



The Marlborough C of E School

Recruitment information and details of
application process for
HEAD OF DEPARTMENT: BIOLOGY

Welcome

to the Marlborough C of E School, Woodstock

Dear Candidate

Thank you for expressing an interest in the post of Head of Department: Biology at The Marlborough School. This is a great opportunity to become part of a highly-motivated, professional and ambitious Science team and to have a real impact on learning across the school. The position is important to continuing our development towards being an outstanding school for our students.

Here at Marlborough, we are proud of the uniqueness of our school. The strong sense of community is palpable, and the Ormerod Resource Base 'has a profoundly positive impact on the way in which students gain a sense of what it means to be inclusive' (Ofsted). It is also a visible sign of how we 'live our values' on a daily basis, showing respect, care, compassion and equality through our actions.

Our Electives Programme also shows how we genuinely value the fully-rounded nature of the education our young people receive here at Marlborough. We are a school that demands high academic standards and challenges our young people to do their best, but we balance this with ensuring we are producing considerate, well-rounded, compassionate and articulate human beings.

The vision is taking shape. Our Sixth Form continues to flourish despite the national pressures; our students are taking a greater

role than ever before in shaping the future of their own school; and we are now consistently over-subscribed, with more parents and students than ever before wishing to join in Year 7. It is an exciting and stimulating place to be.

In return we offer candidates: fantastic students; a culture based on shared values; committed, professional and well-qualified colleagues; strong support from parents and Governors; flourishing partnerships with our primary schools and the local community; and a dynamic and forward looking environment that will enable you to grow and flourish as a teacher. The excellent attitudes and behaviour of our students means that you are able to teach the subject that you love.

You are most welcome to visit our school, to meet our staff and young people and see our facilities. If you have any questions or queries, please do not hesitate to get in touch.



Mr A Hanlon
Principal

Our Vision

At The Marlborough Church of England School, Woodstock, we are committed to the enrichment of the whole person and believe that every individual has the right to the best possible education. In line with the aims of the Oxford Diocesan Board, we:

- Recognise the uniqueness of every individual;
- Provide a safe, happy and healthy environment;
- Seek to develop our social, moral, spiritual and cultural understanding of the world;
- Enable all our students to achieve the best possible outcomes.

We are a genuine learning community that is committed to achieving excellence in all we do. We believe in the capacity and potential of every child. We strive to find the balance between being ambitious, rigorous, uncompromising and academically outstanding, with making sure our young people are nurtured, cherished and cared for. Our school cannot simply be measured by outcomes alone, but by the people it helps to shape.



Our Values

Underpinning our vision is a set of values that we share and live out within our daily lives as a school. These have been agreed in our community and are:

1. Respect – We believe in mutual respect between all members of our community.

We value strong, positive relationships between students and teachers and students and students. We do not tolerate bullying of any kind. We treat others as we would want to be treated ourselves.

2. Equality – We are a truly unique community which includes everyone in the Ormerod Resource Base. Everyone is valued as an individual in their own right. We show empathy, compassion and kindness towards others. We value friendship. We encourage everyone to find themselves and to be themselves. Everyone here is treated equally and fairly.

3. Ambition – We aim to be the best we can be. We strive for academic excellence. We aim to find everyone's talent; to nurture it and develop it. We want the best possible futures and opportunities for all our young people.

4. Honesty – We believe in always telling the truth and taking responsibility for our actions. Integrity is at the heart of our relationships. We trust each other and behave in a way that allows others to trust us.

5. Perseverance – We value working hard and never giving up, especially when we find things challenging. We learn from our failures and have the courage to try new things and to take risks. We ask questions and show full commitment to everything we do.

6. Community – We are proud to be part of our school. We enjoy our Electives Programme and take an active part in the wider community. We work closely with our Primary Schools and local churches. We are committed to raising money for our chosen charities. We recognise our role as part of a national and international community.

Andrew Hanlon

Principal

—General Information —

The information contained in this document is to assist you in assimilating a profile of the school and complements the information you will find on our website

www.marlborough.oxon.sch.uk and in our school prospectus.

The Marlborough C of E School is a rural 11-18 comprehensive and co-educational school which converted to an academy on 1st October 2012. There are currently 1050 pupils on roll, including 192 pupils in the Sixth Form and 25 pupils in our SENSS Resource base. We are delighted to work in partnership with the Ormerod Special Educational Needs Resource Base which enables pupils with a broad range of physical and learning disabilities to benefit from learning alongside their peers in a secondary school. As a Church of England school, Christian values underpin our ethos.

The school is popular and is over-subscribed. Our admission number is 180 and Years 7-11 are organised into six mixed ability tutor groups. Approximately 75% of our pupils travel to school by bus or car from our nine Partnership primary school locations and beyond. Our Partnership (catchment area) primary schools are located in: Bladon; Bletchingdon; Combe; Kirtlington; Stonesfield; Tackley; Woodstock; Wootton and Yarnton and, in a typical year, Year 6 pupils transfer from as many as 25 to 30 primary schools.

We feel privileged to be located in Woodstock and enjoy excellent links and relationships with our local community, businesses and churches. The area from which pupils are drawn has a broad socio-economic mix, with a majority living in rural locations. House prices are high and there is

evidence of increasing financial pressure on families. Although our number of Pupil Premium Students (known in our school as Marlborough School Scholarship Students) is below national average, it is a key focus for us as a school. The pupils are predominantly from a white British background with 11% from other ethnic backgrounds.



The Area

Woodstock is a market town located in the heart of the Cotswolds within easy reach of the centre of Oxford and with easy access to London via the M40 and the Midlands via M42/A44. There is a good rail link from Oxford (the new station at Oxford Parkway is only a 5 minute drive from school), Long Hanborough and Charlbury stations. The surrounding villages are located in beautiful, open countryside within thriving communities. There are plenty of sporting facilities in the area and varied amenities for families.



We are particularly proud of our association with the **Ormerod Resource Base** which reflects our very strong inclusive ethos. The 25 pupils associated with the Base are on The Marlborough C of E School roll. Staff for the Base are employed by SENSS at Oxfordshire County Council. The team of specialist Teaching Assistants and one teacher is led by the Resource Base Manager.

Another unique feature of the school is our **Electives Programme** which runs on Wednesday afternoons. Normal timetable is suspended to facilitate a diverse programme of activities and opportunities, both on and off-site, for pupils in Years 7–11.

We are also proud of our work in the **community and our support of charities**. Fundraising involves everyone at some point over the year; either through involvement in Charities Week, (this year we raised over £9,000), on the annual School's Fun Run around Blenheim Park or the myriad Marlborough School Association (MSA/PTA) activities.

Another important part of our culture is the weekly **Whole School Assembly** that takes place on Wednesday mornings. This is a chance to share important messages, celebrate success, enjoy music and performance and also provides opportunities to reflect and come together as a whole community.

The school is committed to maintaining its strong community links, an aspect of which is reflected in its support of the **Community Learning Programme** for adults. This is a unique feature in the County, in that it is managed by the school, is self-financing and offers a wide range of after hours activities for adults. There is some day time provision, which is accommodated in a specially designated area of the school.



—The Department—

The Science Department is located in its own state of the art building. It has eight well equipped labs, four on each floor, with a resource base for smaller classes. There is a prep room on each floor, managed by three technicians: Mrs Tina Ferguson, Mrs Linda Kimber and Mr David Rees.

Teaching team:

Dr Will Fosdike: Head of Department.

Mrs Helen Offord: Deputy Head of Science.

Mr Jacob Minton: Deputy Head of Science.

Mrs Chrystal Poon: Head of Biology

Miss Hayley Alder

Mrs Linda Ferguson, HLTA

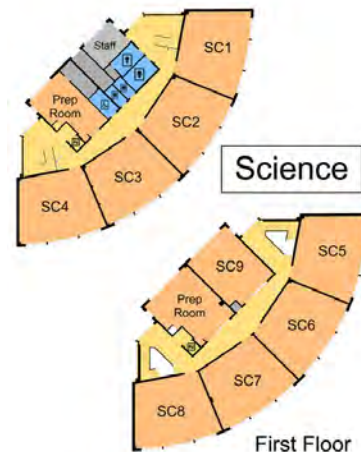
Mr Stephen Flint

Dr Alison Poole

Mr Dan Taylor

Mr Andrew Walter: Deputy Headteacher: Learning and Curriculum

Mrs Jenny Wilkinson



— Job Description —

JOB PURPOSE

- To support the Head of Department (HOD) to ensure effective teaching and learning in Biology.
- To lead and develop teaching and learning across designated subject.
- To develop and enhance the teaching practice of others.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying across designated key stage, in accordance with the aims of the school.
- To take a key role in raising attainment in designated key stage and securing the best outcomes for all pupils at all stages.
- To support the department's role in Initial Teacher Training and NQT induction.
- To monitor and support the overall progress and development of students as a manager and leader within the curriculum area and as a Form Tutor.
- To engage and enthuse students in Biology.

RESPONSIBILITIES

- To work closely with the HOD to secure effective teaching and learning in all key stages and undertake projects or other areas of work as specified by the HOD including leading strategic planning and improvement.
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within designated subject area.
- To work with the HOD to lead the monitoring, intervention and follow-up of student progress and attainment paying careful attention to the progress of different groups of pupils such as SEN, most able, PP, ethnic groups and boys and girls.

- To ensure that the Department is fully aware of and implements any new Key Stage curricula.
- To work with the HOD to ensure that the progress of pupils is suitably monitored and assessed using a range of assessment strategies.
- To work with the HOD to set suitable attainment targets for pupils. This will involve the use of all available prior attainment data and Fischer Family Trust forecasts.
- To develop strong links with partner primary schools to ensure that pupils continue to make good progress at KS2 to KS3 transition.
- To play an active role in the West Oxfordshire Learning Partnership to ensure that the school works collaboratively and shares its own good practice and benefits from that of other schools in the partnership.
- To contribute to the development and implementation of areas of the department development plan relevant to designated key stage.
- To evaluate teaching and learning and pupil progress in designated key stage.
- 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.

OTHER DUTIES

- To be familiar with and adhere to all School policies.
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety.
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents.

Job Description

continued

- To set a good example in terms of punctuality and attendance.
- To participate in the School's arrangements for appraisal, professional development, meetings cycle, quality assurance and internal verification.
- To effectively manage financial and physical resources within the curriculum area to support the designated curriculum portfolio.
- Under the reasonable direction of the Principal carry out the professional duties of a School teacher as set out in the current School Teachers' pay and Conditions Document (STPCD).

Application Process :

Prospective candidates are warmly invited to visit the school prior to applying for the post.

Further details and an application form are available on the school's website: For further queries please contact Carol Crow, HR and Pupil Services Manager; email: c.crow@marlborough.oxon.sch.uk

NB: Only applications completed on the school's application form will be accepted.

Closing date for applications: 21 February 2018 at midday.

Interview Date: 26 February 2018

Full time Head of Department: Biology

Responsible to: Head of Department

Line managed by: Head of Department

Commencing: 1st September 2018

Salary: Mainscale/Threshold + TLR 2(2)

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All aspects of the person specification will be tested at some part of the recruitment process. Should the applicant be shortlisted any relevant issues arising from references will be taken up at interview.

HEALTH AND SAFETY STATEMENT

This statutory statement applies to science, design and technology, information and communication technology, art and design, and physical education. When working with tools, equipment and materials, in practical activities and in different environments, including those that are unfamiliar, pupils should be taught:

- a. about hazards, risks and risk control;
- b. to recognise hazards, assess consequent risks and take steps to control the risks to themselves and others;
- c. to use information to assess the immediate and cumulative risks;
- d. to manage their environment to ensure the health and safety of themselves and others;
- e. to explain the steps they take to control risks.

Person Specification

	Essential	Desirable	Evidence
Qualifications			
Educated to Degree Level or Equivalent	√		AP&CT
Qualified Teacher Status	√		AP&CT
Enhanced DBS, Clearance for Prohibition Check + Right to Work in the UK	√		DBS
Recent and Relevant CPD		√	AP&CT
Subject Specialism	√		AP&CT
Experience			
Ability to use IT effectively	√		AP&IN
Use data to improve pupil performance	√		AP&IN
High quality teaching to students of all abilities	√		AP,OB & RF
Excellent skills in managing student behaviour	√		AP,OB & RF
Demonstrable experience of improving student outcomes	√		AP, IN & RF
Experience as a Form Tutor and/or Pastoral Work		√	AP&IN
Willingness to support Extra Curricular Activities	√		AP&IN
Skills			
Excellent communication and organisational skills	√		AP, IN & RF
Ability to promote the school's aims positively	√		AP&IN
Ability to organise and prioritise workload and work on own initiative	√		AP&IN
Good interpersonal skills and the ability to work collaboratively	√		AP, IN & RF
Commitment to personal career development	√		AP&IN
A passion for education and a desire to make a genuine difference	√		AP&IN
Ability to create a happy, challenging and effective learning environment	√		AP&IN

Person Specification

continued

	Essential	Desirable	Evidence
Knowledge and Understanding			
The theory and practice of providing effectively for the individual needs of all children eg: classroom organisation and learning strategies, behaviour management.	√		AP&IN
Effective teaching and learning styles	√		AP, IN & RF
Developing differentiated schemes of learning	√		AP&IN
Monitoring, assessment, recording and reporting of pupils' progress	√		AP&IN
Statutory National Curriculum requirements at the appropriate key stage, GCSE and A level syllabus requirements	√		AP&IN
Responsibilities with relation to safeguarding pupils and related policies	√		AP&IN
The positive links necessary within school and with all its stakeholders	√		AP&IN
Personal Qualities			
Desire to make a real difference to the outcomes of all our students	√		AP, IN & RF
Ability and willingness to work to get the best from all students	√		AP, IN & RF
Commitment, enthusiasm and energy	√		AP, IN & RF
Willingness to be involved in the wider life of the school community	√		AP, IN & RF
Emotional intelligence and empathy	√		AP&IN
Set a personal example which embodies ambition, independence and creativity	√		AP, IN & RF
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	√		AP, IN & RF
AP = Application Form, IN = Interview, CT = Certificates, OB = Observation and RF = References			



The Marlborough C of E School

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Please refer to our website for further details about our school: www.marlborough.oxon.sch.uk