

**Assistant Head of Science**



**Recruitment Pack**



Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to c.smith@theheys.school

Closing Date: 6th October 2021

Interview Date: 15th October 2021

**How to Apply**

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**Welcome**

*Dear Applicant,*

*Thank you for your interest in the post.*

*We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team.*

*We promote a culture of high expectations, within a supportive environment, based upon our core values of, ‘Be Respectful, Be Kind, Be Determined’. These core values are intrinsic to the school; they form the basis of how we work together as a family and how pupils are rewarded for the fantastic things they do.*

*To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what The Heys School and The Rowan Learning Trust are about.*

*If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.*

*Visits to our school are welcome and can be arranged by contacting Charlotte Smith on 0161 773 2052 or email c.smith@theheys.school.*

*We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.*

*Yours faithfully,*

Miss R Evans



Headteacher

The Heys School

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**The Heys School** ****

We are a smaller than average school with a family feel. We know our students’ well and do all we can to ensure they have every opportunity to make the most of themselves and ***Realise their Greatness***.

At The Heys School, we focus on students’ academic progress and believe that it is important to develop the child as a whole. We offer a number of different pathways to support our students and work with a number of local providers to ensure they have every opportunity available to them. These range from work with a hairdressing academy, the local farm and many more. We are passionate about developing well rounded students who have a clear focus on their future goals and ambitions we work to enhance their cultural capital through the work with our charity program, in school foodbank and through the recently developed pledge program.

The Heys School is a diverse and exciting place to work and learn and our students always see this as a strength of the school. Our students believe that at the Heys everyone is treated equally.

We have a clear focus on ensuring that our students make good and sustained progress, regardless of their starting point.  We are so proud of the amazing things that our students achieve every day and we are constantly looking for new ways to celebrate their successes. Our pupils are individuals and we celebrate them for being Heys Heroes.

We believe that education is a journey and we are committed to ensuring every student has the skills to meet the obstacles they face head on.  We believe in the importance of grit, perseverance and resilience and of showing our pupils the value of getting back up and trying again if they don’t succeed the first-time round.

In the Heys family we value determination, respect and above all kindness. We are looking for committed staff who value the sense of family and are determined to support our pupils in any way they can.

**The Rowan Learning Trust**

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises six schools: three high schools, an all-through alternative provision academy and two primary schools. Together we share a set of common values:

* Mutual respect
* Fairness
* Equality of opportunity
* Individual growth
* Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



**Job Description **

**Generic and Specific Responsibilities :**

The successful candidate will be expected to assist the Head of Faculty by leading, developing and enhancing the quality of teaching and learning within the faculty by:

**Teaching and Learning**

* Setting and maintaining high standards of teaching and learning across the age and ability range.
* In the absence of the Head of Faculty, ensuring that appropriate and meaningful work is supplied for the use of the Cover Supervisors, supply or substitute staff, for either the Head of Faculty or other absent staff.
* Developing strategies to monitor and promote effective transition arrangements in Science to ensure continuity and progression for all pupils from KS2 to KS3, and to liaise with the appropriate member of staff responsible for transition in this respect.
* Assisting the Head of Faculty in reviewing, developing and refining schemes of work for KS3 and KS4 Science units by leading and managing other staff in the Faculty to extend and improve current resources.
* Developing and co-ordinating curricular links with primary schools and external agencies.

**ASSISTANT HEAD OF SCIENCE: Start date: 4th January 2022**

Reports to: Head Teacher

Location: Heys Road, Prestwich

Salary: Classroom Teachers’ Pay Scale + TLR2a

Hours: Full time

* To liaise with feeder primary schools to ensure that the scheme of learning matches pupils starting points.
* 7Taking a leading role in KS3 and KS4 Literacy, and monitoring the progress of KS3 and KS4 students.
* Managing and developing high quality teaching resources at KS3 and KS4 to match the needs of the curriculum and the different abilities of learners.
* Assisting the Head of Faculty by monitoring, reviewing and developing all Faculty policies and strategies in line with the strategic aims of the school.
* Assisting the Head of Faculty by leading continuous professional development for the whole faculty as required.
* Sharing good practice across the whole school, via continuous professional development and teaching & learning briefings.
* Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of Science.
* Assisting the Head of Faculty by promoting Science learning through intervention and out of hours activities.
* Ensuring a high-quality learning environment within the Science area by managing and improving:

* The fabric of the classrooms within the faculty area
* Displays and exhibitions of students’ work.
* Classroom behaviour by ensuring that faculty policies on sanctions are consistent with the agreed school Positive Behaviour Policy and its systems.
* Assisting the Head of Faculty by promoting the Home/School Partnership and the school Homework Policy.

**Recording, Reporting and Assessment**

* Being accountable for student progress and development within Science by leading, developing and enhancing all assessment arrangements within the faculty in line with school policy.
* Planning timely and appropriate interventions to support key groups progress.
* Being accountable for leading, developing, co-ordinating and monitoring strategies to raise student achievement, in line with the school’s “Assessment for Learning” targets, making best use of assessment information.
* Reviewing long term and short term planning to ensure coverage, provision of a range of learning experiences, continuity and progression for all students from one year to next, and between Key Stages, in line with the school’s “Assessment for Learning” targets, making best use of assessment information to ensure that individual needs are being met.
* Liaising closely with the Heads of Year to ensure continuity and progression across the Key Stages. Liaising with
* other schools to ensure continuity and progression at point of transfer (e.g. transition KS2 to KS3).
* Ensuring that faculty reports on students are completed to a high professional standard, by the appropriate
* deadline dates and are consistent with the school’s reporting arrangements.
* Contributing to reports to Governors as requested.
* Liaising with senior leaders to support teachers within the faculty by identifying their CPD needs which will enhance teaching and learning; induction of new teachers to the faulty, including Newly Qualified Teachers (NQTs), and the support of trainee teachers.

**Recording, Reporting and Assessment**

* Assisting the Head of Faculty by monitoring, developing and enhancing the assessment arrangements within the faculty at KS3 and KS4, in line with the school’s Assessment for Learning targets. This will involve co-ordinating and monitoring strategies to raise pupil achievement and ensure continuity of progress, making best use of assessment information.
* Managing, setting and co-ordinating the results from the Year 7 and Year 8 examinations, or other assessment instruments; liaising with the Deputy Head (Curriculum & Assessment) whenever appropriate in these respects.
* Being accountable for monitoring, developing and co-ordinating strategies to raise pupil achievement.

Assisting the Head of Faculty by monitoring and reviewing long term and short term planning within the Faculty to ensure coverage, provision of a range of learning experiences.

**Standards and Quality Assurance**

* Assist in the Head of Faculty in ensuring that the quality procedures across the subject faculty meet the requirements of the school’s self evaluation strategy and the Improvement plan. Lead self-evaluation at the faculty level and use the outcomes to inform whole school strategic priorities.
* Liaising with appropriate external agencies, organisations and other schools to ensure the maintenance of high
* standards within the faculty.
* Attending and participating in open & parents evenings, assisting the Head of Faculty in managing the faculty
* contribution to these events.
* Attending team and staff meetings as appropriate.

**Leadership**

* Assisting the Head of Faculty to develop the faculty position statement and faculty improvement plan to monitor, evaluate and improve the quality of teaching and learning through
* a structured, rigorous and recorded programme of lesson observation, learning walks and drop ins for all staff;
* providing feedback and advice on improvement as appropriate
* completing self-evaluation audits to identify strengths and areas for improvement
* ensuring that this process informs improvement planning within the Faculty
* developing and formalising arrangements for the scrutiny of pupil’s work and staff planning
* Assisting the Head of Faculty in the production of a detailed Faculty Improvement Plan, in line with agreed whole school priorities.
* Assisting in the school Appraisal process, as required.
* Deputising for the Head of Faculty in the event of absence: take responsibility for the day-to-day management issues in this event. To deputise for the Head of Faculty, or represent the Faculty at meetings or on working parties as and when required.
* To lead whole school provision for STEM in order to engage, excite and inspire students.
* To work with the CEIAG team to ensure representation from external STEM professionals at all careers events.

**Person Specification **

**Essential**

* Qualified Teacher Status
* Graduate status, with appropriate levels of attainment and qualifications in Science
* Excellent subject knowledge
* Have a secure knowledge and understanding of the Science curriculum and related pedagogy.
* Ability to teach science to KS3 and KS4
* Proven track record as a highly effective classroom teacher
* Proven track record of high-quality outcomes at classroom and or faculty level.
* Leadership skills appropriate to the lead role in the delivery of Science within the school
* A passionate interest in all aspects of the subject
* An interest in promoting the subject outside the classroom.
* Highly professional standards in the classroom and when working with colleagues.
* Energy, enthusiasm and a concern for quality in all aspects of work
* A capacity to work successfully as part of a team.
* The ability to enthuse, excite and engage students.
* An awareness of diversity and inclusion issues, and a determination to promote equal opportunities.
* The ability to use assessment data to identify underperformance and advise reactive strategies within science.
* A passion for inclusive education and a drive to ensure every student has the opportunity to realise their greatness.
* This 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 ability to develop effective working relationship with students.
* The ability to command the respect of staff and students alike.
* The ability to work as a supportive team member.
* Excellent classroom teaching & management skills.
* A high degree of organisational ability both in a classroom and during practical lessons.
* A commitment to continued professional development.
* A willingness to share best practice and learn from others.
* A commitment to ensuring student progress, by participating in extra-curricular activities.
* A desire and willingness to explore innovative methods of curriculum delivery to capture the imagination of students.

**Desirable**

* An experienced Leader within science with a track record of school improvement.
* Experience marking for the exam board.
* Experience Coaching and support teaching and learning at faculty or whole school level.



The Trust will 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.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.

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The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464

**THE HEYS SCHOOL**

**JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS**

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

HEYS ROAD,

PRESTWICH,

MANCHESTER.

M25 1JZ

**TELEPHONE:** 0161 773 2052

**EMAIL:** c.smith@theheys.school

1. **POST APPLIED FOR**

|  |  |
| --- | --- |
| **Post Applied For:** |       |
| **School:** | The Heys School, Heys Road, Prestwich, Manchester. M25 1JZ |
| **As advertised in:** |       | **On date:** |       |

**2. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **SURNAME:** |       | **FORENAMES:** |       |
| **TITLE:****(Optional)** |       | **Date of Birth:****(Optional)** |       |
| **ADDRESS** |       |
|       |
| **POSTCODE:** |       | **DfE NUMBER:** |       |
| **TELEPHONE NUMBER:** |       | **NATIONAL INSURANCE NUMBER:** |       |
| **MOBILE NUMBER:** |       | **EMAIL ADRESS:** |       |

**3. CURRENT POST**

|  |  |
| --- | --- |
| **SCHOOL/SERVICE:** |       |
| **LOCAL EDUCATION AUTHORITY:** |       |
| **JOB TITLE:** |       |
| **DATE OF APPOINTMENT:** |       | **SALARY:** |       |
| **TLR/ Recruitment and Retention Allowance (please specify as applicable)** |       |
| **MAIN DUTIES AND RESPONSIBILITIES** |
|       |
| **Reason for this application** |       |

**4. PREVIOUS TEACHING EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of school, type of school and number on roll** | **Dates of employment** | **Post(s) held indicating salary points / allowances** | **Reasons for leaving** |
| **From** | **To** |
|       |       |       |       |       |

**5. OTHER RELEVANT WORK EXPERIENCE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post** | **Dates** | **Employer** | **Grade/Salary** | **Reason for Leaving** |
| **From** | **To** |
|       |       |       |       |       |       |

**6. GENERAL EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **School** | **From** | **To** | **Qualifications – Grades, awarding bodies and dates** |
|       |       |       |       |

**7. FURTHER AND HIGHER EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of College/ University** | **From** | **To** | **Qualifications – Grades, awarding bodies & dates** |
|       |       |       |       |

**8. ANY OTHER RELEVANT QUALIFICATIONS**

**Please give details of any other relevant qualifications you have for this post.**

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| --- |
|       |

**9. ADDITIONAL INFORMATION**

|  |  |
| --- | --- |
| Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school?*(If yes, please state relationship)* | Yes [ ]  No [ ]  |
| Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension?*(If yes, please give details)* | Yes [ ]  No [ ]  |
| Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?*(If yes, please give details)* | Yes [ ]  No [ ]  |
| Do you hold a current and valid driving licence? *(if yes, please state the category)* | Yes [ ]  No [ ]  |
| Please indicate if you have any special requirements to allow you to participate fully in an interview. |       |

**10. Criminal convictions or cautions**

|  |
| --- |
| You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children. Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level. Where serious concerns as to an individual’s suitability to work with children are expressed, the facts will be reported to the relevant authorities.  |
| Do you have any unspent criminal convictions, cautions or bind-overs?If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked “Addressee Only – Headteacher”. | Yes [ ]  No [ ]  |

**11. REFERENCES**

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer**. In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

|  |  |
| --- | --- |
| **REFEREE 1**Please provide name and address | **REFEREE 2**Please provide name and address |
|       |       |
| **TELEPHONE NUMBER:** |       | **TELEPHONE NUMBER:** |       |
| **EMAIL:** |       | **EMAIL:** |       |
| **Reference Type:**(Please circle) | Employer[ ]  | Education[ ]  | Character[ ]  | **Reference Type:**(Please circle) | Employer[ ]  | Education[ ]  | Character[ ]  |
| Please note that we will contact these referees if you are short-listed for this post and seek reference before interview. |

**12. FURTHER INFORMATION FOR CANDIDATES**

\* You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.

\* Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

\* To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

**13. DECLARATION**

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:       Date: