

Secondary

Academy  
Transformation  
Trust

Head of Science/Director of Science

# Application Pack

Sutton Community Academy  
Sutton-in-Ashfield  
Nottinghamshire

# Contents

<b>01</b>	Welcome from the Chief Executive	Page 3
<b>02</b>	About Academy Transformation Trust	Page 4
<b>03</b>	Academy Information	Page 6
<b>04</b>	Job Description	Page 7
<b>05</b>	Person Specification	Page 10
<b>06</b>	Onboarding	Page 12
<b>07</b>	ATT Institute Information	Page 13
<b>08</b>	How to Apply	Page 14

# 01. Welcome from the CEO

## Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



**Mark McCourt**  
*Chief Executive Officer*



## 02. About Academy Transformation Trust

### About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

### Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

### Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



## Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

### Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

### Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

### Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

## Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



## 03. Academy Information



Sutton community Academy is part of the Academy Transformation Trust family of academies.

Sutton Community Academy was graded 'Good' in all areas by a recent Ofsted inspection; we provide the best opportunities for all our students toward helping them to achieve excellent academic qualifications.

We are a unique and highly successful academy and are proud of our students' achievements in GCSE and AS/A-level, alongside our great vocational offering. We ensure our curriculum is kept broad enabling every child to have full opportunity to reach their full potential.

This success is build upon valuing and nurturing the talents of all our students, which is supported by our brilliant academic, vocational and leisure activities, equipping all our students with the tools needed for Higher Education, apprenticeships and employment.

The Academy is renowned nationally for its work and impact upon the local community, which have played a major role in creating a lifelong community resource in Sutton-in-Ashfield. Community really does sit at the heart of what we do; developing and nurturing the future generations is something we're very proud of and always strive for.



## 04. Job Description

# Job Description

## Head of Science/Director of Science

### Purpose of the Role:

To ensure pupils receive an excellent education through the delivery of high quality teaching.

- Inspire students to achieve their very best.
- Ensure all teaching is rated 'good' or better.
- Ensure all students make outstanding progress and achieve challenging targets.
- Fully implement all Academy policies and procedures.

### Professional Responsibilities:

- The strategic leadership and management of Science
- Intervene and act as appropriate to ensure that subject and whole academy targets are met.
- Identify subject development priorities and co-ordinate the writing and monitoring of the Science subject EIPs.
- Co-lead Science subject reviews.
- Analyse Science outcomes data.
- Reflect on and evaluate the effectiveness of the Science department.
- Monitor pupils' behaviour, taking action as appropriate and ensure that teachers adhere to procedures of the school's behaviour policy.
- Maintain an overview of parental contact, ensuring regular contact as needed.
- Interrogate and use data to track individual pupil performance and progress, and that of specific groups of pupils, ensuring that pupils achieve at or beyond their target grade.
- Be responsible for leading improvement within the Science Department.
- Monitor and evaluate Area PD for Science subjects.
- Use meetings to share good practice, moderate, disseminate training and Information.

### Pastoral Responsibilities:

- Report all safeguarding concerns to the Designated Safeguarding Lead as soon as possible and contribute to a culture at the academy that prioritises the safety and welfare of children.
- Follow procedures and strategies in the academy that promote excellent pupil attendance, punctuality and behaviour within and beyond the classroom, as set out in Academy procedures and Trust policy.
- Supervise pupil behaviour and conduct outside of the classroom as directed by the Senior Leadership Team.

- Be a form tutor who teaches the pastoral programme as directed by the Head of Year and the Senior Leadership Team.
- Play a full part in the life of the academy, including participation in enrichment activities as directed by the Curriculum Leader/ Senior Leadership Team.

## Academic Responsibilities

- Teach the curriculum as set out by the Curriculum Leader, including preparing pupils for examination in appropriate qualifications.
- Participate in collaborative planning and resourcing within the department.
- Teach timetabled lessons and any necessary additional lessons for intervention, revision or to support the transition of pupils into the next stage of their education as directed by the Curriculum Leader.
- Set and check the completion of homework as directed by the Curriculum Leader, making use of whole-school systems and policies.
- Ensure that work by pupils in lessons is completed to a high standard and presented in a form as directed by the Curriculum Leader.
- Contribute to ongoing discussions about subject knowledge and teaching approaches and to adopt any teaching approaches agreed within the department.
- Adapt the curriculum, teaching methods and resources for pupils who have a SEND or EAL, as guided by the Curriculum Leader and the SEND department.
- Assess pupil progress using a range of appropriate strategies and use this information to evaluate curriculum planning, teaching approaches and resources.
- Provide reports for parents and, where necessary, write references for pupils to support access to the next stage of their education.

## Working Time

The job description allocates responsibilities and duties but does not allocate the particular amount of time to be spent carrying them out and no part of it can be so constructed. In allocating time to the performance of responsibilities and duties the post holder must be directed in accordance with the Academy Teachers' Pay and Conditions Document and the Academy's policies and procedures and the Academy's plan on the use of time.

## Employee Commitments

- The vision, values and key principles of the Trust.
- Equality, Diversity and Inclusion.
- In anyway possible, in accordance with the role, support Pupils to achieve their potential.
- In anyway possible, in accordance with the role, improve standards of education.
- Support the inclusion agenda.

## Performance Management

Participation in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification. All staff are part of the whole Trust team. All staff are required to support the values and ethos of our Trust and Trust priorities. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a demanding environment.

## Other

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

Our Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment. Academy Transformation Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment by observing the academy's Safeguarding policies and procedures.



# 05. Person Specification

## Person Specification

### Head of Science/Director of Science

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	<ul style="list-style-type: none"> <li>An appropriate degree and other qualifications required for the award of QTS.</li> <li>Qualified Teacher Status.</li> </ul>	<ul style="list-style-type: none"> <li>A postgraduate qualification in the subject to be taught.</li> <li>A postgraduate qualification in the teaching of the subject.</li> <li>Other relevant awards or qualifications applicants should have.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form/Checking and Original Copy evidence</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Teaching the subject in a secondary school across the 11-18 age range.</li> <li>Assessing pupils for a variety of purposes using appropriate strategies.</li> <li>Working with whole-school behaviour systems.</li> <li>Supporting pupils in the subject with a SEND or EAL need.</li> <li>Experience teaching technical awards or other vocational qualifications, in a Science discipline.</li> <li>Evidence of successful lesson planning, delivery and evaluation.</li> <li>Experience managing staff with different specialisms within the department.</li> <li>Knowledge of a wide range of pedagogic approaches to cater for different learning styles and ensure that all students are engaged.</li> </ul>	<ul style="list-style-type: none"> <li>Teaching the subject in a Sixth Form or other Further Education setting.</li> <li>Proven record of developing schemes of work and of raising attainment</li> <li>Being a form tutor and supporting the wider personal development of pupils.</li> <li>Examining the subject for an appropriate exam board.</li> <li>Mentoring trainees and early-career teachers.</li> <li>Ability to use and understand assessment data.</li> <li>Familiar with effective learner progress intervention strategies.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Competencies	<p>Applicants should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>Detailed knowledge of the structure and content of the current Science National Curriculum.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

	<ul style="list-style-type: none"> <li>• Understanding of the principles of assessment and the ways in which it can be used to increase pupil motivation.</li> <li>• The ability to raise attainment, achievement and aspirations.</li> <li>• Ability to manage pupil behaviour firmly, effectively and positively, commanding respect from pupils, staff, parents and the community.</li> <li>• Ability to use ICT effectively in the teaching of Science and to share good practice within the department.</li> <li>• Demonstrates a commitment to high quality learning and teaching and a range of appropriate teaching strategies.</li> <li>• A commitment to the school's enrichment programme</li> <li>• Experience and a successful track record in teaching GCSE Science (or affiliated subject)</li> </ul>		
Other requirements	<p>Applicants should have the ability to:</p> <ul style="list-style-type: none"> <li>• Express themselves clearly in written and spoken English.</li> <li>• Manage pupil behaviour in line with an academy policy.</li> <li>• Build and maintain effective working relationships with colleagues, pupils, parents and the wider community.</li> <li>• Organise working time effectively to ensure that all requirements of the post are met punctually and to a high standard.</li> <li>• Excellent interpersonal skills with the ability to enthuse and motivate others.</li> <li>• Hard working, loyal and flexible in approach to work.</li> <li>• Ability to prioritise and work under pressure.</li> <li>• Dynamic, innovative, positive, creative and constructive.</li> </ul>	<p>Applications may be strengthened by the ability to:</p> <ul style="list-style-type: none"> <li>• Offer extra-curricular and other enrichment activities for pupils.</li> <li>• Use appropriate software and digital platforms to create and share curriculum, teaching and assessment resources.</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.



## 06. Onboarding

### Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

#### Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of you application and or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

#### Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at later date
- The opportunity to ask questions and have a full interview with discussion around the role

#### Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

#### Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



## What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

## Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

## Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise



# 08. How to Apply

## Head of Science/Director of Science

### Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy](#)



Status: Permanent

Full Time

32.5 hours per week

### Salary:

M1 – UPS 3

£32,916 - £51,048 per annum

TLR: £12,212 per annum



### Closing Date:

Monday 11<sup>th</sup> May 9:00am

### Start Date:

1<sup>st</sup> September 2026



### Interviews:

To be confirmed

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.





 @academytransformationtrust

 @AcademyTrust

 academytransformationtrust.co.uk

 office@attrust.org.uk

 0121 354 4000

 Unit 4, Second Floor,  
Emmanuel Court, Reddicroft,  
Sutton Coldfield, B73 6AZ

