

**Deputy Head of Science Faculty  
Information Pack  
April 2019**



**Sawston**  
Village College

**We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.**

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**Sawston Village College**  
New Road, Sawston, Cambridge, CB22 3BP  
Tel: 01223 712777 [www.sawstonvc.org](http://www.sawstonvc.org)  
11-16 mixed comprehensive academy, NOR: 1056  
Principal: Mr J P Russell

**Required for September 2019**

## **DEPUTY HEAD OF SCIENCE FACULTY**

**Biology or Chemistry specialist**

**Full Time**

**Main/Upper pay scale: £23,720-£39,406 plus TLR 2.2 £4,532**

Sawston Village College is a high-achieving, successful 11-16 academy, with a reputation for innovation in teaching and learning, outstanding pupil behaviour and inclusive, caring values. A founding member of the Anglian Learning group of schools, we are situated just outside the beautiful city of Cambridge, offering first class professional development opportunities to our staff and a supportive, friendly environment in which to teach.

We are now seeking to appoint a Biology or Chemistry specialist to the role of Deputy Head of our successful Science Faculty. The ideal candidate will have excellent interpersonal and leadership skills and the position offers an exciting opportunity for an enthusiastic, creative and inspirational teacher to take the next step in their career.

To find out more about the post, please download an application form and information pack from our website at [www.sawstonvc.org](http://www.sawstonvc.org). Applications must be submitted on the College's application form. CVs will not be accepted.

Closing date: Tuesday 23 April 2019 at noon

Interviews: Monday 29 April 2019

As a Science teacher working in Cambridgeshire you could qualify for the [Teachers' Student Loan Reimbursement Scheme](#).

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**Sawston  
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Principal: Mr J P Russell

April 2019

Dear Applicant

### **Deputy Head of Science Faculty**

Thank you very much for your interest in the above position. We sincerely hope that the information below and enclosed within this application pack will encourage you to apply to our friendly and vibrant school.

We are a very welcoming school, one in which all staff are valued and all contribute to our strong caring ethos. Pupils are at the centre of all that we do but we can only succeed when all professionals work together, collaboratively and supportively, to ensure a positive, safe and calm learning environment in which all pupils can thrive.

Sawston Village College is a highly successful, inclusive 11-16 academy, in a beautiful part of south Cambridgeshire. Opened in 1930, it was the first purpose-built community college in England and we are proud of the fact that it is still heralded as a model for community education, with over 1000 members of the local community visiting each week to participate in learning, sporting or leisure activities. Our core focus, however, is the achievement and wellbeing of our 1060 pupils and in this we are performing consistently amongst the very best schools in the country. In 2018, the College achieved well above national averages in the new GCSEs at all levels including 68% gaining grade 5+ in English and Maths and over a third of all grades at grade 7 or above. Academic success, of course, is only one measure and, as a Platinum Artsmark school, we are equally proud of our extensive extra-curricular offer as well as our aim to help all pupils leave with confidence, enriched experiences and ambition for the future.

This success is based upon the following key principles. Firstly, a firm commitment to the principle that all pupils, regardless of ability or background, are able to achieve their potential and have the best opportunities to succeed in education, employment and life. Secondly, a belief in recruiting, developing and retaining the very best staff, by providing varied and exciting personalised opportunities for professional development, and a caring, supportive environment with an emphasis on teamwork, collaboration and well-being. Thirdly, we know that teaching and learning can only flourish where pupils are well behaved and respectful. Therefore, we have high expectations and set high standards enabling staff and pupil to feel safe and happy.

Well-equipped and resourced, the Science Faculty is committed to igniting a passion for Science, Mathematics and Technology through a broad and enriching extra-curricular programme, which builds on close links with the University of Cambridge and the leading edge bioscience industry in this part of South Cambridgeshire. We are now looking to appoint a Biology or Chemistry specialist to join our successful team as Deputy Head of the Faculty. The position would suit a teacher with excellent interpersonal and leadership skills, looking to take the next step in their career in a department and school with aspirations for excellence for all. Previous and current team members



have gone on to become heads of subject, lead practitioners and assistant headteachers. Teachers who gained QTS from 2013-14 onwards may qualify for the government's student loan reimbursement scheme.

If you wish to apply, then we would be delighted to hear from you. To apply, you must complete our application form in full, paying close attention to the guidance, and submit it with a covering letter. Please confine your letter to no more than two pages of A4, font size 11. Please pay particular attention to the job description and person specification in writing your letter, focussing on how your past experience has suited you for this post and the skills and qualities you would bring to it. CVs will not be accepted. This post is not suitable for NQTs.

Your application should reach the College no later than noon on Tuesday 23 April and interviews will take place on Monday 29 April. If you have not heard from us two weeks after the closing date, you should assume your application has not been successful.

As you would expect, the College is committed to the safeguarding of children and young people. If you are invited to interview, you will be asked to provide the following:

- a completed disclosure of criminal record form;
- notification of any relationship with any pupil, employee, governor or trustee;
- details of any child protection investigation that you may have been subject to;
- a signed and dated hard copy of your application form and covering letter if you originally submitted them via email;
- documentation to allow a DBS check to be undertaken
- evidence of your right to work in the UK
- original qualifications certificates

Full details of the documents required will be sent with your invitation to interview.

Sawston Village College is a highly professional and exceptionally friendly, caring and enjoyable place in which to work and teach. On the outskirts of Cambridge, we are also fortunate to be so close to a culturally iconic city with so much to offer for families and young people. Since starting at the school 13 years ago, it has been a privilege to see the school grow in confidence and reputation, thanks to the high quality of work that the school does for its young people and the community, and through the hard work of such a dedicated group of staff. As the new Principal, I am looking forward to the exciting opportunities ahead and hope that you feel inspired to join us.

Thank you, in anticipation, for the time you will give to your application.

Yours sincerely



Mr J Russell  
Principal

## The Science Faculty



**Sawston**  
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Thank you for considering making an application to join the Science team at Sawston Village College. This profile is intended as a brief overview of the work of the faculty. Please do not hesitate to get in touch if you would like further information or would like to tour the faculty and school prior to making an application.

### The Faculty Team

The faculty consists of a team of teachers and technicians who are committed, dynamic and innovative. There are currently eight full-time members and two part-time members of teaching staff, along with four technicians. There are two teaching assistants linked to Science. Within the faculty, the management roles comprise the Head of Science, Second in Science and a Lead Practitioner. There is an expectation upon each member of the team to take on a wider role within the department in order to further develop both themselves and the performance of the faculty.

There is a supportive and positive atmosphere amongst colleagues, and a genuine sense of teamwork and togetherness, which continues to drive our success. Experimentation and sharing new pedagogies and resources is encouraged.

### Examination Success

The department regularly achieves excellent examination results and we are always seeking to improve further. In triple science, our results in 2018 were as follows (7+%, followed by 5+%) for 95 pupils.

Biology 66%, 99%

Chemistry 60%, 96%

Physics 64%, 96%

In Combined Science, for 111 pupils, 71% achieved 4/4+, and 8% achieved 7/7+.

### Accommodation and Resources

The Science faculty is based in a superb single storey wing with nine spacious laboratories, which are widely admired by visiting colleagues. Teachers are allocated their own laboratory, and there is a large preparation area and a Science staff room/work room. The building epitomises the very positive ethos of Science at Sawston. Each laboratory is designed for group interaction and practical work, and we are well resourced to deliver the new required practical content - practical work is integral to our philosophy of teaching Science. Each laboratory has a data projector and Promethean Interactive Whiteboard. Each Science teacher has a tablet (in addition to their school laptop). We have a department subscription to Doodle, which we use for setting homework, helping with pupil revision and reducing marking workload, and also encourage the use of other online learning platforms such as Seneca.

## **Curriculum**

Pupils complete a two-year KS3 course, which has been developed by teachers within the department, and is designed to feed into the new AQA GCSE science course. The course is fully resourced, consisting of a series of 'flipchart' presentations, which have printed resources and web links embedded. We continue to develop our resources, and each teacher is responsible for writing and updating specific resources. The GCSE course is also similarly resourced, and each teacher has a responsibility for particular units.

We teach the AQA trilogy course for combined science, and the separate sciences course for the most able.

## **Enrichment**

The Science faculty organises a popular weekly STEM club. Junior STEM is attended by around 25 pupils in Year 7/8 each week.

The Science department runs a variety of trips each year, such as to regional STEM events and national exhibitions and competitions. Last year we visited the Royal Institute exhibition, a workshop at the Botanic Gardens, STEM careers day at Duxford, Erasmus KIKS project and entered a number of competitions.

## Job Description

### Deputy Head of Science Faculty



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This job description is set in the context of the Teachers' Standards, which may be found at <https://www.gov.uk/government/publications/teachers-standards>.

<b>Core Purpose</b>	To support the Head of Faculty in raising the standards of achievement for all pupils in Science through the development of high quality teaching and learning and an engaging, relevant and exciting curriculum.
<b>Reporting to</b>	Head of Science
<b>Responsible for</b>	Science teaching team and other relevant personnel within the faculty
<b>Liaising with</b>	Principal, Senior Leadership Team, other subject leaders, pastoral leaders and relevant staff with cross-school responsibilities, relevant non-teaching support staff, parents
<b>Salary/Grade</b>	TLR 2.2

<b>Key Tasks</b>	
<b>Improving standards of achievement, levels of progress and competency in Science</b>	<p>Support the Head of Faculty in ensuring that the quality of teaching and learning is the main focus for all work in Science, implementing best practice in the subject and whole school policies and initiatives so that all teaching is at least good and in many cases outstanding.</p> <p>Take responsibility for recording and reporting pupil attainment including the preparation of data for examination and test entries in good time.</p> <p>Ensure that the work of the faculty is stimulating and engaging for all pupils.</p>
<b>Supporting self-evaluation, quality assurance and strategic development</b>	<p>Contribute to accurate self-evaluation of the faculty's performance through regular lesson observations, work samples, pupil voice and other mechanisms.</p> <p>Develop, maintain and promote strong partnerships with parents to support teaching and learning.</p>
<b>Support staff development</b>	<p>To promote the shared ethos for Science and whole school improvement with the faculty team, establishing the faculty as a beacon of best practice in the school and nationally.</p> <p>Act as a role model for good and outstanding classroom practice for other teachers and maintain personal expertise in Science teaching, sharing knowledge, understanding and skills with colleagues.</p> <p>Contribute to the review of staff performance, recognizing and celebrating success and being prepared to address robustly any underperformance.</p> <p>Demonstrate positivity, professionalism and the ability to motivate colleagues and pupils.</p>

<p><b>Contribute to pupil wellbeing and their SMSC development</b></p>	<p>Help maintain a safe and productive learning environment for all pupils, dealing with discipline issues in accordance with the college's behaviour policies.</p> <p>Instil a sense of pride, worth and achievement.</p> <p>Promote and lead social, moral, spiritual and cultural opportunities, including those that are extra-curricular in nature.</p> <p>Promote and maintain the College's child protection and safeguarding policies and procedures at all times.</p>
<p><b>Leadership</b></p>	<p>Contribute to the strategic development of the Faculty, helping to develop, implement and evaluate systems, policies and procedures.</p> <p>Evolve and develop personal leadership skills, contributing to whole school initiatives as appropriate.</p>
<p><b>Additional duties</b></p>	<p>To be aware of and comply with policies and procedures related to child protection and safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person, and attend compulsory safeguarding training as a priority of your role</p> <p>To play a full part in the life of the school community, to support its distinctive ethos and to encourage staff and pupils to follow this example.</p>

<p><b>Other Specific Duties</b></p>
<p>To take responsibility for the management and development of KS3 teaching and learning in science, developing cross-curricular projects and partnerships.</p> <p>To coordinate science STEM activities, including STEM club, and develop relationships with external agencies for the benefit of our pupils</p> <p>To undertake any other duty as specified by STPCD not mentioned in the above</p> <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> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.</p>



## Person Specification Deputy Head of Science Faculty



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<b>Education</b>	<b>Essential</b>	<b>Desirable</b>
Good honours degree in a Science subject	✓	
PGCE or recognised teaching qualification	✓	
Higher degree		✓
GCSE grade C or higher in Maths and English	✓	

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Recent experience of teaching Science to at least GCSE or equivalent level	✓	
Department or whole school leadership experience		✓
Experience of involvement in extra-curricular activities, e.g. STEM club	✓	
Evidence of the successful use of ICT within teaching and learning	✓	
Evidence of ability to develop positive and effective relationships with pupils, staff, governors, parents/carers and other stakeholders	✓	

<b>Professional Qualities</b>	<b>Essential</b>	<b>Desirable</b>
An excellent communicator, both orally and in writing, who is able to work effectively with pupils, parents, colleagues and outside agencies	✓	
Good or outstanding classroom practitioner with evidence of setting appropriate expectations to advance learning and engage and motivate pupils	✓	
Ability to establish productive working relationships and work well in a team	✓	
Excellent subject knowledge and is aware of best practice in Science teaching, including effective use of AfL	✓	
An ability to lead, manage and take responsibility for projects	✓	

<b>Professional Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Able to inspire, support and challenge colleagues to develop their teaching skills	✓	
Able to articulate and demonstrate high expectations for Science provision	✓	
Able and willing to contribute to the wider school improvement agenda		✓
Able to inspire and enthuse young people about the relevance and importance of learning about Science in the modern world	✓	
Able to question and critically evaluate developments whilst remaining supportive of final decisions and outcomes	✓	
Commitment to equality of opportunity and high aspirations for the achievement of all pupils, including those coming from disadvantaged backgrounds	✓	
Evidence of a commitment to the safeguarding of all young people	✓	

<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Enthusiasm, energy and personal dynamism	✓	
Approachable, friendly and patient	✓	
Good sense of humour		✓
Able to prioritise and meet deadlines	✓	
A liking and respect for young people	✓	
Appropriate professional relationship with colleagues, parents and children	✓	
High level of integrity, honesty and fairness	✓	
Demonstrates personal enthusiasm for the learning process	✓	

<b>Teaching &amp; Learning</b>	<b>Essential</b>	<b>Desirable</b>
Excellent teaching, pastoral and behaviour management skills leading to evidence of excellent pupil outcomes	✓	
Excellent use of AfL strategies in teaching and learning within the classroom	✓	
A personal commitment to the continuing development of teaching skills in order to have a positive impact on pupil outcomes	✓	

## Application instructions and further information



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### How to apply

Please submit your application form and covering letter to the Principal, Jonathan Russell, as follows:

- **Email:** to Louise Rogers, HR Officer, at [jobs@sawstonvc.org](mailto:jobs@sawstonvc.org) and include the vacancy job title in the subject line. Attach your application form and letter as pdfs. Do not send hyperlinks or other file formats.
- **Post:** address your envelope to Louise Rogers, HR Officer, Sawston Village College, New Road, Sawston, Cambridge, CB22 3BP. Write the vacancy job title in the top left hand corner of the envelope.

### Student loan reimbursement scheme

The [Teachers' Student Loan Reimbursement Scheme](#) aims to increase recruitment and retention of languages, physics, chemistry, biology and computer science teachers. Cambridgeshire schools are part of this pilot scheme. Click on the link to find out about eligibility, payment rates and how to apply.

### Privacy notice for job applicants

Please read our privacy notice for job applicants on our [vacancies](#) page.

### Find us

Directions to the College can be found [here](#).

### Ofsted

Read our most recent [Ofsted report](#).

### Professional development

Sawston Village College is a member of:

- The Anglian Learning multi academy trust [www.anglianlearning.org](http://www.anglianlearning.org)
- CASSA – the Cambridge and Suffolk Schools Alliance [www.cassateaching.co.uk](http://www.cassateaching.co.uk)

