



**Bryn Elia**

Recruitment Pack

**Progress Leader  
for Science**

**Achievement for All**  
Llwyddiant i Bawb

# Contents

- **Message from the Headteacher**
- **Where is Ysgol Bryn Elia based?**
- **School Building & Resources**
- **Job Description**
- **Person Specification**
- **Overarching Statements**
- **Pastoral System Organisation**
- **How to Apply**



Dear Applicant,

Thank you for your interest in our Progress Leader for Science vacancy. The Headteacher and governing body of Ysgol Bryn Elian is looking to appoint an inspirational and visionary leader for our Science Department.

The school is a recognised Centre of Excellence for inclusion, a status awarded to the school in January 2022 by IQM and retained after a robust assessment in 2023 and 2024.

We want to continue to offer our pupils a broad and interesting curriculum which helps widen their horizons and raise aspirations, as articulated in the school's aims and objectives. We hope a new Progress Leader for Science will bring exciting, innovative and inclusive practices to our team and will enjoy the new benefits and challenges of working at this exceptional school.

Here, you will find committed staff, strong leadership, keen and eager children who love to learn and many parents and carers who value and support their school community. You will inspire confidence and build trust in all of our stakeholders, particularly our children.

While this role will undoubtedly bring with it challenges, it is also incredibly rewarding. It provides an opportunity for creativity and innovation suitable for someone who is highly motivated and visionary. At a time of change and the implementation of new qualifications, the next steps of the department are ripe for innovation, exploration and development for a positive, forward thinking leader.

We are really looking forward to the next step of our journey together; if you feel you are the person to lead us, we do encourage you to apply.

A handwritten signature in black ink, appearing to read 'L. Hastings', with a stylized flourish at the end.

Mrs L. Hastings  
Headteacher

## Where is Ysgol Bryn Elian Based?

The school is located in the heart of the North Wales coast in Old Colwyn, Colwyn Bay in the beautiful county of Conwy. We are an English medium school who very much value the Welsh language and culture.

We have excellent road and rail links and are easily accessible from the cities of Chester, Manchester or Liverpool.

Although we have six cluster schools who feed into Ysgol Bryn Elian, the reality is that our learners come to us from in excess of 25 primary schools, which is why we are oversubscribed. We value our learners and the communities where they live very much. The support of our parent body is very important to us.

Teaching and learning is a constant priority for us as a school and we firmly believe in researching pedagogical practices and the science of teaching to inform all that we do.

We have an active School Council who drive forward the learner agenda. Our Eco-Committee have also recently been successful in the renewal of the Eco-School's Green Flag Platinum Award – something the committee and the school are very proud of.

## School Building & Resources

The school was built to open in 1976 on top of a hill with very impressive far reaching views of the hills and out to the open sea. As a school we are always trying to find ways to improve the school's facilities and, over the last 24 months, we have managed to enable:

- The upgrading of tiered seating and redecoration of the school's theatre
- The refurbishment of a further Science laboratory
- The refurnishing of the Staff Room area
- Decoration of key main corridors and classrooms to include new furniture
- Submission of a Grant for a £240,000 replacement of Astroturf pitch to state-of-the-art 3G pitch
- Construction of a new multi-use games area.

In addition to these exciting projects, Ysgol Bryn Elian is well equipped to cater for all the academic, creative and sporting needs of our students. We have a range of modern educational facilities to include:

- An impressive and well-resourced Sports Hall
- Large attractive campus on the edge of open fields
- All-weather sports pitches and tennis courts
- An eco-garden
- A fully equipped theatre to enable full-scale theatrical productions
- All departments have access to class electronic devices such as laptops or Chromebooks
- All classes have whiteboards and projectors and many have interactive T.V.s
- Design and technology suites with state-of-the-art equipment
- A bright and cheerful reading environment in our Library
- Forest School and links with the National Trust.



# Job Description

**Post Holder:**

**Post Title:** Progress Leader for Science

**Line Manager:** Deputy Headteacher

**Purpose:**

- To raise standards of learner attainment and achievement within the whole curriculum area and to monitor and support learner progress.
- To be accountable for learner progress and development within the subject area.
- To develop and enhance the teaching practice of all teachers within the subject area and, where appropriate, beyond.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for learners studying in the department, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To be accountable for leading, managing and developing the core subject/curriculum area.
- To effectively lead, manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
- To effectively lead and manage whole school literacy developments and to ensure whole school LNF and DCF provision within the curriculum area.
- Review and develop the curriculum on an on-going basis, taking into account the findings from monitoring and self-evaluation, and ensure all staff have short and medium term plans to deliver highly effective lessons.
- Set regular, measurable and significant assessments for learners.
- Ensure all learner data is understood and interpreted by staff and learners and used to modify lesson planning.
- Analyse and interpret data on learners' achievement in your subject including item level/question level analysis, ensure learner performance data is used effectively and is in line with departmental targets.
- Review with teachers their assessments of progress for classes and quality-assure such assessments through moderation, sampling and review.
- Contribute to the setting of learners into appropriate ability groups, where applicable, and review half-termly.
- Ensure procedures for both internal and external exams are carried out according to the School's procedures and the Boards' regulations as appropriate.
- Have a deep understanding of the exam specification and JCQ guidelines.
- Ensure the maintenance of accurate and up-to-date information on the management information system meeting all associated deadlines.
- Disseminate and make use of analysis and evaluate performance data provided.
- Identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- Produce reports on examination performance, including the use of value-added data.
- Oversee your subject's collection of data.
  
- Provide the Senior Leadership Team with relevant information relating to the subject areas' performance and development as requested.

- To lead and support staff to manage behaviour, working with learners, their parents/ carers as required.
- Actively monitor, and respond to, curriculum developments and initiatives in your subject at national, regional and local level.

**Reporting to:** SLT Line Manager

**Responsible for:** Teaching staff and other relevant personnel within the department.

**Liaising with:** Head/Deputy, other Heads of Department, ALNCo, Learner Support Services and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LEA staff, parents and primary feeders.

**Working Time:** 195 days per year. Full time.

**Salary/Grade:** TLR 1.1

**Disclosure level:** Enhanced

## MAIN (CORE) DUTIES

### Operational/ Strategic Planning:

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in this department.
- The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor learner progress and take appropriate corrective action when necessary.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of learners and to the aims, objectives and strategic plans of the school.
- To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of learners within the subject area, SDP/DDP and the aims and objectives of the school.
- To link with subject leads with responsibility for specified curricular areas to ensure that the work in the department/curriculum area fully reflects the school's distinctive ethos and mission.
- To liaise with other Heads of Departments in meeting Key Performance Indicators, such as the Capped 9.
- Foster and oversee the application of ICT.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated at least annually and, where necessary, at other times, therefore liaising with the school's Health and Safety Manager.

### Curriculum Provision:

- To liaise with the SLT Line Manager to ensure the delivery of an appropriate,

comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.

- To be accountable for the development and delivery of all aspects of the curriculum area.

### **Curriculum Development:**

- To lead curriculum development for the whole department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with the Deputy Head Line Manager to maintain accreditation with the relevant examination and validating bodies.
- To ensure that the development of the curriculum area is in line with national developments.
- To contribute to extra-curricular activities which enhance the wider experiences of learner learning.

## **Staffing**

### **Staff Development:**

- To undertake Professional Development Review(s) and to act as reviewer for a group of staff within the designated department.
- To work with the SLT Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.

### **Recruitment/Deployment of Staff:**

- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department, liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To be responsible for the efficient and effective deployment of the support staff.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITE programme.
- To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.

### **Quality Assurance:**

- To ensure the effective operation of quality control and assurance systems.
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria derived from national data relating to subject performance.
- To seek/implement modification and improvement where required.
- To ensure that the Department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

- To ensure accuracy and consistency in learner reports written by all teachers within the subject area.

### **Management Information:**

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- In conjunction with the Deputy, to manage the Department's collection of data.
- To provide the Governing Body with relevant information relating to the Departmental performance and development, including formal presentations to the Governors' Curriculum Committee as required.

### **Communications:**

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of learners in accordance with school policies.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the Department's views and interests.
- To support and enable whole school priorities views and interests within the subject area.

### **Marketing and Liaison:**

- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases.
- To ensure the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.
- To ensure adequate departmental representation at Parents' Evenings and that the school guidance on the conduct of such evenings is adhered to.

### **Management of Resources:**

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records, ensuring the school's Asset Register accurately details the department's equipment.
- To work with the Deputy Head Line Manager in order to ensure that the Department's teaching commitments are effectively and efficiently time-tabled and roomed.

### **Teaching:**

- To undertake an appropriate programme of teaching in accordance with the duties of



a standard scale teacher (see Job Description for Classroom Teacher).

**Other Specific Duties:**

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and learners follow this example.
- To maintain and foster a focus on maintaining and enabling Professional Learning and the Professional Teaching Standards by continuing professional development, both as an individual and for the department.
- To promote actively the school's corporate policies.
- To engage actively in the performance review process.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STRB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Employees are expected to dress and behave in a way compatible with their duties and responsibilities, thereby ensuring that they can insist on high standards of dress and behaviour from learners.

The school will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications – Degree with QTS or PGCE in a Science subject	●		Application/Letter Certificates
Experience of leading and managing a team.		●	Application/Letter
Knowledge and understanding of how to evaluate impact to plan for improvement	●		Application/Letter
Evidence of continued professional learning.	●		Application/letter/ interview
Good classroom management	●		Application/Letter References
Good relationships with pupils and staff	●		References
Good knowledge of the curriculum at all levels	●		Application/Letter Interview References
Ability to teach within the A Level Science suite		●	Application/Letter Interview
Ability to meet deadlines and maintain records	●		Interview References
Flexible, positive outlook and enthusiastic	●		Interview References
Ability to work in a variety of teams	●		Interview Application/Letter
Excellent ICT skills		●	Interview Application/Letter
Desire to take part in whole school events and activities		●	Interview Application/Letter

## Overarching Statements

Ysgol Bryn Elian is a school committed to safeguarding in all its guises and places an expectation on all involved in the Bryn Elian community to share this commitment. Teaching staff at Ysgol Bryn Elian undertake their job specifications with due regard to the National Standards for Qualified Teachers and the STPCD.

This document covers the responsibilities of all classroom teachers.

## Pastoral System Organisation

Each year group at Key Stage 3 and 4 at Ysgol Bryn Elian have a Pastoral Progress Leader, who are teachers leading the pastoral system for each year group. They are assisted by full time Learning Mentors who are non-teachers and therefore have no timetable commitments.

In addition, we have an Education Welfare Officer and an Attendance Support Worker who work with our learners.



In addition to the County Council's school-based counsellors we employ our own counsellor to help and support our learners.

All of our pastoral teams are Mental Health First Aid trained.

The Sixth Form is led by the Director of Sixth Form studies assisted by a Learning Mentor.

## How to Apply

**Deadline for applications:** 07/04/25 12pm

**Interview date:** 10/04/25

**Vacancy published on:** 21/03/25

**Start date:** 1st September 2025

**Contact:** Gemma Parry

**Telephone:** 01492 518215

Please apply using the application form accompanying this pack, along with an accompanying letter of application.

Please return forms via email to [ParryG128@ysgolbrynelian.cymru](mailto:ParryG128@ysgolbrynelian.cymru) or by post to:

Gemma Parry  
Ysgol Bryn Elian  
Windsor Drive  
Old Colwyn  
LL29 8HU

Ysgol Bryn Elian  
Windsor Drive  
Old Colwyn  
Colwyn Bay  
LL29 8HU

01492 518215  
[info@brynelian.conwy.sch.uk](mailto:info@brynelian.conwy.sch.uk)



# Bryn Elian