



# RECRUITMENT PACK

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# MESSAGE FROM THE EXECUTIVE PRINCIPAL

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Sandy Secondary School continues to go from strength to strength; It is a place all staff and students are pleased to attend and proud to be a member of the school community. The school continues to achieve some of the best GCSE and A 'level results for its students and offers a very extensive support programme both pastorally and academically for all students regardless of ability. We are an inclusive community and with high expectations of both students and staff.



Our transformational journey continues this year, with even higher expectations, refinement of our systems and an even greater focus on achievement and success. It is a very exciting time for our school community as our new teaching block opened in September 2024, alongside significant internal refurbishment, and modernisation to the existing school.

I look forward to receiving your application and welcoming you to our school in person should you be shortlisted for interview.

May I take this opportunity to thank all applicants for their interest in this post and in Sandy Secondary School.

With best wishes

A handwritten signature in black ink that reads "Karen Hayward".

**Miss Karen Hayward**  
**Executive Principal**

# OUR VALUES & ETHOS

*"Empowering Our Students To Shine"*

At Sandy Secondary School, nestled at the heart of its community, we cultivate an atmosphere of empowerment, ensuring each student confidently embraces their unique potential. Our ethos champions students who are aspirational, self-motivated, and compassionate, fostering not only academic prowess but also moral, cultural, and societal awareness. Our dedicated staff, with a tailor-made curriculum, recognise each student's individuality, providing ample avenues for them to shine, both within and beyond the classroom setting. Complementing our academic commitment is our steadfast pastoral support, ensuring student well-being, resilience, and the ability to make positive choices.

Emphasising the vital role of parents and guardians, we cherish and nurture the enduring partnerships between the school, students, and their families. This bond is pivotal in shaping a student's educational journey, allowing guardians an integral part in this crucial phase of their child's life. Our approach to teaching and learning is both innovative and rooted in student needs. We are adamant that no barriers, be they disability or societal, impede our students' success. With top-tier teaching, we not only impart knowledge but inspire passion, leveraging technology and in-depth data to enhance learning experiences.

Our students, the pride of Sandy Secondary, are enthusiastic and engaged learners. They not only achieve academically but also cultivate skills such as adaptability, resilience, and leadership. Their interactions with peers and staff echo respect and the expectation of positive behaviour. Our leadership stands as a beacon of integrity, approachability, and vision, ensuring decisions prioritise achievement, teaching, and learning. Every staff member's input is valued, fostering a collaborative environment that enriches the school's journey. Lastly, our relationship with parents and guardians is rooted in trust and open communication, leveraging technology to keep them in the loop, ensuring a harmonised educational experience for every student.



# ASSISTANT HEAD OF SCIENCE

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**Required From September 2025**

**Teachers Main/Upper Scale Plus TLR 2a £3,527**

**Full Time**

We are seeking an experienced and motivated Science teacher who is ready to take the next step in their career. The successful candidate will have a strong track record of high-quality classroom practice, the ability to lead and support colleagues within the department, and a commitment to raising standards and outcomes for all learners. This is an exciting opportunity to play a key role in shaping the continued development of Science at Sandy Secondary School. to join us at an exciting stage of development for our School.

Sandy Secondary School became a full secondary school, ages 11-18 in September 2018. We have a hardworking and committed team of specialist teachers and a commitment to ensuring the best possible outcomes for our students.

If you are ready to inspire our students and have a love of Science, we would be interested in hearing from you with the possibility of you joining us in the next phase of development in our School.

## **How to apply for the role:**

Application is by completed application form via my new term, just click on the link on our website or click on the QR code above.

**Closing Date – Monday 23<sup>rd</sup> March 2026 at 9.00am**



# SAFEGUARDING POLICY

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records, the successful applicant will be required to undertake an enhanced DBS check.

Sandy Secondary School have decided to carry out online searches for shortlisted candidates as part of due diligence in our recruitment process, (as per KCSIE, paragraph 220).

The searches are conducted by a member of our staff and recorded in line with our recruitment and appointment protocols and procedures.

The process will be consistent, transparent, and fair and reflected within the Safer recruitment policy.

At Sandy Secondary School, safeguarding is our top priority. We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of students. You can find the policy [here](#).



# PERSON SPECIFICATION

Essential	Desirable
<b>Education - Qualifications</b>	
<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Evidence of further professional development</li> </ul>	<ul style="list-style-type: none"> <li>• First degree or equivalent</li> </ul>
<b>Teaching experience and background</b>	
<ul style="list-style-type: none"> <li>• A record of good or outstanding classroom teaching</li> <li>• Curriculum development</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in developmental work with other organisations, agencies or school networks</li> <li>• Monitoring and evaluating the quality of learning and teaching leading to the subsequent provision of successful support</li> </ul>
<b>Specific Subject expertise</b>	
<ul style="list-style-type: none"> <li>• Good understanding of the subject and its place in the national curriculum</li> <li>• Practical understanding of effective teaching and learning strategies</li> <li>• Awareness of strategies to raise student achievement and manage behaviour</li> <li>• Understanding of performance data</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of school effectiveness and improvement processes</li> </ul>
<b>Skills &amp; Attributes</b>	
<ul style="list-style-type: none"> <li>• Lead and command respect</li> <li>• Think incisively and strategically</li> <li>• Develop a high profile and clear impact across the School</li> <li>• Motivate staff and students for full engagement</li> <li>• Manage a complex workload efficiently</li> <li>• Play a role in implementing a Development Plan</li> <li>• Establish and develop good relationships with staff</li> <li>• High order interpersonal skills</li> <li>• Work collaboratively and effectively as a member of a team</li> <li>• Competence in the use of ICT</li> <li>• Flexibility and approachability</li> <li>• Resilience under pressure</li> <li>• Ability to support the core vision</li> <li>• Willingness to innovate</li> <li>• A sustained and positive approach to work</li> <li>• Professional in manner and appearance</li> <li>• To look for the best in students and work on those positive aspects to allow them to grow and mature.</li> <li>• Excellent time keeping and in meeting deadlines</li> <li>• A sense of humour</li> </ul>	
<b>Attitudes</b>	
Commitment to: <ul style="list-style-type: none"> <li>• Realising the potential of every student</li> <li>• Raising achievement through partnership with parents, staff, students</li> <li>• Equality of opportunity for all</li> <li>• Compliance with school policies; systems and legislation</li> </ul>	

# JOB DESCRIPTION

**Post Title:** Assistant Head of Science

**Remuneration:** Main Scale plus TLR 2a

**Reporting to:** Curriculum Leader Science

**Responsible for:** Teaching staff within the curriculum area

**Liaising with:** Principal, Leadership Team, Curriculum Leaders, House Leaders, relevant staff with cross curricular responsibilities, relevant non teaching support staff, LA staff, parents.

**Job Purpose:** To provide the highest level of leadership and management by thinking strategically and critically, thereby inspiring, challenging, motivating and empowering others in line with the ethos, values and vision for the school.

To continually improve the standards of the Science department to excellence.

(The responsibilities outlined below are intended to be a summary of, and do not change, the School Teachers' Pay and Conditions as written in the STPCB. They are in addition to the responsibilities outlined in the teacher's job description.)

## **Main Duties and Responsibilities:**

1. Take on the role of Curriculum Leader in the event of his/ her occasional absence<sup>1</sup>.
2. Lead on identified courses within the department Eg Biology. This includes:
  - The production of high quality schemes of work for examination classes (including OCR portfolios of evidence)
  - Ensuring implementation and monitoring of rigorous and challenging programme of assessment and Homework, including half-termly cumulative assessments.
  - Identification and implementation of effective and appropriate interventions to raise standards
  - Moderation of controlled assessment and portfolios of evidence if appropriate
3. In conjunction with the Curriculum leader, improve the quality of Teaching and Learning within the department, by systematically monitoring and evaluating teaching and providing appropriate support, coaching and challenge to improve planning, delivery and feedback.
4. In conjunction with the subject leader carry out regular monitoring and evaluation of standards across subjects. This includes:
  - Data Analysis
  - Work scrutiny
  - Assessment for learning
  - Learning walks
5. Take responsibility for internal and external exams in Science subjects including accurate and appropriate tiered entries
6. With the Curriculum Leader ensure supply teachers and cover staff have adequate and suitable work for classes they take.
7. Take responsibility for performance management of identified colleagues.