



## Second in Science Job Description

Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Job Description:**

To work with the Head of Science and Key Stage 5 Biology, Chemistry and Physics Coordinators to lead the effective delivery of an outstanding Science curriculum, enabling the highest level of learner progress and attainment.

To deliver outstanding teaching and learning of science, supporting learners to achieve excellent results, and to be a positive role-model, upholding the school vision and impacting the academy more widely.

To lead on the development of the Key Stage 3 Science curriculum in preparation for the school having an intake of Year 7 and 8 in September 2026.

**Job Title:** Second in Science

**Location:** Wootton Upper School and Kimberley 16-19 STEM College

**Reporting Line:** Head of Science

**Line Management Responsibility for:** Four Science Teachers

**Working Time and Conditions:**

These will be as specified in the latest School Teachers Pay and Conditions Document. The post holder will continue to meet, maintain, and build upon, as appropriate:

- the National Standards for QTS as laid down by the Training and Development Agency, relating to a) Professional values and practice b) Teaching c) Knowledge and understanding;
- the Induction Standards; and
- the Threshold Standards (Please see [www.tda.gov.uk](http://www.tda.gov.uk)).

**Principal Accountabilities/ Responsibilities**

**To assist the Head of Science and other Science Leaders in raising standards of teaching and learning in all key stages in the department by:**

- Embedding Wootton Academy Trust's vision in all department provision to ensure they drive strategy, feeding into department evaluations and improvement plans.
- Contributing to the monitoring and evaluating the quality of learning within the Department.
- Planning, monitoring and evaluating curriculum strategy, curriculum provision and enrichment for Years 7 -9 in particular for pupils at

Wootton Upper School within the subject, building on the Science Mastery curriculum offer.

- Coordinating effective collaborative planning across the department, ensuring the team's collective experience feeds into improvements in the curriculum.
- Supporting the development of Department staff to meet the challenge of any future changes to the curriculum.
- Tracking pupil progress and make intelligent use of data to identify underperformance, plan appropriate support and achieve excellent outcomes for our pupils.
- Keeping up to date with any changes in learning and teaching related to science, including DfE guidance and curriculum changes and ensure staff are kept informed.
- Developing a high-quality ethos of learning amongst learners based on high expectations and a shared vision so that all learners are inspired, motivated and challenged to reach their full potential.
- Ensuring a positive climate for learning exists, through the explicit teaching of lesson routines and application of behaviour systems consistently and fairly.
- Planning and teaching well-structured, differentiated lessons which allow adequate time to embed new knowledge, understanding and skills, acting as an exemplary role model, supporting colleagues to develop their own practice.
- Ensuring that all science teachers nurture every learner's intellectual curiosity, asking pertinent questions to deepen learners' understanding.
- Systematically checking learners' understanding and act to correct any misconceptions.
- Providing learners with individual feedback aimed at moving his or her learning forward, developing a growth mind-set in each learner.
- Leading enrichment and participate in trips and visits to enhance the learning experience of all learners.
- Carrying out the day to day duties of a classroom teacher on an exemplary basis in line with the School Teachers Pay and Conditions Document and Teachers Standards.

**Health, safety and discipline:**

- Promote the safety and well-being of learners.
- Maintain good order and discipline among learners.

**Leadership and Management:**

As directed by the Head of Science provide dynamic and inspirational leadership in the Department linked to the quality of education, and plan for the new key stage 3 curriculum, by:

- Enthusiastically leading colleagues within a positive and supportive working atmosphere, with a common vision for success.
- Leading the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department across the school.
- Contributing to the creation and implementation of the Department *Local Area Improvement Plan*.
- Contributing to developing departmental policies, procedures and practice, promoting collective responsibility for their implementation to

ensure high achievement through effective teaching and learning and Trust wide improvement.

- Analysing science assessment data, comparing it to national and local data to identify areas of strength and weakness which inform curriculum area policies and practices, expectations and teaching methodologies and to report regularly to the Head of Science.

**Communication:**

- Communicating with learners, external agencies, parents and carers.

**Working with colleagues and other relevant professionals:**

- To be responsible for fostering positive relationships across the school and college.
- To help maintain and develop effective communications and links with parents to provide positive responses to concerns and problems.
- To develop and maintain positive links and relationships with feeder middle schools, the wider school community and external agencies.
- To monitor the standards of behaviour and achievement in science lessons and intervene and support as necessary.
- To be able to create a positive working environment, which enables staff to develop whilst challenging and supporting each other.
- To mentor and coach Teachers within the Science team.
- To foster an environment with high expectation for all.

The post holder will be expected to operate in line with our core values which are:

- a. Aspiration for All
- b. Belief in Ourselves
- c. Opportunities for All

Supporting the development of Department staff to meet the challenge of any future changes to the curriculum.

**Other clauses:**

- The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Executive Principal.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- Promote British Values, including tolerance; being vigilant and challenging extremist views expressed by visitors, pupils or anybody else at Wootton Upper School and away from the school, on school trips and visits.

- Maintain confidentiality at all times in respect of Trust related matters and to prevent disclosure of confidential and sensitive information.
- To be responsible for following health and safety requirements in line with Trust policy and procedures.
- Undertake further training as required for your areas of responsibility.
- Undertake any other duties of a similar level and responsibility as may be required.

**Safeguarding:**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment.

A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**Other Specific Duties:**

To undertake any other duty as specified by the STPCD not mentioned in the above.

To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but, in consultation with you may be changed by the Executive Principal to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.



## Second in Science Person Specification

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<p>Qualified to teach and work in the UK.</p> <p>Strong A Levels or equivalent Graduate in a Science Subject.</p>	<p>Relevant postgraduate qualification [Masters in Education/NPQML etc.].</p>
<b>Experience</b>	<p>An outstanding subject teacher.</p> <p>Successful experience of teaching GCSE and A level in one or more science disciplines.</p> <p>Experience of learners achieving high levels of progress.</p> <p>Experience of raising attainment and of evaluating and improving teaching practice to increase pupil achievement.</p> <p>Experience of interpreting pupil data to drive lesson planning and pupil progress.</p> <p>Experience of contributing to the development of Science Department Schemes of Learning.</p>	<p>Experience of mentoring/coaching teachers that improves teaching and learning and support professional development of colleagues.</p> <p>Experience of developing science policies and procedures which led to higher achievement through effective teaching and learning.</p> <p>Experience of leading successful enrichment which inspire and motivate.</p>
<b>Knowledge &amp; Skills</b>	<p>Knowledge of the national secondary education system, examinations and curriculum, including Key Stage 3.</p> <p>Mastery of and enthusiasm for science Excellent understanding of both subject and general teaching pedagogy.</p> <p>Effective and systematic behaviour management.</p> <p>Strong ICT skills with a clear understanding of the potential for ICT to transform learning. Able to be highly evaluative of your own work and that of other colleagues.</p> <p>Able to analyse national, local and school assessment data to inform Department policies and practices.</p> <p>Knowledge of assessment practices that support learning and progress.</p>	

<p><b>Personal competencies and qualities</b></p>	<p>Able to gain the confidence of others, with the ability to create a positive rapport with learners and a safe environment where they can flourish.</p> <p>Excellent interpersonal, communication and organisational skills.</p> <p>Effective team worker and leader Motivation to continually improve standards and achieve excellence.</p> <p>Reflective practitioner, open to feedback and training to establish outstanding classroom practice.</p> <p>Excellent skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</p> <p>Commitment to equality of opportunity and the safeguarding and welfare of all learners.</p> <p>Possess a positive attitude and approach to change and development.</p> <p>Willingness to undertake training.</p> <p>Flexible to meet the needs of Wootton Academy Trust.</p> <p>Commitment to continuous professional development.</p>	<p>Willingness to contribute to extra-curricular activities.</p>
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