

ASHLYNS SCHOOL



Application Pack

Second in Science

Full Time, MPS/UPS plus TLR2b

September 2018



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Welcome

Thank you for your interest in the post of Second in Science at Ashlyns School.

The information included in this pack will give you an insight into our school and the high aspirations we have for our students.

Ashlyns is a popular and oversubscribed school. We became a full secondary school in September 2013 following the re-organisation of the education provision in Berkhamsted, and now have over 1,200 students. The school has undergone significant refurbishment with continuing improvements in progress as we expanded to eight forms of entry in September 2017. This is an exciting time to join our school and make your impression as we continue to develop and build on our success.



The school was rated 'Good' by Ofsted in September 2014 and is focused on rapid improvement in results with the aspiration to be rated 'Outstanding' at our next inspection.

Ashlyns is a thriving school with a rich heritage. Originally established to provide for the most vulnerable in society, the school continues to emphasise the traditional values of respect, honesty and hard work. These values, combined with high expectations, innovation and creativity, mean that Ashlyns is a school which encourages and helps students to develop and make the most of their abilities and interests.

If you want to provide outstanding learning opportunities for students within a forward-thinking, hard-working school community, we would like to hear from you.

Further information about Ashlyns School and details on the application process can be found in this pack. Additional information can also be found on our school website.

A handwritten signature in black ink, appearing to read 'J Shapland'.

J Shapland
Headteacher



Aspire and Achieve

Ashlyns expanded from an upper school to a full secondary school in September 2013, enabling us to expand our staffing, intake and facilities and offer greater choice to students. As such we are, in effect, a 'new' secondary school with a strong history.

74% of students gained grades 9 to 4 in English and Maths this year, with 57% achieving grades 9 to 5 in both subjects. 22% achieved grades 9 to 7 in both subjects. 62% of all students achieved at least 2 sciences at grades A*-C.

With our focus on improving standards, we confidently expect even better results this year.

We enjoy high retention rates into the Sixth Form with more than two-thirds of our students choosing to continue their studies at Ashlyns.

Students perform well in our Sixth Form with a high percentage of students each year going onto further education, including Russell Group universities.

Our Core Values

At its heart, Ashlyns has a well-motivated and reflective staff and governing body with a shared purpose, and students who are warm, positive and engaging. The school blends traditional values of respect, trust, honesty and hard work with forward thinking teaching and innovation. Our aim is simply to provide the best opportunities and support for every student to flourish and succeed. The successful candidate will, like the Governors and Headteacher, want and expect the best from, and for, all students.

Ashlyns is a thriving school and we welcome all applications from talented and ambitious professionals who would like to play their part in helping to shape the school's future.

Science at Ashlyns School

The Science Faculty has a team of dedicated and experienced teachers supported by an excellent technical team, housed in specialist science laboratories and a separate science block. Courses are well resourced and we work as a supportive team. Students are motivated and obtain the full range of grades with Sixth Form students going to take Sciences and Engineering at Russell Group universities, as well as apprenticeships and vocational courses.

Learning is enhanced by a rich variety of trips, presentations and competitions offered at all key stages with an aim to empower students to explore the physical, biological, chemical and technological world we live in. Practical work is paramount to success as we encourage students to have the understanding to pose and answer questions about scientific research and the impact of science on our society.

Students in Years 7, 8 and 9 are tracked to ensure progression and consolidation, to help prepare them for GCSE courses. During Year 9 students complete KS3 and start their GCSE Science studies. A significant proportion of our Year 10 and 11 students take Triple Sciences making use of an option block.

At KS5 all 3 sciences teach Edexcel specifications (Biology is the SNAB specification). All students go on to take A Level and we are well resourced for all core practicals and beyond.



Extra-Curricular Activities

The range of activities on offer is excellent and includes: World Challenge expeditions; Duke of Edinburgh Award Scheme; fantastic music concerts, tours abroad and school shows; a wide range of team games and fixtures; an extensive and broad range of curriculum based visits; a highly successful sports leader programme and numerous charity events.

Magnificent Site

Ashlyns School is located on the edge of the small market town of Berkhamsted in south west Hertfordshire. Our Georgian style listed building is an impressive sight. Built in 1935 as a foundling hospital, it is steeped in history; its very fabric has an ethos of looking after children. Our school has been used as the backdrop in films and TV programmes – most recently in the BBC's 'Call the Midwife'.

Standing in a magnificent 40 acres of green belt land, we have ample space for a variety of sports and space for developing new facilities. We have recently completed phase two of our reconfiguration as a full secondary school with development of our sports hall and state of the art gym, which opened to staff, students and the public in September 2017. Working in partnership with a local community football club, we have established a full-size Astro turf pitch as part of our excellent sports facilities.



Job Description



Post Title Second in Science

Salary MPS/UPS plus TLR

Responsible to Head of Faculty

The duties outlined in this job description reflect and develop those covered by the latest School Teachers' Pay and Conditions document:

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions-2016>

Job descriptions are subject to review and amendment. This job description may be amended at any time following discussion with the Headteacher and is to be reviewed periodically. Expected "standards" to be reached and maintained are clearly defined within the school's Performance Appraisal (PA) documentation and should be referred to regularly for further clarification and specific detail.

Purpose of post

- To help the Head of Science raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress
- To work with the Head of Science to address issues of under-achievement
- To assist the Head of Science develop and enhance the teaching practice of others
- To help the Head of Science effectively manage and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio

MAIN (CORE) DUTIES

Operational/Strategic Planning

- To assist the Head of Science with the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department
- To assist the Head of Science in the day-to-day management, control and operation of course provision
- To actively monitor and follow up student progress
- To implement School Policies and Procedures
- To work with the Head of Science to help to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the school.

- To assist the Head of Science with the planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area and the aims and objectives of the school
- To link with staff to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission
- To deputise for the Head of Science in their absence

Curriculum Provision and Development

- To liaise with the Head of Science to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Self Evaluation
- To assist the Head of Science with curriculum development and implementation for the whole department including extra-curricular activities
- 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

Staffing

- To work with the Head of Science to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the faculty
- To assist with the effective induction of new staff in line with school procedures.
- To promote teamwork and help motivate staff to ensure effective working relations
- To act as a positive role model within the faculty

Quality Assurance

- To assist the Head of Science with the effective operation of quality control systems
- To assist the Head of Science with the process of the setting of targets within the department and to work towards their achievement
- To assist the Head of Science in establishing common standards of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department
- To contribute to the school procedures for lesson observation
- To seek/implement modification and improvement where required
- To help the Head of Science ensure that the department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan

Management Information

- To ensure the maintenance of accurate and up-to-date information concerning the faculty on the management information system
- To make use of analysis and evaluate performance data provided
- To produce reports within the quality assurance cycle for the department as appropriate
- To assist with the production of reports on examination performance, including the use of value-added data as appropriate

Communication

- To assist the Head of Science with ensuring that all members of the faculty are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with the parents of students
- To help represent the Department's views and interests

Marketing and Liaison

- To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases
- To play a key part in the development of effective subject links with partner schools and the community, attendance where required 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

Management of Resources

- To help the Head of Science 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
- To work with the Head of Science and Senior Leadership Team in order to ensure that the Department's teaching commitments are effectively and efficiently timetabled and roomed

Pastoral System

- To help monitor and support the overall progress and development of students within the department
- To help monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description
- To contribute to PSHE, citizenship and enterprise according to school policy.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher

Additional 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 students to follow this example.

Person Specification



Second in Science

The Governors are looking for an exceptional teacher to play their part in driving and shaping the future of Ashlyns School.

Our person specification is underpinned by our educational philosophy. This centres around a shared view that a child's starting point should not define their destiny and an understanding of, and belief in, the difference that school can make.

The successful candidate will share a commitment to:

- our core values of respect, trust, honesty and hard work
- high standards of academic achievement for all students
- first class pastoral care, support and guidance
- developing the experiential element of school life to ensure that students leave our school as well-rounded individuals ready to take their place in the world

Personal Qualities	<ul style="list-style-type: none"> • A passion for helping young people develop and learn • Integrity in relation to their own and the school's practice • Decisive, consistent and focused on solutions • Dedication to school improvement • A positive, professional role model for staff and students • An effective self-manager who can prioritise and adapt as required • Self-reliant and independent worker • Someone with high expectations of themselves and others • An ability to complete tasks to a high standard • Enthusiastic and hard-working • Resilience and perseverance • Reflective and self-evaluative – individually and within the context of a team • Energy, drive and a sense of purpose • Flexible and adaptable to suit the school's needs • Creative and innovative • A good communicator
Professional and Leadership Skills	<ul style="list-style-type: none"> • The ability to inspire and motivate others – both staff and students • Outstanding presentation and communication skills • The ability to think and act strategically • Excellent problem solving • Outstanding classroom practitioner • Clear vision for raising standards • To lead by example and provide support and challenge to others • Well-developed sense of school advocacy
Knowledge and Experience	<ul style="list-style-type: none"> • Successful and proven track record of innovation and leading change with a demonstrable impact on school improvement • Working with others including parents, Governors and (where appropriate) external agencies • Successful line management and holding others to account
Qualifications	<ul style="list-style-type: none"> • Graduate and Qualified Teacher Status • Evidence of continued professional development at middle leadership level

Application Guidance

Candidates should be aware that there are 3 components to the application:

1. HCC Job Application form (Teachers in Schools)
2. HCC Person Specification form
3. Covering Letter: this should not exceed 2 sides of A4 (font size no smaller than point 10)

All parts of each section should be completed. CVs will not form part of the application process and should not be submitted.

When nominating referees, please provide a telephone number and email address. One of these must be the Headteacher of your current school, if you are currently employed as a teacher. Please note that if you are short-listed your references will be taken up before the interview day.

If you are appointed, you will be required to complete an online Disclosure and Barring check. All posts in schools are exempt from the Rehabilitation of Offenders Act; this means you must declare all convictions, including those that would generally be regarded as 'spent'.

Further Information

We would be delighted to show you around our school. Please contact Jane Gaherty, PA to the Headteacher, on 01442 863605 to arrange a visit.

Applications for the post of Second in Science should be marked 'Application – for the attention of the Headteacher'. Candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.

Applications may be posted, delivered by hand or sent electronically to recruitment@ashlyns.herts.sch.uk (with the subject line: 'Application – for the attention of the Headteacher').



Ashlyns School is committed to safeguarding children and young people. All employees have a responsibility for the safeguarding of children in our school. All postholders are subject to a satisfactory enhanced DBS.