

**Curriculum Leader**

**in Science**

**Application pack**

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**Curriculum Leader in Science**

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| **From the Headteacher…** |

Thank you for your interest in the post of Curriculum Leader of Science. I hope that our website: [www.waltonledale.lancs.sch.uk](http://www.waltonledale.lancs.sch.uk/) will give you a good overall “flavour” of the school.

Walton-le-Dale is a relatively small school which gives us a distinctive atmosphere. Many visitors comment on the warmth and friendliness of the school.  It is a school where the students and staff know each other well.  Our smaller size allows us to see each child as an individual and to cater for them individually. We are proud to be one of only a few secondary schools in Lancashire with the Inclusion Mark, achieved in 2008 and renewed several times since. We currently have Flagship status for the Inclusion Mark, and this reflects the importance of this to our ethos.

This is a student-centred school and everything we do has the interests of our students at the heart of it.  The strengths of Walton-le-Dale lie in the relationships within the school. Our challenge is to ensure that we make use of these strong relationships to get the best out of our students in terms of achievement. However, a great education is more than exam results and I believe our success is also reflected in supporting the students to be model citizens.

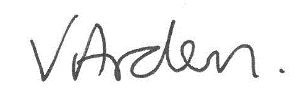
Our students come from a wide catchment area. Around a third of the students come from the Blackburn area, whilst the rest are local or from the Preston area. We have a large number of feeder schools. We are truly a comprehensive school, with a mixed ability intake. It is noticeable that we have a significant number of students who join the school late. These are often vulnerable students with a wide range of educational, social, and emotional needs. We believe they are attracted to us because of the quality of care and learning support that we offer.  The school offers Key Stage 4 students a wide variety of options for a relatively small school.   We have a strong focus on teaching and learning with a great deal of work going on to develop brilliant teaching in an inclusive school.

There is a strong team of staff across the school – all staff, not just teachers. They are incredibly supportive of each other, both in a personal and professional sense. Lesson planning is often shared and cross-department sharing of expertise is also common.  Our team of pastoral and learning support staff is exceptionally strong, with Progress Co-ordinators who currently oversee a year group each.  We have several teaching assistants at various levels, and we are extremely proud of the work that we do to support our students based on need.  Individual continuing staff professional development is a strong and developing focus for us, underpinned by a core belief that individuals matter and that the strength of any school is based on the quality of its staff.

Our Science department has made a lot of progress in recent years by achieving greater consistency in our teaching and learning. We are looking forward to further improvement in our outcomes as a result. We are seeking a strong Curriculum Leader, who is focused on brilliant teaching and learning and has excellent subject knowledge, to lead the department in the next stage of its journey. As Curriculum Leader you should be passionate about the importance of Science in all of our lives and have a clear vision of how to share this passion with our students. You will be fortunate to lead a competent team of practitioners who are keen to develop and work as a team to achieve the best outcomes for our students.

I have been recently appointed as Headteacher and have found the students and staff most welcoming. The school really does have a family feel, with a very supportive staff team and has great capacity for further improvement. This is a school where you can make a real difference and have a significant impact. If you believe you have the energy and drive to help us improve our provision further, we would love to hear from you.

Best wishes



Vicky Ardern

Headteacher

**Curriculum Leader in Science**

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| **Overview** |

We are a very distinctive school. Many visitors comment on the warmth and friendliness and the strong relationships between students and staff.  We see each child and member of staff as an individual. This is, and will continue to be, a student-centred school. Everything we do must have the interests of our students at the heart of it. In order to make the best provision for our students we recruit and develop exceptional staff.

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| **The key responsibilities of this role:** |

* To plan, implement and evaluate an appropriately broad, balanced, relevant, challenging and differentiated learning experience for students
* To support and challenge students to achieve their potential within their subject area(s) and beyond
* To monitor and support the overall progress and development of students as a teacher/ Form Tutor
* To share and support the school’s responsibility to provide and monitor opportunities for personal and academic growth.

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| **The successful candidate will…** |

* Be a brilliant teacher.
* Be highly emotionally intelligent and empathetic, combining genuine care for each individual whilst requiring the highest possible standards from themselves and everyone else.
* Combine commitment, flexibility, integrity, and very hard work with a strong sense of humour and a life outside school.

In addition, you will…

* Be highly emotionally intelligent and empathetic, combining genuine care for each individual whilst requiring the highest possible standards from themselves and everyone else.
* Combine commitment, flexibility, integrity, and very hard work with a strong sense of humour and a life outside school.
* Combine the ability to work independently with a talent for open, non-hierarchical, collaboration.
* Combine the loyalty and confidentiality required of a key member of the team with the ability to give and receive intellectual challenge in the best interests of the students and wider staff.
* Be open, honest, and transparent in your communication with everyone
* Be intellectually curious and interested in a wide range of ideas relating to education so that we can always be sure that we are using the best educational strategies in the interests of our students and staff
* Be able to manage time and workload independently, flexibly, swiftly, and effectively so that the multitude of tasks and responsibilities that come with any senior role are appropriately prioritised and actioned.

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| Job Description |

**POST TITLE: Curriculum Leader in Science**

**RESPONSIBLE TO:** **SLT Line Manager**

**RESPONSIBLE FOR:** **Designated Curriculum Area of Science**

**DURATION:** PERMANENT

**PAY SCALE AND SALARY:** Main/UPS (subject to experience), TLR 1.2 £10,714

**Closing Date: 12noon Friday 19th April 2024**

**Shortlisting completed by: Tuesday 23rd April 2024**

**Interview Date: week commencing 22nd April 2024**

**Start Date: Monday 2nd September 2024**

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| Overall Purpose of Post |

To provide professional leadership of students’ progress in order to secure high quality educational experiences and high and improving standards of learning and attainment.

In addition to the professional duties outlined in the Teachers’ Pay and Conditions Document, the holder will be responsible for these areas.

**The strategic direction and development of the subject**

The Curriculum Leader will:

1. Implement and promote the aims, policies and procedures of the school.

2. Create, implement and monitor curriculum area policies and procedures, which reflect the school’s commitment to high achievement.

3. Plan, implement and evaluate the Science Department Improvement Plan.

4. Model whole school standards and expectations to the rest of the team.

5. Be responsible for ensuring that Schemes of Work and assessment procedures are produced and reviewed by the department on an annual basis.

6. Seek to ensure that the curriculum areas meet statutory and examination board requirements, and that the curriculum develops students’ literacy, numeracy and ICT skills alongside the development of Careers education and SMSC.

7. Contribute to the development of overall improvement policies and school self- evaluation, including the production of a curriculum area SEF.

8. Monitor and Quality Assure student progress and evaluate the standards of teaching and learning across the subject area.

9. Contribute to the whole school behaviour policy ensuring that all department members follow the behaviour policy consistently and fairly.

10. Co-ordinate all administration associated with the curriculum area, liaising with the appropriate support staff.

11. Have a firm commitment to CPD and professional development, ensuring that the Department has the breadth of skills and experience to raise standards still further as a group.

12. Show ambition, enthusiasm, drive, and clarity of vision that will permeate the culture of the Department thus positively impacting on the work and attitude of both staff and students.

**Leading and managing staff**

The Curriculum Leader will:

1. Have a vision for the development of the curriculum area.

2. Lead staff within the curriculum area by, for example, modelling the highest standards of teaching and providing clear feedback, and giving good support and sound advice to others with the aim of raising standards of teaching.

3. Lead and promote the ongoing professional development of staff through training and through setting consultative performance management targets.

4. Lead colleagues in evaluating the impact of their teaching on raising students’ achievement.

5. Involve staff in the creation and implementation of curriculum area plans and policies.

6. Take the lead in motivating, supporting and mentoring colleagues in the adoption of good practice and encourage collaboration and mutual support between colleagues.

7. To work collaboratively with the SLT to ensure the successful delivery of policies, plans, priorities and targets.

8. Seek to ensure that all members of the curriculum area fulfil all aspects of their job description.

**Efficient and effective deployment of staff and resources**

The Curriculum Leader will:

1. Manage the efficient deployment of teaching and (where appropriate) technical staff and support staff.

2. Identify and employ appropriate resources for the subject(s) and seek to ensure their effective use.

3. Seek to ensure a safe, secure and stimulating environment for the learning and teaching of the subject.

4. Be responsible for efficient management of curriculum finance.

5. Be responsible for ensuring that appropriate work is available whenever a member of the curriculum area is absent.

6. Seek to ensure all relevant Health and Safety regulations are observed.

7. To take overall responsibility for the appearance of curriculum area rooms, and to direct appropriate support staff to produce high quality displays.

It is assumed that the Curriculum Leader works closely with the Headteacher, via the Line Manager, in each of the key areas.

1. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed as necessary as part of the appraisal process and it may be subject to modification or amendment at any time after consultation with the holder of the post.

3. Every member of staff has a responsibility to safeguard and promote the welfare of children.

**Learning and teaching**

The Curriculum Leader will:

1. Seek to ensure, sustain and promote effective learning and teaching within the curriculum area appropriate to the needs of all students – sharing good practice where appropriate, intervening where that is not the case.

2. Collaborate closely with colleagues to promote and encourage the highest standards of teaching.

3. Evaluate the quality of teaching and its impact on student progress and use the findings to inform planning and classroom practice.

4. Employ and evaluate effective strategies to ensure school and curriculum area attainment targets are met, analysing student progress and ensuring any intervention required is rapid and effective.

5. Have a relentless focus on closing the progress gap with identified groups that are underachieving, particularly those that are classified as Student Premium and/or SEN.

6. Evaluate the standards of student achievement using evidence (performance data, lesson planning, observation and students’ work scrutiny for staff within the Curriculum Area) and set clear targets for improvement.

7. Work collaboratively with colleagues to promote highest standards of learning and behaviour and communicate effectively with House Achievement Leaders (HALs).

8. Seek to ensure that the Behaviour Curriculum is embedded into the curriculum area practice.

9. Have an extensive, well-informed and critical understanding of current initiatives in teaching and learning and where possible implement or delegate their implementation when appropriate.

10. Ensure that all learners are fully prepared for both internal and external assessments and examinations with clear strategies, hints and tips outlined to support exam success.

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| Working Time |

* 190 days (or part time equivalent) of teaching a designated timetable plus 5 days (or equivalent) in which the teacher may only be required to perform other duties.
* Any other session as directed by the Headteacher

**Prompt attendance and leadership/participation as appropriate in:**

* Staﬀ Brieﬁngs - 8.35am and any other designated meetings.
* Agreed pre-school, break, lunchtime and post school duties

**Calendar:**

* Full participation at directed time events on the annually published calendar.
* Attendance at calendar sessions, meetings and INSET will be agreed at the start of the academic year.
* Attendance at optional CPD opportunities.

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| Person Specification |

This is a summary of the skills, knowledge and attributes and should be read in conjunction with the job specification.

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|  | **Essential** | | **Desirable** |
| **Qualifications** | * Qualified teacher status * Appropriate degree or equivalent qualification. * Evidence of commitment to further professional development | | * Further professional qualifications |
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| **Knowledge & Skills** | * Excellent classroom practitioner with a wide range of teaching skills. * Ability to contribute to the development, communication and implementation of a shared vision and values. * Ability to actively contribute to the strategic development of the school. * Ability to contribute to the development, embedding and management of policies. * Ability to identify and share strategies to promote progress for groups of students. * Ability to inspire, support, challenge, motivate and empower others. * Ability to use data to track progress across time and identify patterns/trends. * Ability to plan for, lead and evaluate staff development. * Ability to effectively establish, monitor and achieve challenging objectives. * Ability to plan in the short, medium and long term. | |  |
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| **Experience** | * Proven experience of successfully leading initiatives and improvements which had measurable impact on standards. * Experience of achieving very high standards and challenging existing practices and levels of performance. * Experience of establishing, reviewing and monitoring progress and achievement. * Experience of leading change processes at a pace. * Experience of development planning at a strategic level. * Experience of leading the development of learning and teaching. * Experience of leading and managing teams to the achievement of common goals. * Experience of managing a complex workload of competing demands. | |  |
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| **Application form**  **and letter** | | * Letter should be clear, concise, accurately written and presented in an organised way * Letter should outline a clear educational philosophy and relate directly to the requirements of the post and the school as outlined in the Job Description, this Person Speciﬁcation and other documentation * Application form should be fully completed, accurate and legible * Candidates will have to demonstrate their suitability to work with children |  |
| **Disposition & Attitude** | | * Exceptional written and verbal communication skills with the ability to successfully engage with people at all levels. * Ability and willingness to support and challenge colleagues on a personal and professional level. * Ability to work successfully within a team and to engender a mutually supportive work environment. * High level of initiative and self-motivation. * Creativity with a desire to be innovative. * High level of integrity and discretion. |  |
| **Commitment & Other Requirements** | | * Satisfactory Enhanced Disclosure with the Disclosure & Barring Service (DBS) * Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people. * Excellent attendance record. |  |

Walton-le-Dale is committed to the safeguarding of all students. The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS.

Completed application forms and letters must be submitted to [**l.hodgson@waltonledale.lancs.sch.uk**](mailto:l.hodgson@waltonledale.lancs.sch.uk)