



Head of Science (MPS/UPS + TLR 1a) Application Pack

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Dear Colleague

Thank you for your interest in Litcham School and the post of Head of Science. I trust that you find the enclosed information useful and that you will want to apply.

This is an exceptional opportunity for candidates of the highest calibre to work within an innovative and supportive school. We can offer you:

- A successful and ambitious school
- A skilled, friendly, supportive and professional team of staff
- A highly successful Science department with outstanding outcomes on all measures
- A commitment to provide leadership training and professional development opportunities of the highest quality
- The opportunity to work in an all-through school
- A fantastic rural location.

We are determined to become outstanding in every respect and high quality, highly motivated staff are the key to this. We seek a collaborative and empowered culture with strong, well led, well managed and accountable teams playing their part in a true learning organisation. We place a high priority on leadership development at all levels.

All staff enjoy a high level of support and we believe you should be able to teach without disruption in a purposeful environment. We have very high expectations, believing that learning should be challenging, stimulating and, above all, enjoyable. We are developing a highly collaborative approach to teaching, with a very strong focus on the development of learning and teaching.

We have a comprehensive website, www.litchamschool.net where you will find more information about the school and electronic application details. I have enclosed a Job Description, an application form and a copy of our last OFSTED report. This information can of course only give you a flavour of the school. If you would like further information, please do not hesitate to either visit us or to telephone me directly. The closing date is Monday 4 March at 9.00am.

Thank you for your interest in our school and I look forward to hearing from you.

Yours sincerely



Robert Martlew
Headteacher

Background Information

Litcham is a small, popular, successful and rapidly growing all-through school. Children enjoy their time with us and are very keen to learn. In our last inspection, Ofsted judged us to be good with areas of outstanding practice.

The school is situated in delightful surroundings in the historic village of Litcham and is within easy reach of the North Norfolk coast, Norwich and King's Lynn. Litcham is centrally located in the county and there is a wide range of affordable housing in the area. Norfolk is a county of beautiful open country, inland waterways, an extensive coastline, attractive towns and villages and the fine city of Norwich. It is also an area of opportunity, good public services and a relatively buoyant economy, all of which make it a fantastic place in which to live and work.



Head of Science

MPS + TLR 1a

Permanent full-time contract

Required for September 2019 following the retirement of our current post holder.

We are seeking to appoint an exceptional Head of Science to lead our successful and vibrant department. We are looking for a dynamic leader with a clear sense of purpose who will deliver consistently high quality lessons. The successful candidate must have the highest expectations and aspirations for every pupil and be a committed, skilled and a knowledgeable practitioner with an unerring focus on continuous improvement.

The Science department is supportive, very successful, experienced and vibrant. Outcomes are exceptionally strong, placing us amongst the highest performing schools nationally for both progress and attainment. The department is well resourced and staff teach in their own rooms. We are now part of the Synergy Multi-Academy Trust and therefore have strong links with the Science department at Reepham High School and College.

As a leader of Science, you will play a pivotal role in the next stage of our development. You will receive high quality support and CPD and will be encouraged to develop enquiry that will improve pedagogy across the school. If you would like to be part of our future, working with an employer who will listen to you, challenge and support your decision making, as well as provide you with a wealth of resources to fulfil this fantastic opportunity, your application will be welcomed.

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. If appointed, you will be required to undertake a Disclosure Barring Service (DBS) check and comply with child protection policies and practices. You will also need to provide two satisfactory references.

A copy of the job description and electronic application form are available to download from our school website www.litchamschool.net.

Visits to the school are strongly encouraged, please contact Rhonda Taylor-Balls, Headteacher's PA, to arrange.

Closing date for applications: Monday 4 March at 9.00am

Interview: Week commencing 18 March

How to Apply

To apply, please send your completed application form and a letter of application (maximum 2 sides of A4) outlining:

- Why you are the right person to lead our Science department
- The role of the Head of Science in developing the curriculum, particularly in relation to current national developments

Please forward your completed application form to: office@litcham.norfolk.sch.uk

JOB DESCRIPTION

Head of Science

Job Purpose

- Support the Senior Leadership Team in carrying out the collective vision for the school
- Provide professional leadership for Science across all phases of the school to secure continuing success and improvement
- Ensure that all teaching staff within the department meet nationally agreed Teacher Standards
- Have a direct impact on the quality of teaching and learning within the department and therefore children's achievement
- Monitor, evaluate and review the department
- Performance Manage identified staff as appropriate
- Promote and deliver high quality extra-curricular learning

Accountable to: SLT Line Manager (currently the Headteacher)

Key Accountabilities:

Whole School and Department

- Work across all Key Stages to establish a fully coherent and cohesive approach to science across the school
- Work closely with all colleagues to achieve whole school and department aims and to assist with whole school projects
- Lead and manage the department
- Lead and manage the team of Science technicians
- Hold staff accountable for their performance across the department
- Work with the department and technicians to ensure that all Health and Safety requirements are met
- Co-ordinate and monitor the department Development Plan
- Co-ordinate grouping and setting arrangements across the department
- Co-ordinate cover for absent staff across the department
- Lead and actively manage the department budget
- Ensure that the environment of the department and teaching areas are always of a high quality
- Co-ordinate the mentoring of new starters, NQTs and ITT's within the department
- Participate in recruitment procedures relevant to the department as required

Teaching and Learning

- Prepare and teach appropriate, engaging and challenging lessons
- Ensure a shared understanding of quality teaching within the department
- Lead and promote innovative teaching and learning strategies to improve pupil outcomes across the department and school
- Identify staff Teaching and Learning needs and develop personalised plans to improve the quality of teaching and learning across the department

Quality Assurance

- Use a range of evidence to monitor performance across the department, including internal tracking through SIMS and SISRA, and external data including ASP
- Lead and manage Quality Assurance across the department, including lesson observation, learning walks, work scrutiny and pupil voice
- Support staff in following up outcomes of lesson observations and Quality Assurance across the department
- Self-evaluation across the department through Department Review

Meetings

- To lead, participate and contribute to appropriate meetings and staff development
- Attend Heads of Department meetings
- Year 6 Open evening
- Presentation evening

Assessment and Examinations

- Co-ordinate assessment across the department
- Examination entries and administration across the department

Curriculum

- Prepare and teach appropriate, engaging and challenging lessons
- Ensure the delivery of high quality teaching and learning opportunities for pupils, in a knowledge led curriculum
- Review systematically, change and modify the curriculum as necessary, by planning suitable courses for pupils of all abilities and to meet the wider aims of the school
- Establish and maintain schemes of work and programmes of study across the department
- Ensure that ICT is an integral part of the curriculum
- Keep abreast of current developments in the educational field to enable effective curriculum planning
- Assess pupils' work and report on outcomes as required
- Work with other departments as appropriate

Pastoral

- Take responsibility for the effective care and guidance of a tutor group
- Monitor the academic performance of pupils within a designated tutor group

Community

- Work closely with parents and other members of the community where appropriate
- Promote the school within the community
- Demonstrate a keen interest in the life of the school

As a member of staff at Litcham School you are expected to:

- Work in accordance with, and in support of, the school's vision and values
- Contribute to the school's ethos by setting a good example to colleagues and young people
- Take part in performance management activities and reviews as required by the school policy and use the process to develop your personal and professional effectiveness
- Carry out any other such duties as the Headteacher may, from time to time, reasonably require within the terms of this post

PERSON SPECIFICATION

Head of Science

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> • Well-qualified graduate • Qualified Teacher Status 	
SAFEGUARDING	<ul style="list-style-type: none"> • Full understanding of Safeguarding requirements and how teachers promote the welfare of children • DBS and validated references • Eligibility to work in the UK 	
TEACHING EXPERIENCE	<ul style="list-style-type: none"> • Outstanding or good teaching ability • Ability to successfully teach Science to GCSE • Strong use of data to inform teaching and improve learning • Strong understanding of the pedagogy of teaching • IT literate, making highly effective use of ICT to enhance teaching across an area 	<ul style="list-style-type: none"> • Proven leadership experience of improving the quality of Teaching and Learning across an area • Knowledge of how to track pupil progress and resultant intervention strategies across a department • Experience in planning for subject improvement, self-evaluation, monitoring and review • Commitment to extra – curricular activities
PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to collaboratively develop a compelling vision for Science across all phases of the school • Commitment to raising achievement and a clear understanding of how to realise this • An innovative and positive attitude • Ability to demonstrate sound balanced judgement with decisiveness, flexibility and empathy but also a willingness to ask for help • Personal integrity and honesty • Proven experience of improving outcomes • Awareness of current developments within education and the subject area • Ability to work effectively as part of a team • Ability to effectively lead and manage a team of people • Commitment to staff welfare and professional development with a healthy attitude towards personal development and work-life balance • Excellent communicator, both orally and in writing • Highly developed organisational skills including the ability to meet deadlines 	<ul style="list-style-type: none"> • Proven experience of leading staff development, specifically regarding Teaching and Learning

