OVERTON GRANGE SCHOOL

Details of the post and appointment procedure

Temporary Teacher of Science

to cover maternity leave



# POST

**Title of Post:** TemporaryTeacher of Science (to cover maternity leave)\*

**Full or Part Time** Full time

**Salary:** Teachers’ Outer London Pay Scale

**Commencement Date:** January 2019 (or earlier if available)

**Equal Opportunities:** Overton Grange School is committed to Equal Opportunities.

**Safeguarding Children: “***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment*”.

\* We are unable currently to confirm the exact end date for this vacancy but the successful

candidate will be informed as early as possible.

Appointment is subject to a satisfactory medical report, two suitable references and successful candidates will be required to undergo the Disclosure and Barring Service (DBS) enhanced disclosure process.

All applicants should be eligible to work in this country and will be asked to provide evidence at interview.

Applications are welcomed both from Newly Qualified Teachers and experienced teachers.

# APPOINTMENTS PROCEDURE

**Closing Date for Applications 12 November 2018\*** Applications to PA to Headteacher/HR Officer, Linda Owens, Overton Grange School, 36 Stanley Road, Sutton, Surrey, SM2 6TQ. Candidates should complete the application form and address the person specification in a statement of no more than 2 sides.

Provision will be made for the acceptance of applications in alternative formats, where appropriate. For example, information can be received on audiotape, typed on a separate sheet or completed on behalf of the applicant. CVs alone will not be accepted as they will not address the person specification and relevant details may be omitted.

**Visits to the school:** Prospective candidates are welcome to visit the school. Please telephone Mrs Owens on 020 8239 2310 to arrange an appointment.

**Interview Date: \***To be confirmed. We reserve the right to interview and appoint any suitable candidates prior to the closing date.

**The selection procedure will include:**

* The candidate teaching a lesson
* An interview

You should be aware that in addition to assessing your ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children and young people including:

* motivation to work with children and young people;
* the ability to form and maintain appropriate relationships and personal boundaries with children and young people;
* emotional resilience in working with challenging behaviours;
* attitudes to the use of authority and maintaining discipline.

* Candidates will not receive any further communication unless they are shortlisted.

**REFERENCES**

Please give full postal addresses for all referees, including, wherever possible, an e-mail address.

If shortlisted, any relevant issues arising out of references will be taken up at the interview.



OVERTON GRANGE SCHOOL

Job Description

Temporary Teacher of Science

**to cover maternity leave**

**Responsible to:** The Head of the Science Department

**Responsible for:** Teaching Science throughout the school

You are required to carry out the duties of a school teacher as set out in the relevant paragraphs of the current Teachers Conditions of Employment document. All subject teachers are expected to contribute to the school in the following ways:

1. **The Learning Experience of Pupils by:**

(a) teaching Science to GCSE, following departmental schemes of work and the National Curriculum;

(b) contributing to the development of departmental schemes of work and

assessment;

(c) setting and marking homework according to school and departmental policies;

(d) integrating the development of key skills (numeracy, literacy and ICT) into their teaching;

(e) monitoring and assessing students according to departmental and whole school policies;

(f) contributing to departmental meetings;

(g) maintaining a safe and attractive learning environment;

**2. School-wide Activities by:**

(a) promoting the school's ethos and equal opportunities policy;

(b) contributing to the further development of whole school policies and practices;

(c) serving as a tutor with responsibilities for student academic tutoring, behaviour, welfare, guidance and for liaison with parents;

(d) carrying out appropriate school duties, including general lunchtime duties on a

voluntary basis;

(e) promoting and safeguarding the welfare of students for whom they have responsibility or with whom they come into contact.

OVERTON GRANGE SCHOOL

Person Specification

Teacher of English



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| --- | --- | --- | --- |
| **ATTRIBUTES**  Person Specification  Temporary Teacher of Science  to cover maternity leave | ESSENTIAL | DESIRABLE | **EVIDENCE** |
| QUALIFICATIONS | 1. A good degree in Science encompassing a broad   range of knowledge.   1. Qualified teacher status |  | * Application form |
| **PROFESSIONAL**  **DEVELOPMENT** | 1. Commitment to undertake professional training / development relevant to the post. 2. Clear and firmly held personal philosophy of education 3. Good subject knowledge 4. Seeking Career Progression | 1 Up-to-date knowledge of  wider current educational  developments/Legislation | * Letter of application * Application form * References * Interview |
| **EXPERIENCE** | 1. An excellent classroom practitioner 2. Strategies to improve students’ attainment and achievement 3. Effective approach to behaviour management 4. Ability to teach the subject and basic skills across the full secondary age | 1. Producing and evaluating Schemes of Work 2. Ability to teach PE at KS5 3. Ability to oversee tutor group’s academic, social and personal development | * Letter of application * Application form * References * Interview * Lesson   Observation |
| **SKILLS AND PERSONAL**  **CAPABILITIES** | 1. Commitment to promote the vision of the department and maintain its high profile 2. High level of written and oral communication skills 3. Ability to relate effectively to students, colleagues and parents 4. Ability to demonstrate enthusiasm and originality within the classroom 5. Ability to incorporate IT into the teaching, learning and organisation of their department. 6. Ability to monitor, evaluate and review 7. Ability to work calmly and effectively under pressure 8. Strong organisational, personal time management and planning skills 9. A shared approach to problem-solving and achieving goals; ability to work as a member of a team | 1. High level ICT literacy 2. Interest in developing collaborative ways of working | * Letter of application * Application form * References * Interview * Lesson   Observation |
| OTHER PROFESSIONAL ATTRIBUTES | 1. Individual requirements of job description 2. Contribute to the whole school and extracurricular activities 3. Teach other subjects as required at least to the lower school 4. Commitment to contribute to school life 5. Set a good example with regard to dress, punctuality and attendance. 6. Energetic and self motivating 7. High expectations of self, students, department and college 8. Enjoyment of challenge 9. Willingness to implement the School’s Equality and Diversity Policy and to work within the School’s Health and Safety Policy 10. Commitment to safeguarding and promoting the welfare of children and young people and willingness to work within the School’s Child Protection Policy and the ability to contribute to pastoral work. | 1. Interest in developing links / partnerships with feeder primary schools / the wider community | * Letter of application * Application form * References * Interview * Lesson   Observation |



OVERTON GRANGE SCHOOL

Science Department Information

AIMS AND ETHOS OF THE SCIENCE DEPARTMENT

a. Ethos

In Science, we work together to make this a successful and happy department where we celebrate the achievement of all students and encourage and support them to reach their full potential.

We aim to promote a popular scientific culture that fosters an appreciation of science and its contribution to the world around us.

b. Aims

Our aims express our ethos and meet the ethos and aims of the school as a whole.

We strive for excellence by:

* Providing a broad and challenging curriculum that provides opportunities for success for all.

*This will be done through the teaching of Science at KS3, Trilogy and Triple Award Science at Key Stage 4 and offering the opportunity for students to study the three sciences at A’ level.*

* Fully realising students academic and personal achievement in Science

*This will be accomplished by making use of the schools reward system as well as science staff informing parents via letters and telephone calls. The Achievement Notice board will also be used to recognise individual achievement.*

* Providing high quality teaching and learning

*Teachers will use a variety of teaching and learning styles along with the use of ICT. Students will be encouraged to work independently and to develop their thinking skills.*

* Providing curricular and extra-curricular opportunities for students to develop as individuals and as part of a community

*Teachers and students will be encouraged to make use of relevant everyday examples of science and to discuss issues that affect individuals and communities.*

*The department will provide curricular and extra-curricular opportunities including the KS3 Science Club, KS3 and KS4 revision and A level tutorials. The department will also arrange trips and outside speakers.*

Student grouping

Key Stage 3

Each year group is divided into two mixed ability bands, Overton and Grange, and are then organised into four sets by ability; Set 1 is top set, down to set 4 which is the lowest set.

Year 7 and 8

For the first half term, Year 7 will be taught in form groups, which are mixed ability. In November the students will be placed in sets. Year 8 students are taught in Science sets. Each group will have one or two main science teachers.

Year 9

Students are taught in Science sets. The KS3 programme ends in February for sets 1 and 2 who are then taught AQA Triple Science and May for sets 3 and 4 when students then start the GCSE AQA Trilogy course.

Key Stage 4

Year 10 and 11

The year group is divided into two bands; X and Y. Students who were previously in sets 1 and 2 in Year 9 will continue to be taught Triple Science and those who were previously in sets 3 and 4 will continue to study the Trilogy course.

ROOM ALLOCATION

There are 9 fully equipped teaching laboratories in department: 7 upstairs (S1 to7) and two downstairs (B5 and 6). The main Prep room serves the Upstairs labs. There is a smaller Prep Room downstairs, which also contains the Department Office.

All laboratories are resourced identically in terms of basic laboratory equipment (found in teacher’s and student’s cupboards), computer station, Smartboard, stationery, whiteboard, teachers’ demonstration desk, drawers and filing cabinet. All laboratories are fitted with blackout blinds, which should only be operated by members of staff. S1 and S2 are each fitted with a fume cupboard.

Textbooks and support materials

Key Stage 3

A range of textbooks are available including the Collins Science series and the OUP Framework.

All students are provided with the opportunity to purchase a CGP revision guide.

**Key Stage 4**

**AQA GCSE Biology, Chemistry and Science**: this follows the Oxford AQA Scheme. Schemes of work have been developed in-house but staff also have access to OxBox online resources, available on our VLE.

**Key Stage 5**

The Department has been successfully running all three Sciences at AS and A2 level since the school Sixth Form was started in 2002. Biology follows OCR Biology A; Chemistry follows OCR Chemistry A; Science follows AQA Science A.

Each science area provides a variety of textbooks for use. Students are encouraged to purchase books and revision guides for use at home.

**Ms R Fylypczuk**

**Acting Head of Science Department**

**September 2018**