



MANOR SCHOOL
SPORTS COLLEGE

Assistant Director of Science

Dear Applicant,

As I look ahead to my 2nd year as Principal of Manor School I am excited by the opportunities I have to develop our curriculum and teaching and learning provision due to our growing roll. I have ambitious plans and I am seeking to appoint a dynamic Assistant Director of Science to join our high quality team of specialists and contribute to raising the standard of education at Manor School still further. We are looking for someone who is ambitious for their future and wants to develop their strategic leadership.

My vision for our academy is driven by our values and a belief that we should be preparing young people to become outstanding young adults and make a contribution to the world as global citizens, be mindful of the mental and physical health of themselves and others and be thoroughly prepared for the world of work. In order to achieve this we focus on the interface between learning and welfare to achieve great outcomes, as well as developing personal characteristics and cultural capital through the range of experiences and opportunities we provide.



For staff, we have a positive and innovative culture within our dynamic and evolving organisation where teaching and learning, coaching and professional development are at the heart of all that we do. We have established an Excellence Pathways programme to ensure that all staff are able to take ownership of their career development and we invest significantly in training, development activities and providing research opportunities to enable the next steps in your career progression.

Whilst we have the highest expectations of our staff we recognise that teaching is a tough profession and the well-being of our staff is hugely important. As a result, we continuously pursue opportunities to manage workload effectively and promote a working environment that is positive, engaging and supportive.

In May 2016 OFSTED confirmed that Manor School remains a good school in all areas: achievement, quality of teaching, behaviour and leadership. The lead inspector made reference amongst other strengths to an 'inclusive culture that encourages students to celebrate their differences and to support each other in their learning and wider development'. We were delighted to receive such a good report on the new, more rigorous framework.

You'll find much more information about Manor School on our website, www.manorschool.northants.sch.uk to help your decision about whether to apply. You'd expect us to say that Manor School is an excellent place to work and learn and, I would encourage you to visit us and talk to students and colleagues, so that you can properly test our opinion.

I would welcome informal conversations with any potential applicant and I do hope that you'll make an application to join us and that we will have the chance to meet at interview.

With best wishes,

A handwritten signature in black ink, which appears to read 'Jay Davenport'.

Jay Davenport

Who are we?

The Manor Learning Trust

The Manor Learning Trust is currently a 3-school Trust with one secondary, one primary and one junior school based in and around the town of Raunds. However, we are at an exciting growth phase of our development and look forward to increasing our size, capacity and provision in the summer of 2018.

At The Manor Learning Trust our mission statement is 'Success for All' and our students are continually challenged to successfully complete their education, to develop self-confidence and self-esteem, and to be proactive in determining their career pathway. We are confident that the challenge and support that The Manor Learning Trust provides for students of all ages and all abilities will enable them all to build a successful life.

Work hard and play hard reflects our ethos and ensures we can deliver on our mission statement.

We aim to:

- provide a caring and secure environment in which tolerance, understanding and respect for others are fostered
- help all individuals regardless of their race, gender or disability to acquire the skills and knowledge needed to achieve their full potential in a rapidly changing world
- develop understanding of, and respect for, a wide range of religious values, languages and cultural traditions and different ways of life, including an emphasis on British values
- encourage an enjoyment of life-long learning
- encourage positive parental and community involvement
- promote healthy lifestyles
- provide a curriculum that is stimulating, broad, balanced, innovative and creative
- celebrate achievement

Manor School Sports College



Manor School is a heavily over-subscribed and growing community 11 – 18 secondary academy serving the town of Raunds in East Northamptonshire. We are proud to be part of The Manor Learning Trust and share a clear vision to encourage all our students and staff to work hard, play hard and achieve; leading to 'Success for All'.

By visiting us and making use of the facts and data readily available online, you'll discover that our students achieve well, levels of attendance and parental support are very good. We are proud of our English provision and outcomes, we promote the STEM subjects with rigour and are unwavering in our support and emphasis on sport and the Arts for which we are locally renowned.

Most significantly, at Manor School we know that we are responsible for education in its widest sense. We encourage and support students to be innovative and creative, to set the bar high in order to excel both academically and in developing the personal characteristics and cultural capital required to be outstanding young adults.

What are we looking for?

Assistant Director of Science - Roles and Responsibilities

All leaders at Manor School make a significant contribution to the professional leadership and management of both the Culture & Welfare and Teaching, Learning & Assessment aspects of the school. This includes but is not exclusive to:

- support The Manor Learning Trust, the Principal of Manor School and the Director of Science in successfully implementing their vision and policies to ensure we achieve our aims;
- contribute as part of a dynamic science team to develop a unique, values-driven curriculum;
- maintain and improve the quality of teaching and learning via the implementation of the Manor School teaching and learning strategy;
- provide line management to support and challenge staff to deliver high quality provision and outcomes;
- contribute to the positive well-being of all members of our school community by ensuring they are treated with respect, tolerance and encouraged to demonstrate positive behaviour and the desire to work hard.

The growth of the academy allows the opportunity for us to expand and enhance our existing leadership team within science and develop a strong structure that allows for progression and enhancement of both the team and the individuals within it. In turn this will drive change and contribute further to the academy's improvement and delivering our vision of 'Success for all'.



Job Description

Post Title	Assistant Director of Science
<p>The current School Teachers' Pay and conditions Document and the DfE standards for teachers apply to this post.</p> <p>The Manor Learning Trust (MLT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Purpose:</p> <p>In addition to those professional responsibilities common to all classroom teachers of the academy, the Assistant Director of Science will be a member of the extended leadership team and play a full part in the management of the academy.</p>	
<p>1. Responsibility for strategic leadership of key aspects of the science department</p>	
<ul style="list-style-type: none"> • Aid the delivery of a cohesive long term vision for the science department that makes a significant contribution to the whole academy vision and priorities • Develop and sustain a cohesive culture and team work ethic that enables staff and students to excel at the highest level • To undertake designated management responsibilities for science Programmes of Study as agreed and directed by the Curriculum Lead • In the absence of the Curriculum Lead, direct staff and students within the science department in accordance with the academy's management policies and mission statement • Be accountable for student achievement and progress in science at Key Stage 3 • Drive change and build capacity to deliver and sustain high quality outcomes in all Key Stages as part of the departmental strategy • Develop a deep understanding of departmental effectiveness through collecting the informed views of students, parents and staff • Develop a sophisticated and forensic understanding of data; using SISRA, PIXL opportunities, ALPS and other external evaluative data to improve the achievement and progress of all science students • Hold other teachers in science to account for student outcomes and for all aspects of their professional responsibilities, modelling this through outstanding leadership of science • Lead and undertake aspects of Performance Development acting as a reviewer for staff in science and ensure challenging (SMART) targets are set • Contribute to the assessment of teachers' pedagogical and leadership skills based on sound evidence for their Continuing Professional Development • Support the Director of Science • Participate in the recruitment and selection of science teachers, and other staff, as appropriate • Utilise meeting time effectively to make a significant impact on the quality of teaching 	
<p>2. Responsibilities for Standards, Teaching, Learning and Assessment in Science</p>	
<ul style="list-style-type: none"> • Effectively lead, manage and deploy teaching and support staff within science to ensure the highest student outcomes within an identified Key Stage • Be responsible for leading, managing and developing consistently good and outstanding teaching and learning in science • Identify and respond to the professional learning needs of staff utilising expertise and provision in liaison with the Director of Science • Contribute to the induction, support and training for new teachers, trainee teachers and associate staff in science • Lead on behaviour management in the science department at Key Stage 3 ensuring that the science team offers an effective first line of support for staff in student behaviour matters that is in line with whole academy Behaviour for Learning policy and guidance • Act as a positive role model for students and staff on a day-to-day basis through the delivery of high quality lessons and professional conduct • Secure continuous improvement and development in every area of science with a particular focus Teaching and Learning and assessment in an identified Key Stage 	

- Continuously raise standards of student attainment through a rigorous schedule of assessment, tracking and intervention so that underachievement is identified early and redressed through precise, effective intervention – taking responsibility for identified groups within a Key Stage
- Lead the development of high quality, learning-centred policies, practices and detailed science Schemes of Learning (in an identified key stage) which:
 - Ensure continuity and progression for the learning of all students
 - Actively plan for all student groups including Highly and Exceptionally Able (H&EA), SEND, Boys/Girls, Pupil Premium students
 - Meet the requirements of the National Curriculum and all examination specifications
- Specify clear expectations regarding feedback that are quality assured with regularity through developmental department meetings, work scrutiny, learning walks and regular standardisation and/or moderation at all Key Stages
- Liaise with Student Services to ensure a coordinated approach to learning support for each student in science

3. Contribution to the work of the Science Leadership Team

- Contribute to, and drive forward, the department's vision, values, aims and policies as a member of the Science Leadership Team and ensure that they are translated into action across the department
- Model the ethos and vision of the academy
- Contribute to and lead science specific assemblies and training, and explore opportunities for delivering on areas of interest at a whole academy level
- Contribute to the development of the SEF
- Undertaking new tasks and personal development within the school/ Trust leadership groups as preparation for a Director of Science / Middle Leader role in the future
- Provide reports to the SLT link regularly and attendance at support and challenge meetings as required
- Ensure that science have coherent provision map to contribute to the REACH and Cultural Capital strands of the vision

4. Contribution to delivering on a range of other academy responsibilities

- Explore improvement, innovation and personalisation in science; keeping up-to-date with national and research-based developments in Teaching and Learning and adopt innovations within the science department to improve student outcomes as part of an agreed plan
- Be responsible for ensuring that budgets and resources for areas of responsibility are cost effective, well managed and deployed to maximise student outcomes
- Aid the explicit development of Literacy, Numeracy, oracy and other key skills across science
- Developing and promoting policies and procedures, particularly in relation to STEM that ensure the academy's distinctive ethos is reflected in all learning activities
- Excite and engage visitors about science and the academy at Open Evenings and other events as required
- Work with partner primary schools to promote the academy and ensure continuity of learning as part of an effective transition from KS2 to 3
- Ensure learning resources including ICT are used effectively within the science team
- Promoting STEM and the academy's ethos and culture to the broader community and beyond
- Other duties that might reasonably be required of a Assistant Director of Science as directed by the Principal

Person Specification

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> Graduate and qualified teacher Evidence of continuing and recent professional development relevant to middle leadership 	<ul style="list-style-type: none"> A higher degree in relevant discipline Completion of middle leadership qualification
Relevant Knowledge & Experience	<ul style="list-style-type: none"> Proven track record of innovation and change Understanding of current educational issues Recent experience in an 11-18 environment Understanding of the role of governors and parents in academy development Understanding of analysis and use of data to raise standards 	<ul style="list-style-type: none"> Contribution to department / whole school CPD
Leadership & Management	<ul style="list-style-type: none"> Set clear expectations to demand high standards Ability to plan, prioritise and meet deadlines To make a significant contribution to the department and academy vision Intellectual curiosity Ability to effectively hold people to account Ability to inspire, motivate and enthuse colleagues and students Lead by example, take responsibility and be accountable for identified areas 	
Personal Qualities	<ul style="list-style-type: none"> Passion for the profession and providing young people with outstanding opportunities Sense of humour, presence, drive and flexible/agile 'can do' attitude Excellent interpersonal skills Resilience, energy and ability to solve problems Excellent written and oral communication and presentation skills 	<ul style="list-style-type: none"> Wide range of interests Willingness to take part in extra-curricular activities including trips and visits
Teaching	<ul style="list-style-type: none"> Excellent teacher with evidence of successful outcomes at secondary school level 	
Ambition	<ul style="list-style-type: none"> Desire, potential and ambition to move to Middle Leader level and beyond within 3 – 5 years 	

What can we offer?

We offer the opportunity to:

- help shape the future of our academy and Trust
- teach highly motivated and talented students
- work with colleagues that are valued, well qualified and highly motivated
- experience fantastic and varied opportunities for professional development
- fast track your personal development through research opportunities and membership of key professional organisations
- work in an academy where there is a genuine belief in the importance of staff well-being
- use our onsite fitness suite and gym at discounted rates
- live and work in a semi-rural location that offers competitive house prices, with outstanding leisure and shopping facilities and excellent transport links to all areas of the country

A recruitment incentive may be available for an exceptional candidate.

How to apply

Please complete the teaching application form in full in black ink or type. CVs are not accepted and should not be submitted as part of the application.

Your supporting letter should be no more than 2 sides of A4 and should enhance your application by highlighting the specific skills and experience you could bring to the role; particularly your leadership experience. We would also like you to give us an indication of your philosophy towards the curriculum and teaching and learning and how you would contribute to academy improvement and development if successful.

If you have any questions or would like to arrange a visit, please contact Caroline Cunningham, HR Officer, in the first instance, on 01933 627075 or email caroline.cunningham@manorschool.northants.sch.uk

Please return completed applications to this email address or by post to the academy, FAO Caroline Cunningham, HR Officer.

The closing date for this post is 9.00 am on Monday 21st May 2018.

Interviews will be held on Thursday 24th May 2018.



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www.manorschool.northants.sch.uk

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