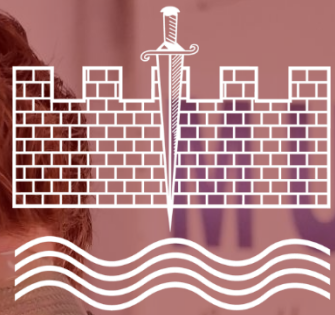


# SHOEBURYNNESS HIGH SCHOOL

Southend East Community Academy Trust



**SCIENCE  
HEAD OF FACULTY**

**SECAT**



# WELCOME

## EXPECT EXCELLENCE

I have worked at Shoeburyness High School for many years and have been Head Teacher since September 2018. I believe that our school is unique; we are a large school that feels very personal and we manage to combine hard work and rigour with positive relationships and humour.

Our best assets are our team of staff and the students they support; we are proud to be a fully comprehensive community school and the diverse nature of our school population only adds to this feeling of community.

The importance we place on positive relationships and community does not distract us from our core purpose, which is to provide the best learning opportunities for our students so they can achieve the best possible outcomes.

In this brochure, we have tried to provide you with information on some key areas in order to support your decision about applying for a role in our school

Best wishes and good luck,

*Clare Costello*  
Head Teacher

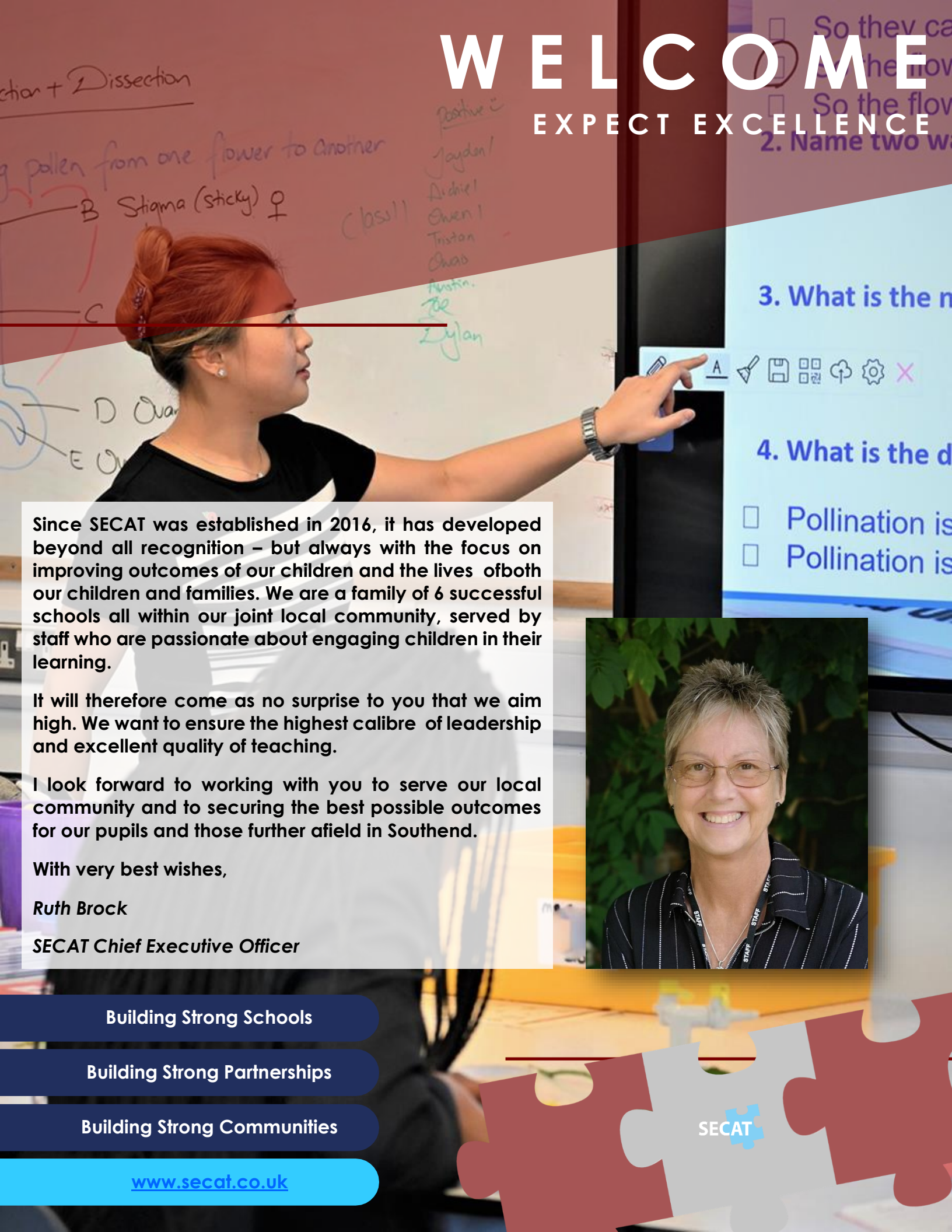


SECAT



# WELCOME

## EXPECT EXCELLENCE



Since SECAT was established in 2016, it has developed beyond all recognition – but always with the focus on improving outcomes of our children and the lives of both our children and families. We are a family of 6 successful schools all within our joint local community, served by staff who are passionate about engaging children in their learning.

It will therefore come as no surprise to you that we aim high. We want to ensure the highest calibre of leadership and excellent quality of teaching.

I look forward to working with you to serve our local community and to securing the best possible outcomes for our pupils and those further afield in Southend.

With very best wishes,

**Ruth Brock**

**SECAT Chief Executive Officer**



Building Strong Schools

Building Strong Partnerships

Building Strong Communities

[www.secat.co.uk](http://www.secat.co.uk)

SECAT



# ABOUT US

## EXPECT EXCELLENCE

Shoeburyness is a large comprehensive school of just over 1800 students. We serve the Shoeburyness area to the East of Southend-On-Sea in Essex. We are a hugely diverse community of a school. For example, we operate a Grammar Stream within each year group of 31 places allocated for students passing the Essex Selective Exam, but also an LRB provision for students with physical and education needs.

We are heavily oversubscribed and very proud of the fact that we are the school of choice for many families each year. Our PAN is 310 students in each year group and we are full in all year groups. At our last Ofsted we were judged to be Good in all categories apart from Behaviour and Attitudes, which were judged to be Outstanding. However, we recognise that this report is from 2017 and we are more concerned with looking forward to an exciting future, than resting on our laurels

We believe that every student can and should achieve their full potential and our commitment is one of ensuring our students develop a love of learning, a passion for enquiry and a dedication to being the best that they can be. We aim to ensure that every student is inspired and supported to achieve their personal best and learning comes first. Our motto is "Expect Excellence" and if you are interested in helping us secure excellence for all our students, we would be very pleased to meet you.





Effectiveness of leadership and management  
**Good**

Quality of teaching, learning & assessment  
**Good**

Personal development, behaviour & welfare  
**Outstanding**

Outcomes for pupils  
**Good**

16 to 19 programmes  
**Good**

  
**Ofsted**  
Good School

2017

“  
Current pupils' work across a wide range of subjects and year groups show good progress is being made.  
”

“  
Pupils behave well because they can manage challenges positively and are resilient.  
”

“  
They are very good at debating issues and respectful of others' views and ideas. They support each other very well.  
”

“  
Pupils are confident and successful learners because of the outstanding personal welfare and development work they experience at school.  
”

“  
Pupils understand how to keep safe in school and in society.  
”

“  
Pupils enjoy coming to school. Their attendance is above average and rising.  
”

“  
Pupils are confident, resilient and successful learners.  
”

“  
Their attitudes are exceptionally positive, and they work very well with their teachers and their classmates in learning activities.  
”

“  
Pupils are confident that they, and others in the school, understand how to deal with bullying.  
”



# VISION MISSION VALUES

EXPECT EXCELLENCE

Be part of every student's extended family and support them just the same



Never leave anyone out and ensure everyone feels like they belong



In all of our interactions, have due regard for someone's feelings, wishes and rights



Support individuals to face challenges and deal with them positively



Everyone is capable of excellence and our purpose is to ensure you achieve it



## Our Vision

We want every child to feel proud of themselves.

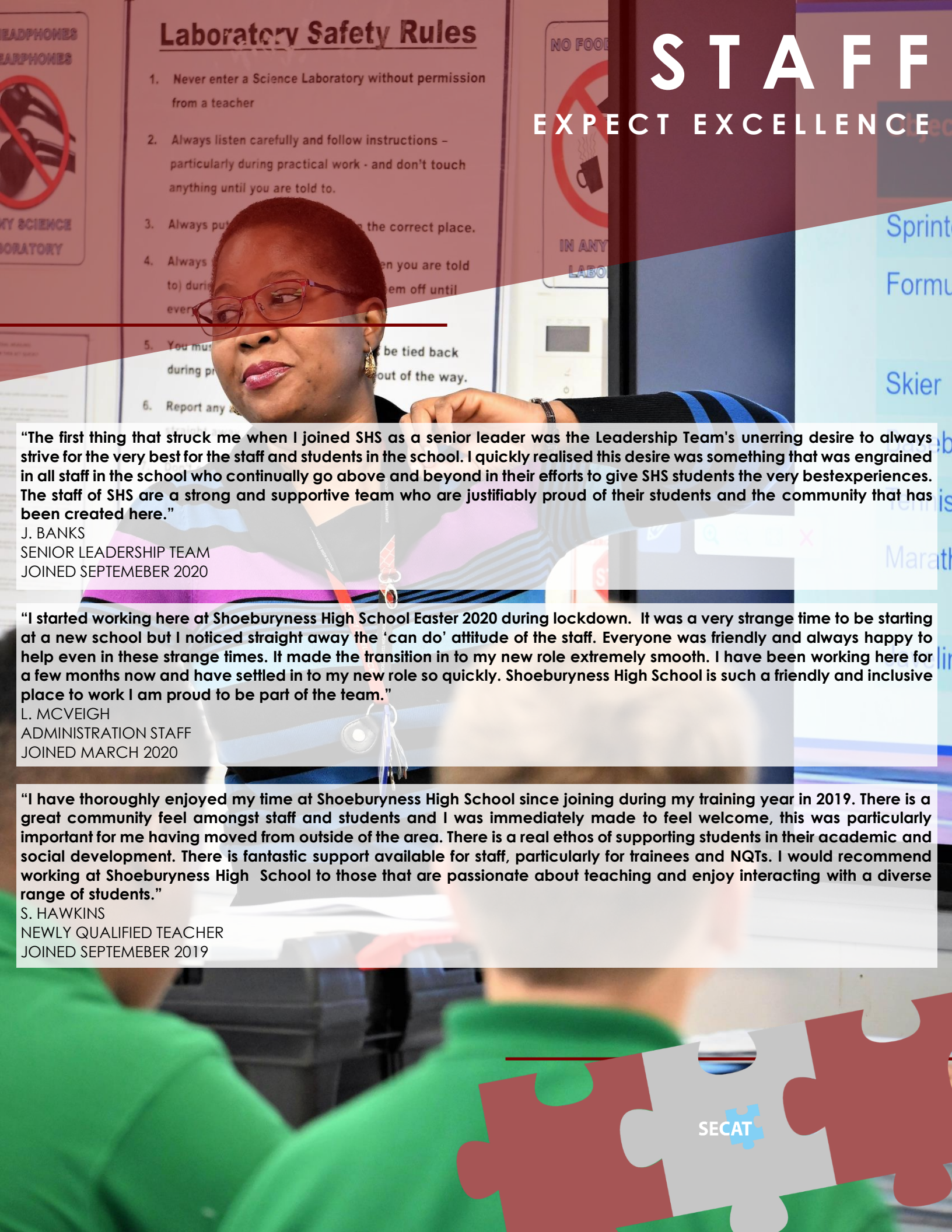
## Our Mission

**Our mission** is to provide a range of **opportunities** in and outside of the classroom that allow our students to become fully rounded individuals that demonstrate positive **attitudes** to their immediate, local and wider communities and who have **aspirations** for their own futures.

We will support these attitudes and aspirations with excellent practice that enables our students to achieve the best possible individual **outcomes** that prepare them for engaging and fulfilling **destinations**.

SECAT





## Laboratory Safety Rules

1. Never enter a Science Laboratory without permission from a teacher
2. Always listen carefully and follow instructions - particularly during practical work - and don't touch anything until you are told to.
3. Always put things in the correct place.
4. Always wear your safety glasses when you are told to) during practical work. Turn them off until every time you are told to.
5. You must always have your hair tied back during practical work. Keep your hands out of the way.
6. Report any accidents to your teacher immediately.

# STAFF

EXPECT EXCELLENCE

**"The first thing that struck me when I joined SHS as a senior leader was the Leadership Team's unerring desire to always strive for the very best for the staff and students in the school. I quickly realised this desire was something that was engrained in all staff in the school who continually go above and beyond in their efforts to give SHS students the very best experiences. The staff of SHS are a strong and supportive team who are justifiably proud of their students and the community that has been created here."**

J. BANKS  
SENIOR LEADERSHIP TEAM  
JOINED SEPTEMBER 2020

**"I started working here at Shoeburyness High School Easter 2020 during lockdown. It was a very strange time to be starting at a new school but I noticed straight away the 'can do' attitude of the staff. Everyone was friendly and always happy to help even in these strange times. It made the transition in to my new role extremely smooth. I have been working here for a few months now and have settled in to my new role so quickly. Shoeburyness High School is such a friendly and inclusive place to work I am proud to be part of the team."**

L. MCVEIGH  
ADMINISTRATION STAFF  
JOINED MARCH 2020

**"I have thoroughly enjoyed my time at Shoeburyness High School since joining during my training year in 2019. There is a great community feel amongst staff and students and I was immediately made to feel welcome, this was particularly important for me having moved from outside of the area. There is a real ethos of supporting students in their academic and social development. There is fantastic support available for staff, particularly for trainees and NQTs. I would recommend working at Shoeburyness High School to those that are passionate about teaching and enjoy interacting with a diverse range of students."**

S. HAWKINS  
NEWLY QUALIFIED TEACHER  
JOINED SEPTEMBER 2019

SECAT

# SCIENCE HEAD OF FACULTY

EXPECT EXCELLENCE

**Are you a passionate teacher or current 'Post-Holder' looking for your next step in your career?**

**We are looking for a well-qualified, experienced teacher or middle leader to join our school as Head of the Science Faculty.**

**You should be an outstanding practitioner of Science who can ensure high standards of teaching and learning across the subject area.**

**This is an excellent opportunity for an exceptional teacher ready to take on additional responsibilities or someone who is leading a subject area in a Science Faculty looking for an increase in their leadership role.**

**Applications from current Heads of Science, already in post, but looking to increase the size of their role, responsibility and aiming for Senior Leadership would also be very welcome.**

**This is a permanent role from 21<sup>st</sup> February 2022.**



# SCIENCE FACULTY

EXPECT EXCELLENCE

The Science Faculty is a large and successful team. We currently have 21 teaching staff with 3 full time technicians who support them. We have a full complement of teachers of all three subject areas and currently the teaching of GCSE students is delivered by individual subject specialists for all classes. The Faculty has its own area within the school with 17 rooms, divided into 'Wet' and 'Dry' laboratories.

All laboratories have their own interactive touch screen televisions, as opposed to interactive whiteboards. Several members of the school's Leadership Team teach within the Faculty and the Head Teacher was Head of Science in the school!

We run very well-established A level programs in Biology, Chemistry and Physics, with all classes having between 10-20 students. There are very popular and well attended extra-curricular clubs run by both staff and students.

As Shoeburyness High School is the only secondary school in the SECAT, we have a unique position in being able to inform, influence and shape the Science curriculum across our Trust primary schools. The next Head of Faculty therefore will have the opportunity to contribute towards the Trust's vision of all-through education from EYFS to A level.

We are a collegiate group, who support each other to deliver for our students. We can be regularly found getting involved with various staff activities, whether it's staff football after school on Friday, Karaoke nights in the canteen or helping out at the Year 11 and 13 proms which we hold on site, the Science Faculty will be there.

SECAT



# MAIN AREAS OF RESPONSIBILITIES

## EXPECT EXCELLENCE

The purpose of your role is to be accountable for leading the Science faculty in their aim of securing the best possible outcomes for all our students.

In order to deliver this for our students you will be tasked with the following:

- To raise standards of student attainment and achievement within the whole curriculum area and to monitor
- Support student progress in A level subjects and both Triple and Combined Science GCSE
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the Science department
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To effectively lead, manage and deploy staff, financial and physical resources within the Science department
- Operational and strategic planning, including formulating Science faculty improvement plans and leading the development of appropriate specifications, resources, schemes of work, marking policies, assessment and teaching strategies
- Staff development, including recruitment, building and managing an effective team of motivated staff
- Ensuring the effective operation of target setting, monitoring and evaluation systems and the input and maintenance of accurate student data
- Teaching, including acting as an outstanding role model



# JOB DESCRIPTION

EXPECT EXCELLENCE

<b>Post:</b>	<b>Head of Science Faculty</b>
<b>Responsible to:</b>	SLT line manager
<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>To provide strong leadership to the Science Faculty so that teaching and learning is consistently effective, engaging facilitating progress.</li> <li>To ensure that all young people make at least expected progress and that ambitious targets for student performance are met in all Key Stages.</li> <li>To continue to develop an innovative and progressive curriculum in Science lessons which is supported by a vibrant programme of extracurricular and enrichment activities.</li> <li>To performance manage robustly all leaders, teachers and support staff in the Science Faculty so that ambitious targets are met and there is a clear link between pay and progression.</li> </ul>
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>To lead the successful delivery of Science across the school.</li> <li>To inspire and enthuse members of the team, with a clear vision for the future direction of the Science Faculty.</li> <li>To develop an innovative and progressive curriculum in Science.</li> <li>To undertake regular audits and quality assurance checks within the Science Faculty to ensure that the highest standards are being achieved in all aspects of the Faculty's work.</li> <li>To attend, as appropriate, SLT meetings.</li> <li>To safeguard young people by ensuring that all aspects of Health and Safety are adhered to in lessons and preparation areas.</li> <li>To lead the development of differentiated schemes of work at KS3, KS4 and at Post-16 so that every young person makes progress in their learning.</li> <li>To keep up-to-date about subject development and to take part in relevant CPD for this purpose, disseminating to other staff where appropriate.</li> <li>To lead the Faculty's strategic planning and self-evaluation processes.</li> <li>To provide regular reports on student performance based on internal assessment data as well as externally verified examination results and to plan effective interventions as appropriate.</li> <li>To promote and lead on the delivery of all extra-curricular activities in Science.</li> <li>To act as a role model to others, demonstrating high standards of professionalism in all aspects of leadership.</li> <li>To co-ordinate the resources of the Faculty, giving support and guidance to relevant staff.</li> <li>To complete all administrative tasks in a timely and accurate manner.</li> <li>To ensure that appropriate arrangements are made for examination entries and statutory requirements.</li> <li>To contribute to wider whole school policy and strategy as appropriate.</li> </ul>



# JOB DESCRIPTION

EXPECT EXCELLENCE

<b>Curriculum Management to include:</b>	<ul style="list-style-type: none"> <li>• To design an appropriate and progressive curriculum in Science that reflects in the ethos of the school and meets the needs of all students.</li> <li>• To make sure that teaching and learning meets the needs of all students including those with additional needs, for example those with a low skill base, hearing or visual impairment and the very able.</li> <li>• To maintain an up-to-date knowledge of new initiatives and incorporate elements into the Science strategy as appropriate.</li> <li>• To ensure that all statutory requirements of the National Curriculum are met.</li> <li>• To review, evaluate and improve the design and delivery of the Science curriculum on an ongoing basis.</li> <li>• To incorporate assessment into all aspects of curriculum planning.</li> </ul>
<b>Financial Management:</b>	<ul style="list-style-type: none"> <li>• To be responsible for the completion of the Science Teaching and Learning Plan so that the Faculty is appropriately and effectively resourced.</li> <li>• To oversee the Faculty's budget.</li> <li>• To ensure that the use of financial resources has a clear impact on improving student outcomes.</li> </ul>
<b>People Management:</b>	<ul style="list-style-type: none"> <li>• To adopt a strong, caring and flexible leadership style as to influence and motivate staff and students to achieve their objectives and those of the school.</li> <li>• To create an environment of open-mindedness, fairness and harmony so that all individuals can achieve their potential.</li> <li>• To work proactively with the Senior Leadership Team to create an open, valuable working relationship that thrives on using the knowledge and expertise of individuals and groups to produce optimal outcomes.</li> <li>• To advise the Senior Leadership Team about the recruitment and retention of high-calibre staff.</li> <li>• To implement the school performance management processes so as to provide a positive framework for staff development and achievement.</li> <li>• In conjunction with all staff, organise activities/processes that encourage team development (including parents/carers and community partners).</li> <li>• To ensure that all staff receive Faculty induction and fully understand all relevant policies and their implementation.</li> <li>• To make sure that effective, caring policies concerning a broad range of student and staff welfare matters are implemented.</li> <li>• To provide support to staff to enable them to effectively implement the policies of the school and Science Faculty.</li> <li>• To monitor and evaluate attendance and absence management policies for Science staff and students.</li> <li>• To create an environment where there is visible acknowledgement that everyone's contribution is valued.</li> </ul>



# JOB DESCRIPTION

EXPECT EXCELLENCE

<b>Developing and maintaining strong community links:</b>	<ul style="list-style-type: none"><li>• To develop initiatives to outreach to the community through SECAT schools, as appropriate.</li><li>• To assist the SLT line manager to create and implement ways of actively involving parents and carers in the learning process.</li><li>• To network with schools in SECAT to share best practice.</li><li>• To facilitate a broad range of activities in conjunction with staff, students and the wider community so as to deepen and broaden learners' experiences in Science.</li></ul>
<b>Facilities management includes:</b>	<ul style="list-style-type: none"><li>• To ensure that physical resources to deliver the curriculum are acquired and are maintained effectively.</li><li>• To make sure that the accommodation is used in the most effective way to meet the needs of all students and of the curriculum.</li><li>• To ensure that the interior classrooms and laboratories of the building are maintained to a high standard that reflects the ethos of the School and promotes learning.</li><li>• To be aware of the need for security and of the importance of implementing Health and Safety policies.</li></ul>
<b>General Administration:</b>	<ul style="list-style-type: none"><li>• To provide appropriate, accurate and timely management information to enable continuous evaluation of performance.</li><li>• To check that information required by various external bodies is produced within the given time scale and is of excellent quality.</li><li>• To design and implement Faculty policies that complement school procedures.</li></ul>
<b>Accountability Key Performance Indicators:</b>	<ul style="list-style-type: none"><li>• To provide strong leadership to the Science Faculty so that teaching and learning is consistently effective, engaging facilitating progress.</li><li>• To meet aspirational targets in terms of progress indicators at A level and GCSE</li><li>• To meet aspirational targets at A level and GCSE in relation to student performance at grades A-B, A-E and 9-7, 9-5 and 9-1.</li><li>• To monitor the progress of staff in the Faculty and put systems in place to ensure performance grades within the Faculty are of a high standard</li><li>• To manage the Faculty's financial budget prudently.</li></ul>



# PERSON SPECIFICATION

EXPECT EXCELLENCE

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Qualified teacher status.</li><li>• Graduate in a Science or Science related subject</li></ul>	<ul style="list-style-type: none"><li>• Middle leaders qualifications such as NPQSL</li></ul>
Experience	<ul style="list-style-type: none"><li>• Successful history of results at KS4 and KS5.</li><li>• Evidence of ability to manage a team and teaching and learning in a curriculum area.</li></ul>	<ul style="list-style-type: none"><li>• Experience of Leading a Department or Subject area</li><li>• Experience in leading change within a department.</li><li>• Experience of leading/ coordinating professional development opportunities.</li></ul>
Professional Development	<ul style="list-style-type: none"><li>• Ability to identify own learning needs.</li><li>• Willingness to engage in CPD.</li><li>• Able to train and support peers.</li><li>• Evidence of continuing professional development relating to wider school and curriculum/teaching and learning.</li><li>• A commitment to continued professional and personal development.</li></ul>	<ul style="list-style-type: none"><li>• Potential for promotion within the school to SLT level positions in the future</li></ul>
Leadership	<ul style="list-style-type: none"><li>• Able to lead on the development of key materials and initiatives.</li><li>• Ability to inspire and motivate staff, students, parents and key-stakeholders to achieve the aims of the school.</li><li>• To support staff within the faculty to achieve its vision.</li></ul>	



# PERSON SPECIFICATION

EXPECT EXCELLENCE

Category	Essential	Desirable
Teaching and Learning	<ul style="list-style-type: none"><li>• Knowledge of a range of successful teaching and learning strategies to meet the needs of all students.</li><li>• Secure knowledge of the specifications for Science</li><li>• Excellent subject knowledge</li><li>• Experience of teaching at least 2 key stages</li><li>• An understanding of assessment strategies and the use of assessment</li></ul>	<ul style="list-style-type: none"><li>• Knowledge and experience of exam board requirements.</li><li>• Experience of effective monitoring and evaluation of teaching and learning.</li></ul>
Skills and Qualities	<ul style="list-style-type: none"><li>• Empathy with pupils</li><li>• Excellent communication skills.</li><li>• Excellent interpersonal skills</li><li>• Excellent organisation skills</li><li>• Dedication to the vocation</li><li>• Ability to remain positive and enthusiastic when working under pressure.</li><li>• Ability to organise work, prioritise tasks, make decisions and manage time effectively</li></ul>	
References	<ul style="list-style-type: none"><li>• Positive recommendation in professional references.</li></ul>	

# QUALIFICATIONS AND EXPERIENCE

EXPECT EXCELLENCE

The successful candidate will:

- Be able to inspire a team
- Hold QTS (or equivalent) and a relevant undergraduate degree
- Most likely hold Middle leadership qualifications, such as, NPQSL
- Contribute towards whole school strategic development
- Demonstrate successful teaching
- Have experience of initiation and effective leadership of change
- Show evidence of raising achievement in present post and demonstrating positive value added for groups
- Have knowledge of current curriculum developments in all Science subjects 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
- Have good communication skills 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
- Be a visible leader throughout the school
- Have high expectations for student behaviour for learning



# REWARD AND BENEFITS

EXPECT EXCELLENCE

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

We look for talented individuals who share our vision for creating exceptional places of learning and are committed to ensuring that every child in Shoeburyness has access to the best possible education.

In addition to the opportunities for career progression, training and development, we also offer a teaching allocation that is significantly below the normal conditions of Teaching Staff for all of our staff. We believe that if staff are given the time to prepare and to think, they are a much more effective staff.

SECAT

# SAFEGUARDING NOTICE

EXPECT EXCELLENCE

Shoeburyness High School is committed to ensuring the highest levels of safeguarding and promoting the welfare of children, and we expect all our staff and volunteers to share in this commitment.

All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check will be completed for all applicants. Before applying, please review our RECRUITMENT AND SELECTION POLICY AND PROCEDURE.

## EQUAL OPPORTUNITIES

Shoeburyness High School is an equal opportunities employer and welcomes applications from all suitably qualified candidates.

As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

SECAT



# NEXT STEPS AND HOW TO APPLY

EXPECT EXCELLENCE

If you have any questions about this opportunity, please contact us via e-mail, or call to arrange a conversation with the Deputy Head Teacher with oversight of the Science Faculty, Mr T Thorpe. Please see contact details for Shoeburyness High School below.

We encourage visits to the school prior to application and are happy to arrange these for candidates. These will take place in the week of the 29<sup>th</sup> November 2021.

The closing date for applications is 10<sup>th</sup> December 2021 and interviews will take place during the week commencing 13<sup>th</sup> December 2021.

To make an application please visit [www.secat.co.uk](http://www.secat.co.uk) for Guidance Notes and to download SECAT Application and Recruitment Monitoring Forms to be returned by the closing date to [hr@secat.co.uk](mailto:hr@secat.co.uk)

A copy of the SECAT Recruitment and Selection Policy and Privacy Notice for Job Applicants can be found in the policies section of the SECAT website ([www.secat.co.uk](http://www.secat.co.uk))

SECAT is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. All appointments are subject to an enhanced DBS check, medical clearance, and satisfactory references. We are an equal opportunities employer.

SECAT reserve the right to appoint before the closing date.



**(01702) 292286**



**[schooloffice@shoeburyness.southend.sch.uk](mailto:schooloffice@shoeburyness.southend.sch.uk)**



**[www.shoeburynesshigh.co.uk](http://www.shoeburynesshigh.co.uk)**



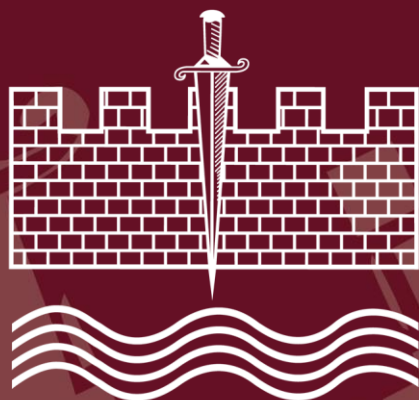
**Caulfield Road, Shoeburyness,  
Essex, SS3 9LL**



**[@Shoebury\\_High](https://twitter.com/Shoebury_High)**



**SHOEBURYNESSE  
HIGH SCHOOL**  
EXPECT EXCELLENCE



**SECAT**