



**Weald of Kent**  
Grammar School



## **Head of Science**

Job Description



**Employment Status:** Permanent and full-time  
**Salary:** MPS/UPS plus TLR1a (£14,732 per annum)  
**Start Date:** 1 September 2023  
**Closing Date:** Monday 17 April 2023, 9am\*  
**Interview Date:** Thursday 20 April 2023/Friday 21 April 2023  
**Location:** Weald of Kent Grammar School is located on two campuses; Tonbridge and Sevenoaks. You will be required to work across both campuses.

\*Please note, interviews and appointments may be arranged where a suitable candidate is found prior to the closing date.

# The Team

**Reporting to:** Relevant member of SLG

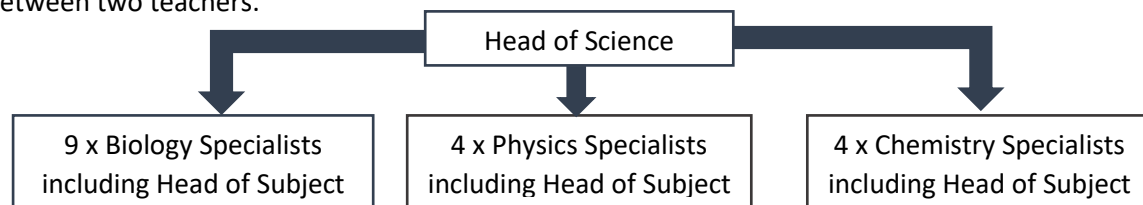
The Science Department has developed a strong reputation for excellent teaching and learning which has resulted in excellent results, a high number of students studying Science at A Level and significant numbers of students then studying for science degrees at leading universities. The Science Department has developed a curriculum which is innovative and focused on developing students' lifelong love of learning, as well as achieving outstanding examination success.

The Science team is constantly seeking ways to improve and engages with educational research to develop the curriculum to equip our students with the substantive, disciplinary and procedural knowledge and opportunities for success to allow them to take the next step with confidence.

The Science Department operates across both Tonbridge and Sevenoaks campuses. It consists of a large number of full and part-time staff along with a strong team of science technicians servicing 15 well equipped laboratories. Much development has gone into enhancing the facilities and our new laboratories at Sevenoaks and Tonbridge provide superb teaching spaces.

Teamwork is vital to the success of a department of this size working over two campuses. It is therefore essential for the successful candidate to be able to galvanize the team, and use the benefits and challenges presented by this to drive teaching and learning forward to meet the needs of our students thus ensuring consistency in standards.

We teach a condensed KS3 curriculum in Years 7 and 8 following the Science Activate scheme, students are taught six-hour long lessons per fortnight. Students follow the AQA GCSE single science specifications throughout Years 9 to 11. In Years 10 and 11, students have a specialist science teacher for each discipline, and a total of thirteen-hour long lessons per fortnight. At A Level our students follow the OCR Physics and Chemistry specifications as well as the Edexcel Biology specifications in ten-hour long lessons a fortnight split between two teachers.



## About the Post

The successful candidate will be highly motivated, organised and passionate about the teaching of science, capable of delivering excellent lessons, as well as inspiring and supporting others to do the same. You will have an interest in enhancing scientific learning across the curriculum to ensure that the learning journey is appropriately challenging, ambitious and engaging for our students. You will be responsible for the strategic direction of the subject and will ensure that students make high levels of progress whilst ensuring that students' experience of science is as real-life and as practical as possible.

The successful candidate will:

- Provide leadership across the area working closely with the heads of subject as well as leading a subject to support the school strategic priorities.
- Provide direction, support and challenge to their colleagues so as to engage and build a culture of continuous improvement.
- Raise standards of student attainment and achievement within the whole curriculum area and to monitor and support all student progress.
- Be accountable for all 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 inclusive curriculum that will allow for the logical and progressive acquisition of knowledge for all 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.
- Effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.



# Job Description

## 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.
- Monitor and coordinate behaviour management within the department in accordance with the school Behaviour Policy.

## Curriculum Provision

- Liaise with the senior leadership team leading on quality of education, 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 senior leadership team leading on quality of education, 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 Group 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 ITT and ECT 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 in all subject areas within the department.
- Contribute to the school procedures for lesson observation.
- Implement the 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.
- Manage, track and monitor the Department's data collection.
- Provide the Board of Trustees with relevant information relating to Departmental performance and development.

### **Communications**

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


### **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.
- Contribute to PHSCE according to school policy.
- Ensure behaviour and rewards are implemented in the department so that effective learning can take place.

### **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.
  - 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
- 

# Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Hold QTS (or equivalent) and a relevant undergraduate degree	✓	
Management training		✓
Evidence of further professional development relevant to post		✓
<b>Experience</b>		
Demonstrate successful teaching of GCSE and A-Level at an outstanding level	✓	
Have experience of initiation and effective management of change		✓
Show evidence of raising achievement in present post and showing good value added for groups	✓	
Outstanding classroom teacher and tutor	✓	
<b>Skills &amp; Knowledge</b>		
Have knowledge of current curriculum developments in subject and their implications	✓	
Have good knowledge and understanding of current educational thinking	✓	
Show good understanding of how children learn and how to raise standards of achievement	✓	
Able to communicate effectively, orally and in writing	✓	
Display excellent organisational skills	✓	
Be able to build and sustain professional standards and relationships with students	✓	
Be able to contribute towards creating a safe and protective environment	✓	
Able to consistently demonstrate effective planning and creative teaching including an ability to deliver outstanding lessons		✓
Excellent time management, planning and organisational skills	✓	
Able to use data effectively to assess prior attainment, track progress and set student targets	✓	
Able to provide clear direction and to inspire, motivate and enthuse others	✓	
Confident in own ability to be effective and take on challenges	✓	
Ability to relate well to students, colleagues, parents and trustees	✓	
Effective behaviour management skills	✓	
Able to support students in maintaining high standards	✓	
Up to date awareness of curriculum development	✓	
Efficient and effective administrative, organisational and personal management skills	✓	
<b>Personal Attributes</b>		
Ability to inspire, challenge and motivate students	✓	
Have a positive approach to education with a desire to succeed	✓	
Energy, enthusiasm and perseverance	✓	
Reliability and integrity	✓	
Good interpersonal skills	✓	
Professional appearance and manner	✓	
Clear vision and educational philosophy		✓

Positive commitment to individual personal development	✓	
Capacity to work hard, under pressure, to meet deadlines and manage time effectively	✓	
Adaptable and amenable with respect to working practices	✓	
Ability to work independently and in a team, taking a collaborative approach	✓	
Ability to build supportive working relationships with colleagues	✓	
Commitment to supporting the full life of the school	✓	
Suitable to work with children	✓	
<b>Equal Opportunities</b>		
A commitment to inclusive education	✓	

## Benefits

- Generous pension scheme (TPS/LGPS)
- Healthcare cash plan
- Occupational health support
- Priority admission for staff children (see admissions policy on school website)
- Employee Discount Scheme (Multiple Retailers – Kent Reward Scheme)
- Cycle to Work scheme
- Free refreshments
- Free onsite parking
- Opportunity to perform paid lunch-time duties (with free lunch)
- Free annual flu vaccination
- Employee Assistance Programme
- Individual performance development plans for career development and lifelong learning





# Application Process and Safeguarding

## **Applications**

Application forms can be found on our website or on tes.com and should be sent to Human Resources on [HR@wealdgs.org](mailto:HR@wealdgs.org). The communication should set out how your proven relevant experience relates to this role.

For safer recruitment purposes application forms need to be completed in full and CV's will not be accepted.

## **References**

References may be taken up before being short-listed, please indicate on your application form if you have any objection to us contacting the referee prior to interview.

## **Safeguarding Duties and Responsibilities**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to uphold this duty with regard to all children and young persons for who they are responsible and with whom they come into contact.

This role is a teaching or teaching support role involving extensive contact and responsibility for children.

## **More Information**

**For more information** on the role, or to come and visit Weald of Kent prior to applying then please contact HR on [HR@wealdgs.org](mailto:HR@wealdgs.org). We look forward to hearing from you.