



HuishEpiscopi

DEPARTMENT INFORMATION

Head of Science

Full-time. Qualified Teachers' Pay Scale plus TLR1B £10,202. Permanent
To start September 2021

We are looking to appoint a dynamic, talented, and enthusiastic professional to lead our very successful Science department. The successful candidate will have the vision to deliver high standards of teaching and learning and will lead the curriculum development, planning, teaching and assessment to secure excellent outcomes across the 11-18 age range.

Staff

Nine full time and five part time teachers.

Two full time and three part time technicians.

Accommodation and Resources

There are twelve labs that are well-equipped and serviced from a central prep room. All of our laboratories are equipped to deliver a full range of practical learning experiences. Each of the labs is fitted with an interactive whiteboard.

Curriculum and Courses

Year 7, 8 and 9 are taught in broad bands. Other year groups are taught in ability sets within two, half-year populations. Assessment of pupils is continuous, making use of AfL techniques, assessments and end-of-year exams.

a) Year 7, 8 and 9 (12% of curriculum time)

Pupils are taught general science in Year's 7 and 8. From Year 9 onwards, pupils are taught under the separate science headings of Biology, Chemistry and Physics. They also start their GCSE course in September of Year 9.

b) Year 10 and 11 (18% of curriculum time)

Our top two sets study the Separate Sciences (Triple Science), with the remainder following the Combined Science Trilogy route (AQA).

c) A level Sciences (16% of curriculum time)

Biology – Edexcel SNAB course.

Chemistry – OCR B Salter's course

Physics – OCR Physics A

d) BTEC level 3 National Diploma in Applied Science – equivalent to 2 A levels (32% of curriculum time)

**For further information please contact Richard Vaughan, Vice-Principal,
RVaughan@educ.somerset.gov.uk**

Please include a letter of application with your application form.

Closing date for applications: Noon, Monday 29 March 2021. Completed application forms should be returned to Miss Leach at: huishrecruitment@educ.somerset.gov.uk.



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JOB DESCRIPTION

Job Title:	Head of Department
Reporting to:	Senior Leadership Team
Responsible for:	Teaching staff and support staff within the department
Main Purpose of Job:	
<p>The primary role is to lead and manage the development and delivery of a relevant, engaging and differentiated curriculum that promotes high standards of achievement for all students.</p> <p>The purpose of the post is therefore:</p> <ul style="list-style-type: none">• To maintain an accurate overview of the quality of teaching of subject staff, developing both individual and team subject knowledge and skills• To ensure the provision and high quality delivery of an appropriate curriculum for all students at each Key Stage (as appropriate).• To monitor student learning and achievement and lead the implementation of strategies that lead to further improvements.• To promote a high quality learning and working environment. <p>Accountability:</p> <p>The postholder is accountable for:</p> <ul style="list-style-type: none">• The standards of student attainment and achievement in the subject• The leadership and management of the subject, including its delivery and development.	
1. Teaching:	
<ul style="list-style-type: none">• To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher, as detailed in the job description for teachers	
2. Operational/Strategic Planning:	
<ul style="list-style-type: none">• To lead the development of appropriate syllabuses, resources, schemes of work, marking procedures, assessment and teaching strategies within your designated team.• To be responsible for the day-to-day management, control and operation of your designated area of the curriculum.• To assist in monitoring and following up student progress.• To assist in the implementation of Academy policies and procedures.	

- To assist in evaluation and monitoring exercises to maintain an accurate and up-to-date overview of standards of teaching and learning.
- To assist in the development and implementation of the Team Improvement Plan to address identified improvement priorities.
- To promote the subject and work of the team both within the Academy and across the wider community to engage the active support of students, staff, parents and other partners.
- To assist in building and maintaining effective liaison with partner schools, locality team members, training partners and community groups.
- To contribute to arrangements for classes when staff are absent.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with the Academy's policy and procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To support NQTs and participate in the Academy's ITT programme, where appropriate.

3. Curriculum Provision:

- To liaise with the Vice Principal to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the Academy's strategic objectives

4. Curriculum Development:

- To support curriculum development within the whole team with particular emphasis on the relevant subject area.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with colleagues to maintain accreditation with the relevant examination and validating bodies.

5. Professional Development & Performance Management:

- To work with the Senior Leadership Team to ensure that staff development needs are identified and that the Training Plan includes appropriate training programmes to meet such needs.
- To contribute to Performance Management Review(s) and to act as reviewer for designated staff.
- To continue personal professional development as agreed.

6. Monitoring & Evaluation:

- To participate in the monitoring and evaluation of the team in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.
- To assist in the process of the setting of targets within the team and to work towards their achievement.

- To help establish common standards of practice and develop the effectiveness of teaching and learning within the team.
- To contribute to the Academy procedures for lesson observation and Focus Week review.
- To seek/implement modification and improvement where required within the subject area, as identified through monitoring and evaluation.

7. Management of Information:

- To ensure the maintenance of accurate and up-to-date information relating to the team.
- To assist in the analysis and evaluation of performance data.
- To help to produce reports within the team's evaluation cycle.
- To assist in the production of reports on examination performance, including the use of value-added data.
- To lead the identification of exam entries within the subject area.

8. Communications & Liaison:

- To help ensure that all members of the team are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents.
- To liaise with partner schools, Further and Higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.
- To contribute to 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 the subject at Open Days/Evenings and other events.
- To promote the development of effective subject links with external agencies

9. Management of Resources:

To identify resource needs and to contribute to the efficient and effective use of resources.

To co-operate with other teams to ensure a sharing and effective usage of resources to the benefit of the Academy and the students.

10. Pastoral System:

- To monitor and support the overall progress and development of students within the subject area.
- To 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.
- To assist in the implementation of the Behaviour Management Policy in the team so that effective learning can take place.

Academy Ethos:
<ul style="list-style-type: none"> To play a full part in the life of the Academy community, to support its distinctive aim and values and to encourage staff and students to follow this example. To promote whole-Academy policies actively.
Additional Information:
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
Other Specific Duties:
Signatures:
<p>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.</p> <p>This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.</p> <p>Signed:</p> <p>Holder of Job Description Date</p> <p>Principal Date</p>

Please note that essential criteria must be met in full and original certificates will be required at interview, if shortlisted.



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HUISH EPISCOPI ACADEMY PERSON SPECIFICATION: HEAD OF DEPARTMENT				
		Essential	Desirable	HOW IDENTIFIED
Experience	Teaching qualification + Degree	✓		Application form
	The ability to monitor and track pupil progress	✓	✓	Letter & interview
	Experience of teaching within the post 16 phase	✓		Letter & interview
	Leadership experience	✓		Letter & interview
	Evidence of current professional development		✓	Application form
	Experience of management of financial and physical resources		✓	Letter & interview
Knowledge & Understanding	Understanding of how young people learn and are motivated	✓		Letter & interview
	Understanding of how staff perform and are motivated	✓		Letter & interview
	Familiarity with current educational initiatives and developments and their impact at local level	✓		Letter & interview
Skills	Excellent classroom teacher	✓		Reference & interview
	Ability to lead, motivate, inspire & support staff	✓		Reference & Letter & interview
	Ability to articulate a vision of a successful curriculum	✓		Letter & interview
	Ability to analyse data, draw conclusions, formulate action plan	✓		Letter & interview
	Ability to set challenging targets and measurable outcomes	✓		Letter & interview
	Excellent interpersonal skills	✓		Reference & interview
Personal qualities	Ability to work as a member of a team	✓		Reference
	Ability to develop and maintain positive relationships with colleagues, governors, parents, pupils, the LA & community	✓		Reference

Please note that essential criteria must be met in full and original certificates will be required at interview, if shortlisted.

Huish Episcopi Academy - Recruitment Guidance Notes

1. All job vacancies can be found on our website www.huishepiscopi.net. The application forms for Teaching posts and Support Staff posts are available on the website. Please also complete the recruitment monitoring form.

Please complete the application and recruitment monitoring forms either post to Miss Z Leach, PA to the Principal, Huish Episcopi Academy, Wincanton Road, Langport, Somerset, TA10 9SS or by email to Miss Leach at: huishrecruitment@educ.somerset.gov.uk

The information supplied by you on this form will be used for recruitment and selection purposes only. The Academy undertakes that if it needs to use the information for any other purpose it will not do so without having first obtained your consent.

2. **Guidance on completing your application**

Your application form is our only basis for selecting you for interview, so it's important that you complete it in a way that does you full justice and enables us to make a fair assessment of your suitability for the job. All sections of the application form must be completed and the application must be forwarded to the Academy as specified in the advertisement, for processing. The following suggestions should help you to do this.

If you are submitting a written application, please make sure your application is clearly legible and written in **BLACK ink or type**. Attach any additional sheets to the back of the application - please do not stick or pin anything in between pages. CVs are not normally accepted, unless specifically requested as part of the process.

You are welcome to attach a letter in support of your application but, unless requested otherwise in the advertisement or job details, you are asked **not** to send curriculum vitae, testimonials or other documents.

If you are completing the form electronically, additional information, which you consider relevant, may be submitted on a separate sheet or sheets if there is insufficient space on the form.

Part C: Experience

Huish Episcopi Academy is committed to safeguarding and promoting the welfare of children, young people and adults who access our services. You are therefore required, in this application, to provide details of your full employment history that you might not, in other forms of employment, be required to provide. Include brief reasons for any gaps in between employment. In order to ensure that our recruitment practices are safe and robust we will explore any gaps in your employment history and any dates that you provide in your application.

Part F: Personal Statement

Refer to the enclosed job description and person specification and think carefully about how you meet the key competencies for the post. Include relevant examples from your involvement in paid and/or voluntary work, outside interests and any other relevant activities. If you are a school or college leaver with little work experience, draw on your time at school or college and extra-curricular activities you were involved in.

Part H: References

We require two references, which will normally be contacted once you have been shortlisted for interview. To ensure that we can obtain references as quickly as possible, please provide a telephone number and e-mail address for both your referees. References will be requested by email where

possible and it is your responsibility to ensure that your referees consent to their details being provided.

Unless you are seeking your first teaching appointment, you must quote your present or most recent headteacher or equivalent person. Your referees will be asked about your suitability to work with children and at least one of your referees must be able to comment on your teaching abilities. We reserve the right to approach any of your previous employers in connection with this application. References will not be accepted from relatives or from people who are responding solely in the capacity of friends of their applicant.

For posts working with children, any current or previous employer will be asked about relevant disciplinary offences (time expired or not), whether you have been the subject of any child protection concerns and the outcome of any subsequent enquiry or disciplinary procedure.

We reserve the right to ask for information from any previous employer, especially any job involving work with children or vulnerable adults.

3. **Data Protection Legislation**

Data Controller: Huish Episcopi Academy

Data Protection Officer contact: dposchools@somerset.gov.uk

Purpose for processing: to run recruitment processes

Legal bases for processing: right to work, safer recruitment.

By law: Immigration, Asylum and Nationality Act 2006, Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012.

Data sharing: the personal data provided will be shared internally by Huish Episcopi Academy. This information may be disclosed to Government Departments where there is a legal obligation to do so.

Transfers abroad: Personal data in our e-recruitment system is kept within the EEA.

Data retention: If you become an employee the data will be kept for the duration of the employment plus 6 years. If you do not become an employee the data will be kept for 12 months, right to work information of unsuccessful candidates is destroyed after interview.

Your rights: You have the right to ask Huish Episcopi Academy for a copy of your data, the right to rectify or erase your personal data and the right to object to processing. However, these rights are only applicable if the Council has no other legal obligation concerning that data. You also have the right to complain to the regulator <https://ico.org.uk/>

Consequences: If you do not supply the information requested on this application form we will not be able to process your application.

4. **Acknowledgement of Applications**

Unfortunately, due to the considerable number of enquiries for vacancies, we are unable to acknowledge receipt of written applications unless you specifically request this by enclosing a stamped addressed envelope. If you have not heard from us within 3-4 weeks of the closing date you should assume that your application has been unsuccessful on this occasion.

5. **Attending for Interview**

When attending an interview, you will be required to bring:

- Original qualification certificates
- Original, government issued, identification: Passport, driving licence etc.
- Proof of eligibility to work in the UK: Visa, passport, birth certificate etc.
- It would also be useful to bring along any current DBS clearances that you have.

6. **Medical Clearance**

The Academy has a duty to ensure the fitness of all employees to carry out the duties for which they are employed. You may be required to complete a confidential health declaration form, and if so, the offer of employment will be subject to receipt of a satisfactory medical report. In some cases, a medical examination may be necessary before an appointment can be confirmed.

7. **Disclosure and Barring Service (DBS) Checks**

The Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts require a criminal records check via the Disclosure and Barring Service.

8. **Spent criminal convictions**

The post for which you are applying is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act (Exemptions) Order 1975 which requires you to reveal **any** information regarding spent or unspent convictions, cautions, reprimands or warnings. Failure to disclose information concerning such convictions in your application for this post may lead to dismissal or disciplinary action by Directors. Any information will be treated in strict confidence and will be considered only in relation to your application for this post.

9. Huish Episcopi Academy strives to ensure that no employee or job applicant receives less favourable treatment than another on the grounds of age, disability, ethnic or national origin, gender, marital status, religion, sexual orientation or political belief.

10. The Directors, as the employers of the 'staffing complement' will have regard to this policy insofar as it is consistent with the character of the Schools Foundation and its Trust Deed.

11. Canvassing the support of members of the Huish Episcopi Academy may lead to disqualification of a candidate's application.

12. **Checks on Personal Data.**

We check details of shortlisted candidates against information held by us to determine if candidates are known to the Academy. We hope you appreciate that these checks have to be made to ensure that, as far as possible, we protect our school. In an extremely small minority of cases, the Academy may deem it inappropriate to pursue an individual's application further after these checks have been made. Such a decision would only be made after thorough research, at the end of which there was clear evidence that employing the individual would pose a risk to our school. These checks are made only for this purpose.

13. All external successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this, the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or provide other evidence of their entitlement to work in the UK.

14. Candidates called for interview will be reimbursed reasonable travelling and subsistence expenses as soon as possible after the interview. The successful candidate will be reimbursed his/her expenses with the first month's salary after taking up the appointment. If a candidate declines an appointment if it is offered, no expenses will be paid unless the Directors decide that there are extenuating circumstances.

15. The Academy is committed to the safeguarding and promoting the welfare of children and young people and our recruitment and selection processes are particularly rigorous in relation to child protection. You should be aware that aspects of the assessment process and interview will explore your motivation and suitability to work with children.

If you have problems completing the form or require it in a different format, please contact the Academy on 01458 250501.