HINCHLEY WOOD SCHOOL

INSPIRING LEARNERS

Application Pack

Teacher of Science











A Co-educational Comprehensive Academy for Students Aged 11-18
Headteacher; Mr Ben Bartlett BA (Hons) MA (Educ Mgment)

An Academy and Specialist Music College

March 2018

Dear Applicant

Re: Teacher of Science

Thank you for your interest in joining Hinchley Wood School, within this pack you will find information about the school, subject department and the application process.

Our students are keen to learn and Physics, Chemistry and Biology are popular subject choices at KS4/5. In 2017, 100% of triple science students achieved A*-C at GCSE level, 79% for Core Science and 81% for Additional Science. At A level 100% of students taking physics achieved A*-C with 80% achieving A*-B grades.

Hinchley Wood is an inclusive, high achieving and highly sought after school with 1,300 students on roll including 230 in our 6th form. Located on the borders of SW London, we pride ourselves on celebrating student progress and development as well as academic achievement. In 2017 our Progress 8 score put us in the top 10% of schools nationally, and we are regularly in the 100 top performing schools in England and Wales in terms of the progress our students make between the end of Key Stage 2 and their GCSEs.

If you are a talented, highly motivated practitioner with the ability and enthusiasm to deliver innovative and enjoyable lessons to students we would love to hear from you. This role is suitable for either an experienced practitioner or a newly qualified teacher, full or part time. If you would like to be considered for a part time role please indicate this on the application form. We offer:

- a competitive salary (London Fringe Pay Scale);
- Two week Autumn half term and a minimum two week break over the Christmas period;
- Friday afternoon non-contact time;
- interest free travel/relocation loan;
- on site gym; and
- professional development support and an extensive CPD programme.

If you are an NQT, joining Hinchley Wood School would be an excellent start to your teaching career with benefits including:

- An established and extensive NQT programme;
- Support and expertise of departmental mentors;
- A tailor-made whole school professional development programme;
- Support network of other NQTs across subject areas;
- Mid-year residential opportunity; and
- A two week paid induction during July.

If you would like to visit or have any questions prior to submitting an application we would be very happy to hear from you. Contact details can be found on the last page of this pack, please contact via email during the Easter break and school closure.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The position advertised is subject to an Enhanced Disclosure and Barring Service Check. Staff and governors have also established a code of conduct, included within this pack, which applies to all members of the school community.

I look forward to receiving your application by Tuesday 17th April 2018 (9am), and appreciate the time taken to consider and apply for this post.

Yours faithfully



Ben Bartlett
Headteacher

Background Information

Hinchley Wood School has a well-established reputation within the area for providing high quality education and excellent public examination results. This success is based on an approach which combines high expectations with sensitivity to students' individual needs.

In September 2011 Ofsted judged the school to be outstanding, highlighting the excellent progress all groups of students make as a key strength:

"Hinchley Wood is an outstanding school – the students work exceptionally well together in this harmonious and cohesive community, and achieve outstanding outcomes."
(Ofsted, September 2011)

In Summer 2017, 91% of pupils achieved 5 or more A*- C 4+ grades at GCSE level and 86% achieved 5 or more A*- C grades including Grade 4+ in the new English & Maths exams (equivalent to an old C Grade). This is an excellent result and a new school record. At A Level, 60% of students achieved A*-B grades with 85% achieving A* - C. 112 students left us at the end of year 13 with 85 students going onto higher education.

Well qualified and experienced staff work together to make this school a successful and happy community. We offer a rich, varied and stimulating curriculum as well as high class purpose built accommodation.

Particular importance is placed on recognising and rewarding individual achievement. Students are actively encouraged to participate in a wide range of artistic and sporting activities; many gain recognition at local and national level for their achievements. We have an enthusiastic and effective school council, a very active school sustainability group and a long-standing and popular tradition of student involvement in charity and community work.



We were one of the first schools in the country to be designated a Music College and to set up an education trust for the benefit of students. Trustees include representatives from local and international businesses, a university, a national charity and a local arts charity to help develop the creative potential of all students. In February 2012 the school acquired academy status. All of these initiatives have enabled us to offer a much wider range of learning opportunities to students.

Our effectiveness is dependent on developing good relationships with students and parents; the respect shown between staff and students is regarded as a particular strength of the school.

"There is a highly positive ethos of behaviour for learning and achievement"
(Ofsted, September 2011)

Location



Hinchley Wood is located on the borders of south-west London with good road and public transport links. The M25 and A3 provide convenient road links to other areas.

Hinchley Wood railway station offers a regular service to London Waterloo Monday to Saturday at 06 and 36 minutes past the hour and to Guildford via Cobham at 01 and 31 minutes past. The K3 bus service links the school to the nearby towns of Surbiton, Kingston and Esher.

Hinchley Wood is approximately 4 miles south from Kingston upon Thames, a buzzing market town, with extensive venues such as multiplex cinema, leisure centre, an excellent regional shopping centre and a large selection of bars restaurants and night clubs. Surbiton, with regular fast rail links to London is 2 miles away and further south are the towns of Esher, Cobham and Walton upon Thames which offer a further selection of recreational facilities.

For more information regarding Hinchley Wood click on this link: http://hinchleywood.org.uk/

HINCHLEY WOOD SCHOOL
INSPIRING LEARNERS

Mission Statement:

'Mission Statement

'Committed to sustainability – caring for ourselves, each other,
the environment and the future.'

...in order to take on the challenges of an ever competitive and changing world. All students will develop creative and entrepreneurial skills, be financially aware and able to use technology in all aspects of their lives. They will take an interest in and contribute to a wide range of creative, artistic and sporting activities.



Vision

To inspire all students to be …

Confident
Have self belief, communicate clearly in any situation

Considerate
Respect others' views and values

Determined
Work hard to achieve the highest possible standards in all aspects of life

Enthusiastic
Willing to learn from mistakes and maintain a positive outlook

Independent
Take responsibility for themselves and their learning



Key Principles

The governors are committed to securing the well-being of all members of the school community by creating a safe, secure and stimulating learning environment. This code sets out the key principles which govern the way in which we work together; it draws on guidance, the Equality Scheme and a range of school policies.

The code underpins the school's behaviour policy which includes guidance on the way in which the school promotes positive attitudes to learning, good relationships with all members of the school community and strategies to tackle discrimination, harassment and bullying. We are committed to ensuring the welfare of all students. Vulnerable students, including looked after children, those with SEN, physical or mental needs, will receive behavioural support according to their needs.

All members of the school community including students, staff, parents, governors and visitors should:

1. Have high expectations of themselves and of others.
2. Treat one another with dignity and respect at all times.
3. Display the characteristics they want others to show including honesty, patience and a genuine concern for others.
4. Recognise others' achievements.
5. Respect the boundaries in their relationships with each other and not abuse their position or age by:
   - entering into inappropriate relationships
   - committing such acts against an individual which are illegal, e.g. physical assault, harassment
   - undermining, bullying or intimidating any other member of the school community
6. Work within set deadlines and arrive on time for meetings, lessons and events.
7. Take into account others' work pressures and commitments.
8. Dress in an appropriate manner as set out in the school's dress/uniform code.
9. Ask for support whenever needed.
10. Report incidents or actions of others which they feel threaten the welfare and security of any member of the school community.

Science Department Information

The Science department consists of a highly committed team of twelve teaching staff and three technicians. All members of the team are dedicated to providing the best science education for students of the school and will do this by regularly sharing good practice, writing supportive schemes of work, participating in joint observations and mentoring of new staff.

The department is accommodated in the main school building on two floors: there are eleven laboratories, two large preparatory rooms and a newly refurbished science office. All laboratories have interactive technology.

The upper and lower preparation rooms are staffed by experienced and helpful technicians. All laboratories are networked to both the school curriculum network and the internet.

The results for Key Stage 3 are impressive and have shown a steady progression over the last four years. Students follow a combined course at KS3, the objective of which is to allow students to become independent thinkers.

At Key Stage 4 we offer Combined (Trilogy) and Separate Award Sciences following the new AQA specifications. The sciences are taught separately with both combined and separate students having Biology, Chemistry and Physics teachers. The results in 2017 were as follows:

- 79% A*-C in GCSE Core Science
- 81% A* - C in GCSE Additional Science
- 100% A* - C in GCSE Triple Sciences

The Sciences are a popular choice at AS and A2 with students studying the three subjects following the AQA specifications. We have a small but expanding sixth form, providing extensive support to students. The department achieves high academic success with many of our A-level students going on to higher education courses in Science and Technology.

At A2 level in 2017 students achieved 100% pass for Biology, Chemistry and Physics including:

- 74% A*-C in Biology
- 67% A*-C in Chemistry
- 100% A*-C in Physics

The Science department runs a range of extra-curricular initiatives, including a KS3 Science Club and a Sustainability Team which has achieved the Green Flag Award. We also organise whole school year enrichment days on sustainability and ‘The Science Behind Design’, which is joint session with Design Technology.

There is also a strong representation from the school in competitions, which has included the SATRO Problem Solving Challenge and the NPL Water Rocket Challenge. There is also a visit to CERN for sixth formers and students have participated in a UK - Japan Young Scientists programme which has involved trips to Japan and Cambridge to take part in a range of workshops. Sixth formers also attend a residential biology field trip.

Staff List 2017-18

Mrs Carrie Reeve	Head of Science /Chemistry
Mr Alex Bishop	Head of Physics
Mrs Esther Smytheman	Head of Biology
Dr Jennifer Summers	Teacher of Biology (P/T)
Mrs Sarah Miles	Teacher of Biology/Intervention Coordinator
Mrs Lara Bramall	Teacher of Chemistry (P/T)
Dr Caroline Whitehouse	Teacher of Chemistry
Miss Aoife Miniter	Teacher of Biology
Miss Shelley Budd	Teacher of Biology/KS3 Coordinator
Miss Laura Wakeley	Teacher of Physics
Mr Cian Walsh	Teacher of Physics
Mrs Joanne Boon	Teacher of Physics (P/T)
Mr Gregg Woodier	Teacher of Chemistry (P/T)
Mrs Marta Friedmann	Laboratory Technician
Mrs Lynda Sugden	Senior Laboratory Technician
Mr Adam Sugden	Laboratory Technician

Why join Hinchley Wood School?

Hinchley Wood School offers a positive and innovative learning ethos supported by students, staff, parents and governors. We value our staff and the professionalism and experience they bring to the school, and wherever possible we have tried to anticipate and build in holistic support, we offer:

- Two week Autumn half term
- A minimum two week break over the Christmas period.
- Early finish to the school timetable on Fridays.
- Complimentary tea and coffee every day and a fully equipped and pleasant staff room.
- Parking on site
- Free lunch and refreshments on INSET days.
- Free lunch for colleagues if they are staying later to attend parents' evenings.
- Free use of our on-site gym before and after the school day.
- Consideration for time off for celebration of close family events eg child's nativity play, graduation etc.
- Every Colleagues Matters – a group to represent and discuss staff matters.
- A supportive Staff Association which covers a range of events including provision of end of term food and drinks and sending small gifts to colleagues at times of celebration or loss.

Job Satisfaction and Progression

HWS has a very good record of staff retention & job enhancement opportunities, we offer a pleasant and supportive working environment and have established excellent staff:student working relationships. To improve working environments for staff we are committed to an on-going programme of investment. Over the last year this has included a rolling programme of classroom and corridor decoration, Premises, ICT and Science Preparation Room and Curriculum offices.

NQT and Post NQT programme

We have a successful and established programme of support for newly qualified teachers, and those in their second year of teaching. This includes regular support meetings, a dedicated mentor, CPD sessions including a residential weekend and NQT support network.

For NQTs joining HWS we offer a 'Golden Hello' for NQTs in shortage subject areas (up to £750 at the end of each of the first two years).

CPD

We have an excellent CPD programme and many opportunities in school for staff to extend their professional knowledge and develop their skills. As a result, we have a very good record of staff gaining internal and external promotions and sharing good practice across departments.

There is a warm convivial atmosphere among the staff and mutual support between teaching and associate staff to ensure effective teaching and learning and the best outcomes for our students.

Staff have opportunities to work on cross curricular projects with students and colleagues, and this is actively encouraged.

Wide range of educational visits and extra-curricular activities

Staff are able to assist on a number of day/residential visits to extend their own experience and support students' personal growth and also encouraged to get involved in extra curricular clubs. These have included:

- Trips as part of curriculum enhancement eg New York, Auschwitz, Paris
- Skiing
- Duke of Edinburgh – Bronze, Silver, Gold
- World Challenge trips (we have visited many countries including India, Namibia and Uganda)
- Combined Cadet Force
- Various sports clubs including tennis, hockey, football, rugby, netball and athletics.

Secure School Finances

In this time of uncertainty within education, the school is well placed to weather the storm including:

- Robust school finances during a period of much financial uncertainty
- 1% pay rise approved each year to date
- Performance Related Pay outcomes funded

Other Benefits include:

- Cycle to Work and Childcare Salary sacrifice schemes
- Reduced rates at local service providers, eg Colets Health Club, Esher Tyre and Exhausts, Tolworth Recreation Centre.
- Membership of either of the following pensions schemes, including a generous employer contribution;
    - Teachers Pension Scheme
    - Local Government Pension Scheme
- Occupational Health support.

TEACHER: JOB DESCRIPTION

Line of Responsibility: The teacher is directly responsible to the head of department on curriculum matters and the head of learning for pastoral issues.

Salary: The postholder will be paid on the appropriate point of the Teacher's Pay Scale.

At the heart of a successful school is the provision of high quality teaching and tutoring, the effective use of resources, improving standards of achievement for all students and the promotion of students' personal development and well-being. A teacher/tutor plays a key part in this provision by a commitment to the school's ethos, by working effectively in subject and tutor teams and by delivering high standards of teaching and learning and personal care.

Job Purpose

To teach and tutor students across the full age and ability range in order to ensure the highest possible standards of achievement, personal development and well-being. The post holder will continue to meet, maintain, and build upon, as appropriate:

- Teacher Standards
- Induction Standards
- Threshold Standards

All teachers are expected to:

Teaching

- Consistently plan and deliver good lessons taking account of students' prior learning and needs.
- Provide a stimulating classroom/learning environment.
- Work closely with Learning Support Assistants, the Learning Support Department and the Achievement Co-ordinator to meet the needs of different groups of learners in particular SEN students and those who have been identified as potential high attainers (PHA).
- Use a wide range of resources, including ICT, to good effect.
- Provide intervention for under-performing students.

Assessment

- Give timely, positive, helpful feedback to students.
- Understand and utilise the principles behind Assessment for Learning.
- Complete reports to a high standard and within the specified deadline.
- Regularly assess and mark students' work in line with the school and departmental guidelines.

Tutoring

- Actively monitor student's progress and provide support where needed.
- Encourage students' self-development and personal expression through PSHE and tutor time sessions.
- Complete relevant tasks to a high standard, including taking of the register and completion of absence returns.

Professional development and wider contribution to the school community

- Proactively engage in continuous professional development to reflect on and improve your teaching repertoire.
- Contribute to working groups, policy development and initiatives where appropriate.
- Participate in arrangements for the appraisal and review of own performance and, where appropriate, that of other teachers and support staff.

- Contribute to the life of the community, particularly by leading and contributing to extra-curricular activities.
- Attend parents' evenings and other meetings/workshops as appropriate.

General well being /safeguarding

- Adhere to the school code of conduct.
- Promote the safety and well-being of students.
- Register, start lessons and tutor periods on time and purposefully engage students for the duration of the period.
- Commit to safeguarding and promoting the welfare of children and young people.

General

- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- To uphold the school's policy in respect of child protection matters.
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed once a year and it may be subject to modification at any time after consultation with the postholder to meet changing regulations or circumstances.
- All staff members participate in the school's performance management scheme.

TEACHER: PERSON SPECIFICATION

Qualifications

Essential	Desirable
• Qualified teacher status	• Commitment to continuing professional development

Experience

Essential	Desirable
• Have met the Teacher Standards and continue to meet them. • Have a secure knowledge and understanding of own subject/curriculum area. • Evidence of taking responsibility for own professional development. • Evidence of good teaching skills, leading to consistently high standards of achievement. • Knowledge of current developments in teaching and learning.	• Experience of teaching a second subject. • Experience of using ICT for subject development. • Understanding Experience of personal involvement in the wider curriculum. • Evidence of leading high quality extra-curricular activities. • Evidence of working with other professionals as part of a team. Experience of teaching across all Key Stages.

Knowledge/Skills (Ability to)

Essential	Desirable
• Develop a broad and imaginative range of teaching skills. • High-level communication and presentation skills applicable to a range of audiences. • Think creatively and imaginatively to solve challenges. • Make effective use of assessment for learning in the classroom.	• Knowledge of how to use and adapt a range of teaching, learning and behaviour management strategies including how to personalise learning to provide opportunities for all learners to achieve their potential.

Personal Attributes

Essential	Desirable
• Enthusiasm for the subject and a desire to communicate that to others. • Commitment to running and leading extra curricular activities, where appropriate. • Commitment to the highest standards of child protection. • Enjoy working with young people. • Demonstrate energy, vigour and perseverance and promote an 'I can' philosophy. • Ability to prioritise, plan and organise own work and that of students. • Effective interpersonal skills. • Self-motivated and a desire to achieve the highest possible standards.	• Involvement in creative and innovative teaching developments. • Willingness to take on delegated responsibility. • Ability to build on the experience, advice and contribution of others.

The Application Process

Please download, complete and return the application form by the closing date specified. This can be emailed to the address below or sent by post to:

Personnel Department
Hinchley Wood School
Claygate Lane
Esher
KT10 0AQ

For further information or if you would like to visit us prior to application please contact Heather Morey on 020 8339 3902 or via email hmorey@hinchleywoodschool.co.uk

Hinchley Wood School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced check by the Disclosure and Barring Service (DBS).

