



# Application Pack

[www.shuttleworthcollege.org](http://www.shuttleworthcollege.org)



## Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Head of Science at Shuttleworth College, a place where everyone can live our motto; 'Think Big, Chase Dreams and Succeed Together'.

This role presents an excellent opportunity for an ambitious and skilled leader to join us in this exciting phase of the college's development. With an experienced Senior Leadership Team and an extensive CPD program; we offer opportunities and encouragement to develop both personally and professionally.

Shuttleworth is a fantastic place to work and to learn and families, visitors, and Ofsted alike comment on the calm and purposeful atmosphere in the college. Ofsted describe the school as a 'haven' and our young people as 'confident, friendly and courteous'. We expect huge things of all our young people here and set them up to be the best they can be in their future lives. Staff, students and families work together to get the very best out of the five years young people have in this school, with a no excuses culture where everyone is expected to give their best every day.

With excellent support from an outstanding SLT lead, there hasn't been a better time to join our welcoming, attractive and well-resourced learning environment. We look forward to receiving your completed application form outlining how your skills and experience have prepared you for this role.

If you would like to find out more about us or visit the college, please do not hesitate to contact us.

Yours Sincerely,



Karen Lightfoot  
Acting Headteacher



# Job Description

<b>Post Title:</b>	<b>Head of Science</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area or area as appropriate.</li> <li>To monitor and support the overall progress and development of students as a teacher/form tutor</li> <li>To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>To contribute to raising standards of student attainment.</li> <li>To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Reporting to:</b>	Assistant Head
<b>Responsible for:</b>	The provision of a full learning experience and support for students.
<b>Liaising with:</b>	Headteacher, SLT, teaching/support staff, external agencies and parents.
<b>Salary/Grade:</b>	Dependent upon experience/qualifications
<b>Main Duties:</b>	<ul style="list-style-type: none"> <li>Lead on the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Curriculum Area.</li> <li>To lead on the Curriculum Area development plan and its implementation.</li> <li>To lan and prepare courses and lessons.</li> <li>To contribute to the whole school's planning activities.</li> <li>To deliver high quality teaching and learning experiences across the school campuses.</li> <li>Has exceptional knowledge of their subject and the ability to make science come alive for students. A clear sense of how science topics are linked as part of a broader sequence is essential</li> </ul>
<b>Curriculum Provision:</b>	To ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
<b>Staff Development:</b>	<ul style="list-style-type: none"> <li>To take part in the school's staff development programme by participating in arrangements for further training and professional development.</li> <li>To continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>To engage actively in the Appraisal process.</li> <li>To ensure the effective/efficient deployment of classroom support</li> <li>To work as a member of a designated team and to contribute positively to effective working relations within the school.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>To help to implement school quality procedures and to adhere to those.</li> <li>To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> </ul>

	<ul style="list-style-type: none"> <li>To review appropriately, methods of teaching and learning programmes.</li> <li>To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>To maintain appropriate records and to provide relevant, accurate and up-to-date information for SIMS and reports.</li> <li>To complete the relevant documentation to assist in the tracking of students.</li> <li>To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>To communicate effectively with the parents of students as appropriate.</li> <li>Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>To follow agreed policies for communications in the school.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>To take part in publicity and liaison activities such as Open Evenings, Parents Evenings, Celebration events and liaison events with partner schools.</li> <li>To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>To assist the Head of Faculty to identify resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>To be a form tutor to an assigned group of students.</li> <li>To promote the general progress and well-being of individual students and of the form tutor group as a whole.</li> <li>To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.</li> <li>To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.</li> <li>To evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>To apply the behaviour management systems so that effective learning can take place.</li> </ul>
<b>Teaching:</b>	<ul style="list-style-type: none"> <li>To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.</li> <li>To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>To ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of students</li> <li>To undertake a designated programme of teaching as directed by the Headteacher at the appropriate designated venue.</li> <li>To ensure a high quality learning experience for students which meets internal and external quality standards.</li> <li>To prepare and update subject materials.</li> </ul>

	<ul style="list-style-type: none"> <li>• To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.</li> <li>• To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.</li> <li>• To undertake assessment of students as requested by external examination bodies, departmental and school procedures.</li> <li>• To mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul>
<b>Other Specific Duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• To support the school in meeting its legal requirements for worship.</li> <li>• To promote actively the school's corporate policies.</li> <li>• To continue personal development as agreed.</li> <li>• To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.</li> <li>• To undertake any other duty as specified by STPCB not mentioned in the above.</li> <li>• To maintain the highest level of professionalism at all times.</li> </ul> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>

Employees will be expected to comply with any reasonable request from a Leader or 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 telephone callers.

The School 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.

# Person Specification

<b>Post Title:</b>	<b>Head of Science</b>		
			<b>To be identified by: Application</b>

		Essential (E) or Desirable (D)	Form (A), Interview (I), Reference (R)
<b>Qualifications:</b>	QTS	E	A
	A good degree in relevant subject area (at least 2:2).	E	A
<b>Teaching:</b>	Experience of teaching across the age range 11-16.	E	A, I, R
	Ability to use relevant student data effectively to plan challenging and inspirational lessons.	E	A, I
	Evidence of good or outstanding practice from observation feedback.	E	A, I, R
	Ability to adapt and develop pedagogy for a range of abilities and learner styles.	E	A, I
	Ability to use assessment effectively to move learning on.	E	A, I, R
<b>Professional Development:</b>	Willingness to further develop self through relevant CPD.	E	A, I
<b>Personal Skills:</b>	Strong moral purpose, a desire to secure the best outcomes for students.	E	A, I, R
	Good team player	E	A, I, R
	Excellent written and verbal communication skills	E	A, I
	Adaptability and resilience	E	A, I
	Role model	E	A, I, R
	Ability to relate well to students, parents and other stakeholders	E	A, I, R
	Creative, problem solving with willingness to take on new approaches/ideas	E	A, I, R

# Useful Information

Thank you for your interest in joining our incredible team of staff here at Shuttleworth College.

Application forms can be found at the top of the vacancies section of our website [here](#).

Please email your application to [applications@shuttleworth.lancs.sch.uk](mailto:applications@shuttleworth.lancs.sch.uk)

If you have any questions, please do not hesitate to get in touch.

