to establish clear targets for improvement within the subject area
- Establish actions for improvement (in the DDP) and regularly monitor and evaluate the impact against targets and time-scales
- Ensure Senior Leadership Team (SLT), leaders and teachers in the department are informed and supported in delivering statutory responsibilities related to the subject

Teaching, Learning and Assessment

- Lead the subject staff in the teaching of the subject and provide a role model for high quality teaching and learning in the subject, in line with the SDP
- Provide regular feedback and Continuing Professional Development to all subject staff on teaching and learning which recognises good practice and supports their progress
- Use a variety of methods to monitor and evaluate the teaching and learning offered by the subject staff in alignment with the school's Quality Assurance Framework. Take appropriate actions to further enhance the quality of teaching and learning

- Keep abreast of new developments in content and teaching style, including use of new technologies.
- Ensure that all subject staff understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies
- Monitor and evaluate the department's specifications and schemes of learning, ensuring staff are following said schemes and ensuring consistent implementation of the Curriculum Intent
- Co-ordinate examination entries for GCSE and BTEC groups
- Ensure that examinations or other suitable methods of assessment are devised and applied at appropriate times and ensure that all tests, examinations and assessments are based on the department's specification and marked according to a scheme common to the whole year group.
- Provide regular feedback to the SLT link to help the school evaluate its practice Leading and Managing Staff
- Oversee the implementation of school-based teaching, learning, and assessment standards. Ensure the Science Department aligns with the school's approach to home learning and catch-up education programmes

Leading and Managing Staff

- Lead and manage staff in the department
- Communicate an enthusiasm and passion for the subject which motivates, supports and, where appropriate, challenge staff.
- Secure and develop the collaborative effort of the subject staff, through joint planning, sharing best practice and resources, so that involvement, commitment and team spirit are promoted.
- Support the selection of relevant staff (both teaching and support staff) for the department.
- Be responsible for inducting NQTs and new staff – unless delegated through agreement with SLT.
- Secure and develop the collaborative effort of the subject staff, through joint planning, sharing best practice and resources, so that involvement, commitment and team spirit are promoted.
- Ensure that subject staff are familiar with and follow all school and departmental policies.
- Assist the Headteacher in drafting reports and references on present and past members of the department.
- Lead the use of performance management in order to develop the personal and professional effectiveness of subject staff, ensuring objectives are appropriate for the individual and to challenge the performance where necessary.
- Take initial responsibility for the pastoral care and welfare of all departmental staff.
- To represent the department, where appropriate, at middle leadership meetings.
- Hold regular departmental meetings, keeping subject staff up-to-date with decisions and proposals made by different groups to seek departmental views of these.
- Act as the point of contact when complaints are expressed and investigate and resolve the complaint, involving SLT where appropriate.
- To represent the subject, where appropriate, at middle leadership meetings.
- Display a developing and professional knowledge base together with the ability to identify the key implications for subject development.
- Where required, to add expertise, support and advice to other teachers in the Trust.
- To initiate and organise curricular, extra-curricular and educational enhancement

- activities related to the subject, as well as ensuring P.E. is represented in whole
- school events such as revision seminars for parents.

Resource Management

- Maintain efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject
- Administer efficiently and effectively the resources and capitation of the department
- Ensure that the teaching area allocated to the department is kept in good order
- Ensure colleagues create a stimulating learning environment for the teaching and learning of the subject
- Be aware of and respond to any health and safety issues raised by materials, practice or accommodation related to the subject
- Liaise with Assistant Headteacher, Curriculum in allocating Science staffing and their subject specialisms to fulfil the timetable
- Discuss departmental timetable schedules with all members of the department and ensure a fair and realistic distribution of teaching load in accordance with information issued by SLT
- Plan the deployment of staff expertise to achieve the targets in the SDP

Subject Specific Responsibilities

- Line manage Head of KS3 and KS4 Science
- Line manage the Science Technicians
- Manage Science to ensure it is compliant with Health and Safety requirements and that the necessary Risk Assessments are in place
- Must be confident in using CLEAPSS
- Ensure that common approaches to teaching scientific approaches happens across all three disciplines as well adhering to the school's teaching and learning principles

Senior Curriculum Leader Responsibilities

- To contribute to the operational and strategic leadership of our school as part of our Extended Senior Leadership Team
- To raise levels of achievement and standards through highly effective leadership and management of the school's quality assurance programme
- Complete in collaboration with other members of the Extended Senior Leadership Team the School Overview File
- Keep a high profile around the school - being visible and proactive, taking command of areas at change of lessons, breaks, start/end of the day and detentions
- Attend and actively contribute to parental seminars, parent consultation evenings, after-school master classes, and extracurricular events to support the holistic development of the whole school community.

Professional development

- Help keep knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and comply with all school policies and procedures;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall ethos and aims of the School and Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings, training and learning activities as required.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time.

However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Person Specification

Criteria	Essential	Desirable
Qualifications	• An Honours Degree in Physics/Biology/Chemistry (or equivalent) • PGCE Teaching qualification (or equivalent)	NPQSL or other higher level qualification
Experience:	• Be an outstanding classroom practitioner • Monitor standards – acknowledge excellence and challenge poor performance • Set and achieve ambitious goals and challenging targets • Up to date knowledge of ICT and its use within the classroom • Proven track record of ensuring high attainment and progress scores with students in and outside of your classroom • Proven track record of inspiring students and building positive relationships with students • An outstanding form or house tutor • Successful engagement in Associate Teacher target setting or performance management process	• Participation in whole school initiatives • Experience of working within a strong house system • Experience of successfully running extra-curricular activities e.g. STEM clubs • Specialist teaching ability in Science at KS3 and 4 but ability to teach outside of specialist field too.
Personal Attributes	• Committed to achieving goals • Committed to high achievement • Confident communicator • Strong team player • Flexible, resilient and tenacious • Caring • Strong organisational and administrative skills. • A positive approach and attitude to change. • A commitment to a student-centred approach, within an inclusive school • A flexible team player • An excellent communicator, able to motivate staff and students • A strong work ethic	• Creative • Good sense of humour • A positive approach and attitude to change. • A commitment to a student-centred approach, within an inclusive school • A flexible team player. • Possesses gravitas; is firm yet kind

Knowledge and Understanding	• Understanding of National Curriculum and GCSE requirements including new specifications • Knowledge of the characteristics of outstanding teaching and learning • Understanding and commitment to safeguarding procedures • High expectations of students and the ability to ensure that all students needs are met • Understanding of a broad range of current relevant education issues/initiatives	• Knowledge of successful intervention strategies and the impact of these • Extensive curriculum knowledge • Experience of planning, implementing and evaluating successful strategies for school improvement with regard to the Science curriculum. • Experience in a range of different contexts
Special Conditions	• Sufficiently fluent in spoken English to ensure effective performance in the role • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	

Application & Appointment Process

An application form is available to download from the school's website which can be found [here](#).

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

To arrange an informal conversation or to find out more about this role, please contact Ms Toni Ferrans via email at toni.ferrans@wbs.318education.co.uk to arrange a conversation.

The deadline for applications is 12 midday Friday 14th November

Interviews will be held shortly afterwards

Please send completed applications to Toni Ferrans via email at

toni.ferrans@wbs.318education.co.uk

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the trust website.

In line with KCSiE, the Trust may carry out an online search on all shortlisted candidates as part of our safer recruitment process.