



CHRISTOPHER WHITEHEAD LANGUAGE COLLEGE & SIXTH FORM

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Our Ref: NM/LHH/KW
March 2018

Teacher of Science

Dear Colleague

Thank you for your interest in the permanent post of Teacher of Science, KS3 Coordinator ic oversight of biology KS3-5, to teach up to and including KS5 at our vibrant oversubscribed Worcester City school that opened its sixth form in September 2015. This is a major opportunity for the right candidate to make a real impact. You would be joining a strong, well run, committed department that continues to make a significant contribution to the school's continuing success. We currently have three classes in year 12 and expect at least two classes in year 12 next year.

Christopher Whitehead Language College is an 11-18 school 'in pursuit of excellence' in all areas of its community's life. Near to the cricket ground, on the west bank of the River Severn in Worcester, it is a larger than average, inclusive and community-focused comprehensive school with over 1300 students. The school was awarded International School status and became a phase two academy in July 2011, and judged to have "outstanding behaviour" from Ofsted in their last 3 inspections. The school has 121 students on the AN register and 185 students on the SEN register, with currently the highest number of LAC, EAL children in the county and was re-awarded the prestigious Inclusion Quality Mark Centre of Excellence in June 2017. Our provision for AN, SEN and EAL has been described by the last three Ofsted inspections as 'outstanding' and we are the lead school for EAL in the county. In the last five years, the school has enjoyed a huge rise in popularity amongst the local community.

In the additional pages here I have included:

- person specification
- job descriptions
- departmental information

I would obviously encourage you to read our Ofsted report in detail and visit our informative website at www.christopherwhitehead.co.uk to develop an understanding of our ethos. You may like to visit my blog too at www.neilmorriscwlc.wordpress.com

If you wish to apply, please complete the self disclosure form, application form and include a letter detailing your previous educational experience and stating how you would make a difference in the classroom. Please email your completed forms to recruitment@cwlc.email **Please do not enclose a CV.**

Informal visits are welcomed, please contact the Head of Science, Mrs Dorothy Serafini d.serafini@cwlc.email. The deadline for receipt of applications is 10.00am on Monday 23rd April 2018 with interviews being held on Tuesday 1st May 2018.

Please would you ensure you provide email addresses for your referees and perhaps alert them to this fact.

As I will only be contacting short-listed candidates, I would like to thank you for your time and effort, and if unsuccessful, wish you well in your future career.

I look forward to hearing from you.

Yours sincerely

Neil S Morris
Headteacher

Christopher Whitehead Language College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Person Specification

Teacher of Science	Essential	Desirable	Evidenced (Application Form, Interview, References)
Qualifications and Training			
DfE recognised Qualified Teacher Status	✓		A
Appropriate degree	✓		A, I
Evidence of recent and relevant professional development		✓	A
Experience			
Successful teaching experience of Science KS3/4/5 (including teaching practice)	✓		A, R
Skills and Abilities			
Commitment to working as part of a team, including the sharing of successful teaching and learning strategies	✓		A, I, R
Contributing to the development of the department's curriculum and resources	✓		A, I, R
Ability to teach good or outstanding lessons	✓		A, I, R
Strong classroom management skills	✓		A, I, R
Effective communication skills	✓		A, I, R
Ability to use innovative and interactive teaching methods	✓		A, I, R
Uses ICT as an innovative tool for learning	✓		A, I, R
Contribute to the improvement and implementation of assessment for learning within the department	✓		A, I, R
Other Factors			
Mark work regularly and set achievable and aspirational targets for students	✓		A, I, R
Demonstrate enthusiasm for and enjoyment of teaching	✓		A, I, R
Willingness and ability to play a key role in delivering extra-curricular activities for students	✓		A, I, R
A passion for helping young people to develop their understanding and experiences to reach their full potential	✓		I, R
Well organised with good time management skills	✓		I, R
Meets tight deadlines with attention to detail	✓		I, R
High degree of personal integrity	✓		A, I, R
Hardworking, energetic and cheerful	✓		I
Excellent attendance record	✓		R
A thorough understanding of a teacher's role in safeguarding young people	✓		A, I, R

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.

Job Description

Post Title:

Generic Class Teacher

Terms & Tenure:

Full Time

Line Manager:

Head of Department (in the first instance)

Staff Supervised:

None

Purpose of the Role

A teacher with a suitable teaching qualification, who teaches classes in Years 7 – 13, with responsibility for the preparation and delivery of a two weekly timetable of lessons as determined by the Headteacher.

The job description should be read alongside the range of professional duties as set out in the DfE Teachers' Standards document. All staff need to have regard for their personal and professional conduct defined in the Teachers' Standards and have proper regard for Christopher Whitehead's ethos as a tolerant, inclusive, multi-faith school where staff and students follow the mission statement 'In pursuit of excellence' in all that they do.

Main Duties – Teaching and Managing Student Learning

- The teacher provides well planned lessons suitable to the learners' experience, ability and following the Department agreed scheme of work.
- The teacher provides a learning environment that is safe, inspiring and conducive to the students' learning needs.
- The teacher assists all students in the development of citizenship, responsible and ethical values and basic communication skills.
- The teacher provides, whenever possible, appropriate individual and small group instruction in order to adapt the curriculum to the needs of the students with varying intellectual abilities, attitudes, and cultural backgrounds.
- The teacher adapts their teaching to respond to the strengths and needs of all.
- The teacher establishes and maintains standards of student behaviour needed to provide an orderly and productive classroom environment, with lesson by lesson registration that ensures monitoring of attendance can be maintained.
- The teacher regularly evaluates each student's development in the course being taught, prepares progress reports and reports grades as required by the school procedure.
- The teacher gives regular, constructive feedback, both orally and through accurate, diagnostic marking that follows the school's policy.
- The teacher ensures homework is set/recorded by the students and regular feedback is provided to students as agreed by the Department policy.
- The teacher ensures that student reports follow the school format, are error free, on time and individualised.
- The teacher makes a positive contribution to the ethos of the school, forming effective, professional relationships with colleagues.

Post Title:

Generic Class Teacher (*continued*)

Other Duties and Responsibilities

- Aids in selection and requisition of books, instructional aides, supplies and has responsibility for ensuring the stock is maintained in a satisfactory state;
- Communicates with parents and external agencies to further the individual student's progress;
- Identifies student needs, and cooperates with other professional staff members in assessing and helping students solve health, attitude and learning problems.
- Supervises the prompt safety and welfare of students in out-of-classroom activities as equitably assigned.
- Shares in the participation and supervision of approved student activities as equitably assigned;
- Participates in faculty/departmental committees and in curriculum and other developmental programs within the school of assignment and/or on a County level. These may include TED/City Groups or other opportunities to further progress.
- Maintains professional appearance and attitude.
- Meets assigned classes, attends committee meetings, faculty meetings and school appointments in a punctual professional manner.
- Maintains accurate records and provides reports to students, parents and/or administration as required by his assignment.
- Cooperates with other staff members and the administration for the general welfare of the students, parents, school, administration, and the community.
- Maintains a professional relationship with students, staff members, parents and the community.
- Participates in the evaluation of the total school programme.
- Assists in planning and coordinating the work of learning support assistants and support staff who are under his/her direct supervision.
- Must be aware of cultural and ethnic groups.
- Expected to promote correct standard of uniform when dealing directly with students.

General and review

To understand and be prepared to support the ethos of the school by:

- Promoting good relationships with students, parents, teaching and non teaching colleagues, governors, LA staff and visitors to the school.
- Promoting high standards of student behaviour inside the classroom and around the school generally, following the school's behaviour policy.
- Promoting high standards of personal presentation and conduct, including being punctual and using social network media appropriately.
- Completing training in the relevant areas to meet all safeguarding and health and safety standards as advised by CWLC and government policy.
- Being aware of all matters of health and safety related to the working environment.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate. It may be subject to change or modification at any time after consultation.

In addition to the Generic Class Teacher Job Description

Post Title:	KS3 Coordinator (with oversight of biology KS3-5)
Terms & Tenure:	Main/Upper Pay Scale with TLR 2 Pt 1, Permanent & Full Time
Line Manager:	Head of Science
Staff Supervised:	Teachers of Biology / Identified Technicians

Purpose of the Role

With the head of department, to be accountable for learner achievement by leading teaching and learning within science lessons. To lead the biology department and maintain accurate data on pupil progress across year groups 7 to 8. Particular responsibility will be the responsibility and development of biology – meeting the national curriculum requirements and any training needs of the department. Close liaison with HoD / SLT / DoS is essential. A key performance indicator will be the review and evaluation of the schemes of work and analysis of student performance at GCSE/AS level.

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Lead Teaching and Learning Responsibilities

- To carry out performance management / KIT ensuring achievable, challenging targets are set and monitored.
- Achieve results that make a difference with all students making at least expected progress across KS3 and in biology from KS4 -5.
- Help lead learning within biology to ensure that student data is managed within each key stage, in a way that enables effective tracking, intervention and planning, in order to reach target standards of learner attainment.
- Lead, develop and enhance the teaching practice of colleagues through monitoring and evaluation; identify and promote improvement strategies to secure effective teaching and learning within a key stage.
- To oversee and coordinate the home learning and exam system for the key stage.
- Assist the head of department in monitoring and evaluation of standards of attainment, and to promote strategies to develop identified areas of weakness.
- Assist head of department in maintaining and promoting high standards of learning behaviour within science, analysing First Response and taking action.
- Helping with the mentoring of new and less experienced colleagues. To model good practice and share/produce key resources.
- Be part of a systematic process of internal self-review with lesson observations, book trawls and learning walks.

Generic Responsibilities

- Contribute to the monitoring and pupil development across the biology curriculum to ensure suitable opportunities are provided for learner aspirations to be met.
- Plan effectively in the short, medium, and long-term and prepare lessons to ensure coverage of the curriculum and the differentiated needs of learners are met.
- Apply a range of teaching and learning strategies, including implementing inclusive practices to ensure that the diverse needs of learners are met and excellence and enjoyment is achieved.

Post Title:

KS3 Coordinator (with oversight of Biology KS3-5) (*continued*)

Generic Responsibilities (continued)

- Assess, record and report on the development and progress of learners and analyse relevant data to promote the highest possible aspirations for learners and target expectations and actions to raise learners' achievements.
- Demonstrate ongoing development and application of teaching expertise and subject, specialism and/or phase knowledge to enrich the learning experience within and beyond the teacher's assigned classes or groups of learners.
- Work collaboratively within and beyond the classroom with support staff to ensure high quality teaching and learning takes place with the classroom, driving biology lessons (including directing their day-to-day work), teachers, other professionals, parents, agencies and communities, to enhance teaching and learning and promote the positive contribution and well-being of learners. Contribute to the development and application of priorities, policies and activities in order to enable the achievement of whole school aims.
- Promote and implement policies and practices that encourage mutual tolerance and respect for diversity in all aspects of employment and service delivery.

Specific Responsibilities

- Lead the team of biology teaching staff and support technicians in delivery the curriculum.
- To ensure the website is up to date and relevant for current and prospective parents and prospective staff. To advertise and publicise science success beyond the science department.
- To work with the other post holder to produce a 'Science News' newsletter that highlights / updates the department on curriculum change / innovation, school updates, key topics and celebrates whole school and departmental enrichment projects.
- To work with the other post holder to produce and review schemes of work for the new curriculum.
- Oversee both internal and external examination procedures in biology across KS3-5.
- Lead the development of schemes of work and organise teaching assessment materials to flow and show progression for biology through from KS3 to KS5.
- Organise programmes for independent learning materials and revision sessions.
- To coordinate department efforts to boost students' performance in the first 3 years.
- To maintain accurate data on pupil progress through all key stages.
- To oversee parental evenings where key aspects of science are clearly communicated to parents, i.e. 'How to revise', 'What we can do to support our child'.
- Assist in other aspects of the day to day running of the department as required.

Christopher Whitehead Language College and Sixth Form has a strong commitment to achieving equality of opportunities in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

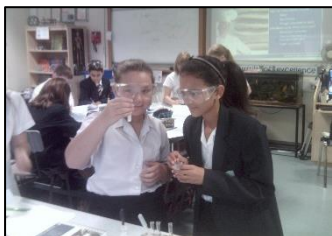
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Departmental Overview

The Science Department

Science is a core subject with all students taking at least two science GCSEs. There are ten full time and three part time members of staff in the department supported by three technicians. The department is regarded by other parts of school to have a strong work ethic.

Curriculum Organisation at KS3



Our KS3 covers year 7 and 8 and all these students have six hours of science a fortnight. The school operates on a ten day week. The new KS3 scheme of work is in place for year 7 and 8 and has been written to prepare students for the OCR GCSE Biology A, Chemistry A and Physics A courses that started in September 2016.

All students are in mixed ability sets, except for the foundation learners who are identified from targets but can be moved up to mixed ability sets depending on their performance. All students cover the same content in years 7 and 8 and are taught by two different teachers, each teacher has three lessons a fortnight and teaches a different topic. At the end of each topic students take an assessment that puts them into a band, either 'emerging, developing, secure or fluent'. Progress is tracked over all the assessments taken during the two years.

Curriculum Organisation at KS4

We currently follow the OCR syllabus A (Gateway) scheme in each of the sciences over three years and most students study separate science GCSEs except for the foundation learners who study the Combined Science course. Year 9 students have six lessons a fortnight, year 10 students have eight lessons a fortnight and year 11 students have nine lessons a fortnight. Generally, specialists teach each of the separate science lessons in years 10 and 11. The students are taught in mixed ability in years 9 and 10 but students are set according to target in year 11.

Curriculum Organisation at KS5



We currently offer the OCR Level 3 Advanced GCE in Biology A, Chemistry A and Physics A. The class sizes in KS5 are currently at a maximum of fifteen. The smaller class sizes have allowed the subject specialist teachers to get to know their students and offer support both during lessons, as well as in timetabled intervention sessions during period one of the normal teaching day.

Teaching Rooms and Resources

We currently have eleven teaching laboratories, one teaching classroom, and three preparation rooms, most of which were completely refurbished in 2008, with two new physics labs built in 2017. All laboratories have a fixed digital projector and video facility. The laboratories have their own set of basic practical equipment. We have three science technicians, one in charge of each subject area, who are happy to advise on practical work if required. Lessons are available on the student-shared area which can accessed from home. We also subscribe to the Kerboodle online teaching, learning and assessment service for KS4 and KS5.

