



Thomas Deacon Academy



Thomas Deacon Academy

Application Information Pack

Deputy Head of Department - Science



Working together to transform lives through education

Principal's Welcome



Dear Applicant,

Thank you for your interest in working at Thomas Deacon Academy (TDA) and I hope that you will find this pack useful and informative in helping you to complete your application.

Thomas Deacon Academy is a genuinely special school with a talented team of staff committed to improving the life chances of their pupils.

Whilst TDA secured a good Ofsted grade in its last inspection, there is no room for complacency and we are committed to making further improvements to the overall quality of education for our pupils.

We believe our young people should leave us as citizens that are fully equipped with the character and qualifications to take their place in the world. We place great emphasis on ensuring they experience a broad and balanced curriculum, with a wide range of extra-curricular activities, opportunities for them to develop their 'character' and a strong pastoral system to support them with life's challenges.

Our students benefit from our outstanding facilities. These include our Norman Foster designed Academy building and purpose built Key Stage 2 Juniors building located in our 43-acre campus. Amongst other facilities we also incorporate an excellent Sixth Form Study Centre and expansive playing fields and sporting facilities

We are proud to be part of Thomas Deacon Education Trust which, like us, is dedicated to raising educational outcomes for all its students across its range of primary and secondary phase academies. As a member of staff here you will benefit from high quality professional development and support both from this school, and also directly from an exciting range of development and training opportunities our locally based trust allows us to share in. Sharing expertise with a variety of like-minded schools ensures we provide the best possible opportunities for our staff to grow and develop regardless of the point in their career they join us.

We think Thomas Deacon Academy is an exciting and vibrant place to be and we would warmly welcome visits from prospective candidates interested in being part of our team. I am delighted that you are interested in finding out more about our Academy and we look forward to seeing or hearing from you soon.

Warm regards,

Emily Gaunt | Principal



Job Description

Job Title	Deputy Head of Department – Science
Reports to	Head of Department
Salary/Grade	TLR 1a
Date Last Evaluated	January 2026
Core Purpose	<p>To provide leadership and management for the department to secure the highest outcomes for all pupils through high standards of teaching, high standards of learning, achievement and character development for all, and effective use of academy resources.</p> <p>To deputise for the Head of Department.</p>

Key Responsibilities

Teaching, Curriculum, and Professional Development

- Undertake an appropriate programme of teaching and tutoring, at least meeting the expectations of the teaching standards or Upper Pay Scale.
- Be accountable for ensuring a sequenced curriculum (Y7–Y11) which offers high challenge and high support for learners and follows through from KS2 and into KS5 by working on aspects of this as set out by the Head of Department.
- Support the Head of Department to ensure the curriculum is impactful through review and evaluation.
- Be accountable for the outcomes of learners at all Key Stages by contributing to the Raising Achievement strategy for the Department.
- Be responsible for monitoring and developing the quality of teaching for all Departmental staff, with a clear focus on quality assurance and professional development.
- In conjunction with the Head of Department plan, deliver and evaluate departmental CPD sessions that align with identified departmental QA pedagogy priorities.
- Be responsible for personal professional development through own Continuous Development, being a reflective and forwarding thinking leader.
- Keep up to date with and respond to national curriculum developments and best practice in subject teaching and learning methodology.
- Ensure the department is fully inclusive, incorporating and adapting practice to ensure the success of all learners.

Quality Assurance and Learner Achievement

- Support Quality Assurance in the Department with direction from the Head of Department.



- Regularly learning walk and observe all staff in the department giving feedback to those involved and monitoring actions from this.
- Follow the Academy's Self Evaluation cycle reviewing the performance of the Department against the TDET Frameworks.
- Directly work with and support the Head of Department in the analysis of internal and external assessment data, completing the relevant paperwork and activities, including Results Analysis and Raising Achievement meetings.
- Ensure all processes and procedures are completed by the deadlines given for your Department.
- Ensure the impact of academic interventions is measured and evaluated to ensure they are high value.

Planning, progress and policies

- Work, as directed by the Head of Department, to develop and review syllabuses, resources, schemes of work, assessment and teaching and learning strategies in the Department.
- Deputise in the day-to-day operational management including effective deployment of staff and physical resources.
- Implement all Academy policies and procedures across the Department with fidelity.
- Ensure all Health and Safety risk assessments for the Department are reviewed regularly.

Staffing

- Deputise in the day-to-day management of staff within the designated Department and act as a positive character role model.
- When appropriate work with the Cover Manager to arrange appropriate cover for classes when staff in the Department are absent, ensuring continuity and progression in learning.
- When appropriate, work with Human Resources to support staff in being able to fulfil their role to the standards expected.
- Promote teamwork and motivate staff to ensure effective working in line with our Character values.

Communications

- Ensure regular and effective communication mechanisms with all members of your Department.
- Ensure effective communication/consultation with parents.
- Liaise with partner schools, higher education, and industry, examination boards, awarding bodies and other relevant external bodies and partners.
- Represent the Department's views and interests.
- Contribute to the Academy communication and marketing activities, e.g. the collection of material for press releases and the Academy website/social media.
- Support the development of effective subject links, communication and networking within TDET, with other schools and the wider education community.

Management of Resources

- Deputise, as directed by the Head of Department, for management of the available resources of



staff, finance, space and equipment efficiently within the Academy agreed limits, guidelines and procedures; including deploying the department budget with probity.

- Support the Head of Department in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed.

General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the School's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or



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It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.





Person Specification

Attribute	Essential or Desirable	Assessment
Qualifications		
DCSF-recognised teaching qualification and Qualified Teacher Status (QTS).	E	A
Degree in relevant subject(s).	E	A
Evidence of sustained professional development relevant to teaching and leadership	E	A/I
Child Protection and Safeguarding training.	D	A
Relevant leadership or middle leadership training (e.g. NPQML/NPQLT or equivalent)	D	A
Knowledge & Understanding		
Outstanding subject knowledge with the ability to deliver across key stages	E	A/I
Secure knowledge of curriculum design and sequencing across KS3-KS5	E	A/I
Understanding of high-quality teaching and learning, including adaptive teaching to meet the needs of all learners	E	A/I/R
Knowledge of effective assessment, tracking systems and how to use data to raise achievement	E	A/I
Understanding of quality assurance processes (e.g. lesson observation, work scrutiny, curriculum review)	E	A/I
Knowledge of strategies to improve outcomes for disadvantaged, SEND and high-attaining pupils	E	A/I
Up-to-date knowledge of national curriculum developments and exam specifications	E	A/I
Understanding of whole-school priorities, raising achievement strategies and school improvement planning	E	A/I
Knowledge of statutory requirements (Safeguarding, SEND, Equal Opportunities, Health & Safety)	E	A
Skills & Abilities		
Ability to lead, motivate and inspire colleagues to deliver high-quality teaching and strong outcomes	E	A/I/R
Proven ability to improve teaching and learning through coaching, mentoring and CPD	E	A/I
Ability to analyse and interpret performance data and implement effective intervention strategies	E	A/I



Strong organisational skills with the ability to manage competing priorities and meet deadlines	E	A/I/R
Ability to contribute to curriculum development and ensure high-quality schemes of work	E	A/I
Excellent communication skills with the ability to engage staff, students, parents and external stakeholders	E	A/I
Ability to establish a positive, inclusive and high-expectation learning culture	E	A/I
Ability to manage difficult situations and handle sensitive issues professionally	E	A/I
Confident use of ICT to support teaching, learning and departmental management	E	A/I/L
Ability to contribute to whole-school priorities and work collaboratively across departments	E	A/I
Ability to build partnerships with external organisations and contribute to wider academy development	D	A

Experience

Successful teaching experience across Key Stages 3 and 4 with evidence of strong student outcomes	E	A/I/R
Experience of contributing to curriculum planning and development	E	A/I
Experience of using data to monitor progress and raise achievement	E	A/I
Experience of quality assurance activities (e.g. lesson observations, work scrutiny, moderation)	E	A/I
Experience of leading or supporting staff (e.g. mentoring, coaching, leading CPD or projects)	E	A/I
Experience of leading interventions and evaluating their impact	E	A/I
Experience of line management responsibility	D	A/I
Experience of teaching at Key Stage 5	D	A/I

Personal Commitment

Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

Assessment methods

A – Application I – Interview T – Task/Activity L – Lesson Observation
R – References



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