

Job Title	Head of Faculty – Science
Grade/Salary	Teachers Pay Scale (MPS/UPS) plus TLR 1d (£17,216 pa)
Date Required	September 2026
Interview Date	Interviews will be arranged as suitable applications are received
Reporting To	SLT Link

Details

We are seeking an exceptional and forward-thinking Head of Faculty for Science to lead our dynamic and committed team. This is an exciting opportunity for an ambitious leader with a passion for high-quality science education and a proven ability to inspire both staff and students. The successful candidate will play a central role in shaping the strategic direction, development, and performance of the Science Faculty, ensuring outstanding teaching, learning, and student outcomes across all disciplines.

As Head of Faculty, you will be responsible to a member of the Senior Leadership Team for the efficient running, development, and overall performance of the Science department. You will support colleagues at all stages of their careers, providing clear direction, fostering collaboration, and ensuring that teaching and learning remain consistently excellent. Your leadership will be instrumental in driving innovation, maintaining high standards, and ensuring the faculty continues to thrive.

Principal Responsibilities

Provide strong leadership and direction for the Faculty, ensuring high standards of teaching and learning.

To actively engage in Departmental Self Review, the aim of which to confidently review the quality of teaching and learning, on a regular and systematic basis

To act upon the findings from Departmental Self Review to maintain the highest quality of teaching and learning across the department

To engage colleagues to talk about their teaching and the impact that it has on pupil learning

To involve all colleagues in departmental development planning

To ensure excellent progress of students at relevant Key Stages

To ensure that data is used effectively as useful measure of progress and that intervention is planned accordingly.

To have particular responsibility for the appraisal, professional welfare and training and development of members of the department, especially new and student teachers

To ensure members of the department adhere to the criteria as set out in the procedures with particular regard to the setting and marking of work and reporting procedures

- To bring to the attention of the SLT Link any difficulties which arise within the department
- To hold regular meetings, formal and informal, to discuss Department matters and to ensure that the Department works as a team. Minutes of these meetings to be sent to the SLT Link
- Develop and implement innovative schemes of work that promote language acquisition and intercultural understanding; Departmental hand-outs for the Faculty handbook; display and the general appearance of the Department

Headteacher: Sarah Cox, BA (Hons)

Croft Road, Benfleet, Essex, SS7 5RN Tel: 01268 794215

Email: info@theappletonschool.org Website: www.theappletonschool.org



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- To be responsible for the selection of text books and teaching materials, and the methods of teaching used by members of the Department
- Oversee faculty-focused extracurricular activities, trips, and cultural events to enhance student engagement.
- To be responsible for all budgeting within the Department, and the implementation of Health and Safety Policies within the area, including any technicians or laboratory/practical equipment safety.
- To attend meetings of middle leaders
- To attend Sixth Form Registration Day before the start of each academic year with KS5 Lead
- To provide the SLT Link with timetable allocation of Department staff
- To set / oversee set work for an absent member of the Department if he/she is unable to do so with the help of KS Leads
- To support in the appointment of new staff to the Department
- To co-operate with other Departments in cross-curricular activities
- To keep up to date with educational developments and changes within the subject area
- To review examination results within the Department and implement remedial action when necessary
- To ensure that base-line data is being used to monitor, and where possible improve, performance of the Department and the pupils within it
- To present examination results to the Headteacher and discuss them as requested
- To ensure that pupils are entered for public examinations in liaison with the examination's officers

Additional Specific Responsibilities

- To be Form Tutor of an assigned form and to carry out related duties in accordance with the general job description of a Form Tutor.

General Duties

- To carry out a share of supervisory duties in accordance with published rosters.
- To participate in appropriate meetings with colleagues and parents relative to the above duties.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Trust Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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Category	Essential	Desirable
Application	<ul style="list-style-type: none"> • A fully completed application form • Two suitable references (any School references must be from a Headteacher) 	
Qualifications	<ul style="list-style-type: none"> • Holds a relevant degree in science related field • Qualified teacher status 	<ul style="list-style-type: none"> • 2.1 degree or better in Science Related Field.
Experience	<ul style="list-style-type: none"> • Proven experience of teaching Faculty Subject to students at secondary level. • A track record of leadership within a department or school setting, ideally in a related context. 	<ul style="list-style-type: none"> • Some experience of KS5 Teaching • Experience of working with a tutor group • Demonstrated success in managing student behaviour, implementing pastoral programs, and supporting student welfare.
Professional Development	<ul style="list-style-type: none"> • Commitment to CPD in improving themselves as a practitioner 	
Skills	<ul style="list-style-type: none"> • Ability to deliver consistently good teaching and learning • Ability to inspire and motivate students • Good communication and interpersonal skills 	<ul style="list-style-type: none"> • Ability to deliver outstanding teaching and learning • Experience of analysing data and acting on it to drive improvement
Special Knowledge	<ul style="list-style-type: none"> • Experience in leading a team or coordinating initiatives within a school setting 	
Personal Attributes	<ul style="list-style-type: none"> • Ability to work as part of a team • Caring attitude towards students and parents • A good health and attendance record • Emotional stability, can cope with pressure and use humour to good effect • Excellent work ethic • Well presented • Excellent communicator • Good attendance and punctuality record 	<ul style="list-style-type: none"> • Ambition to progress further in due course • Flexibility and adaptability in order to be able to mix and work with a wide range of people • Interests beyond teaching/school • Experience running or being part of extra-curricular clubs and events