



Job Application Pack

Job Title:	Teacher of ICT
Salary:	£22,917-£38,633 (Pro-Rata for Part Time)
Contract Details:	Part Time, 3 days (0.60), Permanent
Closing Date:	15th June 2018



Letter from the Head of School

Dear Candidate

Thank you for expressing an interest in a vacancy here at Meden School, on behalf of the whole community I extend you a very warm welcome.

As Head of School my priorities are: excellent examination outcomes, impeccable behaviour, great teaching and the widest possible range of extra-curricular experiences for all students. With a clear focus and lots of hard work, these things are all achievable and will deliver what I think most parents want – happy children who leave school well-equipped to cope with the world outside and with a range of options open to them.

There has never been a more exciting time to be a part of Meden staff. We are currently setting out a new vision and mission for the school as we aim to move from Good to Outstanding. The educational landscape is changing beyond recognition and this provides us with new challenges. However, these challenges can be met, and staff and students alike can thrive if we hold at the core of our work the belief that every child can succeed. Everything we do is in service of the children who have trusted their future's to us. This is a big responsibility and one that I know we all take very seriously. I am absolutely certain that standards at Meden can be driven ever higher through high expectations, excellent teaching and a pastoral system that provides our students with the support and challenge they need.

I want all staff to enjoy coming to work, to feel fulfilled, challenged as a professional and supported as a member of staff. Only in these conditions can any of us thrive. Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

I look forward to welcoming you into our school community.

Emma Sims
Head of School



Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to Meden School and the tremendous opportunities this school offers the young people of Warsop.

Working in partnership with the local governing body, we have raised aspirations and improved outcomes for the students we serve.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Meden School, and we look forward to receiving your application.

John Tomasevic

CEO of the Nova Education Trust



Application Details

Thank you for your interest in the Teacher of ICT vacancy at Meden School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete an online application form, which includes a covering letter addressed to Ms. Sims. This should clearly demonstrate your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website www.medenschool.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 5pm. on the closing date of Friday 15th 2018.

Interview:

Interviews for the role will be held on a date to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful. Please note, early interviews will be available to suitably qualified candidates.

Safeguarding

Meden School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



Job Description - Classroom Teacher

Reports to: Head of Faculty

Key purpose of the job

To teach pupils in allocated classes in order to ensure that their learning is of the highest quality.

Responsibilities of a classroom teacher

- Teach pupils within allocated classes, enhancing their learning and providing the opportunity for achievement for all pupils
- Planning and preparing tasks which challenge pupils and ensure high levels of interest during lessons
- Monitor the academic progress of pupils within allocated classes and implement appropriate strategies to address underachievement
- To assess, record and report on the progress and attainment of all pupils within allocated classes
- To register the attendance of pupils in class
- To set appropriate homework
- To mark pupil's work and give appropriate and constructive feedback
- To research new topic areas, maintain up-to-date subject knowledge, and devise and write new curriculum materials
- Manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour
- Communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events
- Undergoing regular observations and participating in regular in-service training (INSET) as part of continuing professional development (CPD)
- Undertake critical self-evaluation and then participate in continuous professional development designed to enhance the quality of teaching or other working practices.

Responsibilities of a form tutor

- To address any issues concerned with the wellbeing, personal development and academic progress of pupils within the tutor group
- To check uniform and general appearance on a daily basis
- To monitor the behaviour of pupils in the tutor group.

Performance Management responsibilities

- All members of staff are required to participate fully in the school's performance management system.



Other professional requirements

- Have a working knowledge of teachers' professional duties and legal liabilities
- Operate at all times within the stated policies and practices of the school
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.



Person Specification: Class Teacher

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status - Degree or equivalent. • Good Honours degree 	<ul style="list-style-type: none"> • Higher professional qualification.
Experience	<ul style="list-style-type: none"> • Relevant teaching experience or teaching practice in the subject. • Experience of teaching a wide range of abilities. • This role would be suitable for an NQT or an experience teacher. 	<ul style="list-style-type: none"> • Experience of pastoral/tutor role.
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent teaching skills, including effective communication skills, ability to motivate students and the capacity to create good learning environments. • A clear understanding of the characteristics of high quality teaching and learning and achievement for all pupils. • Knowledge of current issues and recent developments in the curriculum area. • Capacity to use ICT as integral part of teaching. • Knowledge and understanding of the value added agenda, including levels of progress. • Ability to lead initiatives, support the process of change and work effectively in a team. • Secure commitment to a clear aim and direction for the subject. • Understanding of equal opportunities issues and their application to work. 	<ul style="list-style-type: none"> • Understanding of particular needs of pupils with SEN. • Awareness of factors affecting language and learning across the curriculum. • Knowledge/involvement in other cross curricular initiatives/projects or whole school developments.
Personal Qualities	<ul style="list-style-type: none"> • Enthusiasm for the subject. • Ability to use own initiative. • A commitment to the vision of the school. • A commitment to inclusive education. • Ability to form good working relationships with pupils and staff. • High standards and expectations • Ability to use pupil assessment data to raise achievement. • Outstanding communication skills. • Reliability and integrity. • A commitment to safeguarding and promoting of welfare of children issues. 	<ul style="list-style-type: none"> • A willingness to contribute to extra-curricular activities. • A vision for the development of the department. • A commitment to personal and professional development.



Overview of the Trust

The Nova Education Trust is a dynamic and growing Multi Academy Trust Group based in the East Midlands. Our Trust Group is committed to providing high quality education to all of our students, regardless of their backgrounds.

With a range of schools in the trust serving a variety of different communities, opportunities for career progression and wider professional experiences are extensive. We have outstanding CPD provision across our schools, supported by our Teaching School Alliance, which links 23 schools together, sharing effective practice and developing new models for staff development. We also have a unique programme designed to provide middle and senior leaders with all the skills required to develop their careers.

As an employer we offer an enhanced benefit package to all staff that includes help with healthcare and a fully-funded MA programme for all teaching staff. We can also offer help with relocation in certain circumstances. The Trust also has a policy of wider engagement for main-scale, middle and senior staff. In recent years, employees have visited schools in America, Canada, Finland, Singapore and South Africa as part of their professional development.

Overview of the School

Meden School is situated in Market Warsop, Nottinghamshire. The school delivers an 11-18 curriculum and has around 800 pupils on roll.

In November 2017 Ofsted rated the school as 'good' and we now seek to consolidate this position and to work towards 'outstanding'.

Since the Trust began working at Meden School, results have significantly improved and the school was placed in the top 10 most improved schools nationally in 2012. Meden School is now well placed to begin the next phase of its journey to becoming an outstanding school.

Achievement

Meden School's primary focus over the last four years has been to raise achievement and aspiration.

There has been consistent improvement in the English and Maths headline figure and the Progress 8 figure is also positive. Nevertheless we believe that our students can be even more successful and are determined to ensure that every child is successful.

Staffing and Leadership

Meden School has a young staff profile and all appointments have been made with a clear focus on raising achievement.

The Senior Leadership Team is experienced and pro-active. The team has been critical in raising achievement and developing an ethos of aspiration amongst students and staff.



The school day begins at 8.30am, lessons are 50 minutes long with a morning break and a 35 minute lunch at 12.20pm. The school day ends with a 50 minute Study Period 4 days a week (3.30pm) and at 2.35pm on a Friday.

Pastoral Structure

Meden School moved to a year based pastoral system in September 2017. The benefits of focused year based system, is proving to be a big success hereat Meden School.

Location and Site

Market Warsop is a small town on the outskirts of Mansfield, Nottinghamshire. Situated on the north Nottinghamshire coal field, Market Warsop has reinvented itself as a commuter suburb since the local mine closed.

Meden School is situated on a large site at the edge of Market Warsop. The school benefits from extensive buildings and grounds, and a programme of renovation has resulted in significant improvements to the building stock and teaching areas. The school has access to excellent sporting facilities.

Governance

Meden School has an active and engaged group of Governors who's strong loyalty to the school and a good understanding of the local community have helped to shape and support the work of Meden School in raising achievement and aspirations. The Torch Academy Gateway Trust Directors continue to take a strong interest in Meden School, providing support and advice as necessary.

Extra Curricular

Meden School runs a wide range of extra-curricular course, trips and enrichment activities.

Securing Success

Our vision is to build capacity for sustained improvement. There are a number of short-term strategies that can be initially used to enhance outcomes but it is our view that these need to be supplemented by a process that configures a school for long term improvement.

This work is centred on transforming a school using our 'Pillars of Success' improvement model. Transformation is achieved through the combination of a number of changes and improvements to each of these pillars within a school:

- Leadership
- CPD
- Curriculum
- Learning Organisation
- Care, Support, Guidance
- Performance Management



- Tracking and Intervention

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.