The Costello School

High Aspirations & Excellence for All

Honesty *Courage* *Respect* *Justice* *Self-discipline* *Empathy* *Community*

Appointment of

Teacher of Science

September 2019

November 2018

Dear Applicant

Thank you for your interest in the position of Teacher of Science at The Costello School. I hope the details contained in this pack will provide you with a clear picture of this post and give you a flavour of the school and its values. This post represents an exciting opportunity to join a department committed to achieving excellence for all its students within the context of a high achieving school.

This is an exciting time for the school, as it recently joined Bohunt Education Trust, a Trust with a proven record of supporting schools to achieve outstanding outcomes and a vision built on exceptional opportunities for all. The Trust means there will be a wider degree of support, CPD and future opportunities for staff working at The Costello School.

The Costello School is consistently one of the very highest performing schools in Basingstoke and is the local school of choice and continues to go from strength to strength with results that again surpass the good performance seen in previous years, with 65% of students getting the Grade 4 benchmark, or better, in English and Maths.

Teaching at The Costello School is a rewarding experience. Our students are eager to learn, well behaved and proud of their school. As a school we are committed to ensuring that all the students and staff realise their full potential. The professional development of staff is a significant factor in ensuring that we achieve our aim of improving on our previous best and we are a strategic partner of the local Teaching School, Dove House. The School facilitates its own Middle Leader training and has professional development opportunities linked to Winchester University. The School also has a structured on-going professional learning programme for staff to develop their own knowledge. Our induction and NQT Programme for new staff was also judged by the Local Authority as outstanding last year.

I know that anyone applying for this post will find working at Costello very rewarding and the Governors and I look forward to hearing from you.

If, after carefully reading the enclosed information, you feel you have the qualities and experience we are looking for, please submit an application by:

Completing a Costello School Application Form, including your supporting statement
Completing an Equalities Monitoring Form

The above forms are available on our website http://www.costelloschool.co.uk/vacancies/teaching-staff

The closing date for applications is: 21 November 2018 (noon)

If you are not contacted please assume that your application has not been successful on this occasion.

If you wish to speak to me with regard to this post or if you require further information please contact Debbie Andrews, HR Officer on 01256 321263 or email d.andrews@costello.hants.sch.uk

Thank you for your interest in this post, we look forward to hearing from you.

Yours sincerely

Mr R Jull
Head of School

Teacher of Science

We are seeking to appoint an enthusiastic, talented and committed Teacher of Science to join the school from 1 September 2019.

The School

- Increasingly popular and successful comprehensive school
- 11-16 mixed, 1109 on roll
- Excellent building, facilities and resources
- Networked infrastructure with teacher PCs, digital projectors in all classrooms and video conferencing facilities
- Above average intake
- 65% of students achieving Grade 4 or above, in English and Maths
- A commitment to high quality professional development
- A commitment to continuous improvement

The Area

- Central to the town of Basingstoke
- Serving the SE neighbourhood and surrounding villages
- Easy access to London and South West via the M3 and A303

The successful applicant will have:

- A commitment to teamwork, innovation and the priority of improving student performance
- The ability to inspire, enthuse and develop others
- Excellent interpersonal skills
- A passion for the subject area

Applications

Closing date for receipt of applications: 21 November 2018 (noon)

GENERAL INFORMATION

The School

The Costello School is a popular and successful comprehensive school providing education for students aged 11 – 16. The School also puts great emphasis on its work with our community partners which provides the foundation for our Learning Trust. Lastly our success has also led to a number of National Awards and recognition in the last few years of which we are very proud.

The school, has recently joined Bohunt Education Trust, a Trust with a proven record of supporting schools to achieve outstanding outcomes and a vision built on exceptional opportunities for all. The Trust means there will be a wider degree of support, CPD and future opportunities for staff working at The Costello School.

The School has established an orderly and caring environment and one of high academic standards with a strong pastoral system that supports a happy, caring School where students want to be. The ethos is firmly based around learning and learning for all in a way that is appropriate to develop lifelong learners in preparation for the changing world in which they will live. The use of technology to enhance learning is embedded in the classroom. All classrooms are equipped with a projector and teacher PC.

The School is situated on the edge of Basingstoke and its buildings are well maintained with an appropriate range of specialist rooms. Great pride has been placed on the enhanced learning environment that has been created over the last 5 years including a refurbished Learning Resource Centre. There are extensive playing fields and, despite being a town school, looks over countryside to its rear.

The School premises centre on the buildings originally provided in 1912 for the Girls' High School, then numbering about 150 students. Considerable extensions have been added at various times since then and the original building has been modernised and adapted to the needs of today. There are specialist rooms for all subjects and a modern Technology and Mathematics Suite which opened in 2007 and more recently the addition of a Dance Studio and Hair and Beauty Suite.

The School has four main feeder schools which provide about 70% of our students with the remainder coming from other local schools. The town is served by two Further Education Colleges and 93% of student's progress directly to Further Education. Our partnership with all our external partners, including businesses is strong.

The School has a commitment to continuous improvement and the high quality professional development of all staff and gained Investors in People in 2006, reaccredited in 2013, and the Hampshire Silver Award for Continuing Professional Development in 2010.

Basingstoke

Basingstoke, population 100,000, is situated in the north of Hampshire, close to both Berkshire and Surrey. Pleasant, undulating and frequently wooded countryside surrounds the town, which is within easy reach of centres such as Winchester, Newbury and Reading. Salisbury, Southampton, Oxford and Swindon are not too far distant and one can travel by road or rail to London in less than an hour. The M3 is adjacent and the M4 close and the town boasts a modern shopping centre, Festival Place.

Basingstoke, and its surroundings, has a rich and varied history. The most rapid development has taken place in the last thirty years, since when Basingstoke has been transformed from a quiet market town into a thriving commercial centre. This has meant extremely good employment prospects.

Basingstoke also enjoys a diverse cultural life. This active artistic input has been greatly enhanced by the total redevelopment of the Haymarket Theatre, and through the £5 million Anvil Concert Hall.

There are eight secondary schools in the town and two Colleges of Further Education.

THE COSTELLO SCHOOL

TEACHER

Purpose

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate
- To monitor and support the overall progress and development of students as a teacher/form tutor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential
- To contribute to raising standards of student attainment
- To share and support the School's responsibility to provide and monitor opportunities for personal and academic growth

Reporting to

- Curriculum Leaders

Responsible for

- The provision of a full learning experience and support for students

Liaison with

- Headteacher/Deputy Headteachers, teaching/support staff, LA representatives, external agencies and parents

Working time

- 195 days per year. Full-time

Disclosure level

- Enhanced

MAIN (CORE) DUTIES

Operational/Strategic planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and Department
- To contribute to the curriculum area and Department's development plan and its implementation
- To plan and prepare courses and lessons
- To contribute to the whole School's planning activities

Curriculum provision

- To assist the Curriculum Leader to ensure that the curriculum area provides a range of teaching which complements the School's strategic objectives

Curriculum development

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the School's Mission and strategic objectives

Staffing

Staff development

- To take part in the School's staff development programme by participating in arrangements for professional development
- To continue personal development in the relevant areas, including subject knowledge and teaching methods
- To engage actively in the Performance Management Review process

Recruitment/deployment of staff

- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the School

Quality assurance

- To help to implement School quality procedures and to adhere to those
- To contribute to the process of monitoring and evaluation of the curriculum area/Department in line with agreed School procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required
- To review from time to time methods of teaching and programmes of work
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the School

Management information

- To maintain appropriate records and to provide relevant, accurate and up-to-date information for SIMS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students
- To track student progress and use information to inform teaching and learning

Communications

- To communicate effectively with the parents of students as appropriate
- Where appropriate, to communicate and co-operate with persons or bodies outside the School

- To follow agreed policies for communications in the School

Marketing and liaison

- To take part in marketing and liaison activities such as Open Evenings, Parents' Evenings, Academic Mentoring Days and liaison events with community partners
- To contribute to the development of effective subject links with external agencies

Management of resources

- To contribute to the process of the ordering and allocation of equipment and materials
- To assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, Department and the students
- To take responsibility for the care and security of resources in the teaching environment
- To care for the classroom and the School environment to ensure a positive learning environment is maintained

Pastoral system

- To be a form tutor to an assigned group of students
- To promote the general progress and well-being of individual students and of the form tutor group as a whole
- To liaise with a pastoral leader to ensure the implementation of the School's pastoral system
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of School life
- To evaluate and monitor the progress of students and keep up-to-date student records, as may be required
- To contribute to the preparation of action plans and progress files and other reports
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved
- To contribute to the PSHE, Citizenship and Enterprise according to School policy

Teaching

- To teach students according to their educational needs, including the setting and marking of students' work
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
- To ensure that ICT, Literacy, Numeracy and School subject specialism(s) are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching
- To ensure a high quality learning experience for students which meets internal and external quality standards
- To prepare and up-date subject materials

- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- To maintain discipline in accordance with the School's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To undertake assessment of students as requested by external examination bodies, Departmental and School procedures
- To mark, grade and give written/verbal and diagnostic feedback, as required

Other specific duties

- To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the School in meeting its legal requirements for worship
- To promote actively the School's corporate policies
- To continue personal development, as agreed
- To comply with the School's Health and Safety Policy and undertake risk assessments, as appropriate
- To undertake any other duty as specified by STPCB not mentioned in the above

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

THE POST

When making appointments at the School will look to people who are:

- good communicators
- committed to comprehensive education
- committed to the needs of all children
- committed to team work
- excellent classroom practitioners
- committed to personal professional development
- enthusiastic, hardworking with a good record of attendance
- committed to improving the quality of education
- committed to equal opportunities
- willing to contribute to extra-curricular activities
- willing to be involved in a tutorial programme
- able to liaise with students and parents
- and last, but not least, A SENSE OF HUMOUR!

The School is seeking to appoint a teacher who can make a significant contribution to the Department through a period of challenging and exciting opportunities.

The successful candidate will have:

- innovative and imaginative views of the curriculum
- knowledge of how effective teaching and learning take place
- a willingness to be involved in all aspects of school life

Application

- Please complete the enclosed application form or complete on line at www.costelloschool.co.uk
- Letter of application – this may be word-processed or hand-written in black ink. It should include an outline of how your experience, knowledge, skills and personal qualities will equip you for this post

PLEASE DO NOT USE STAPLES

Important Dates

Closing date for receipt of applications: **21 November 2018 (noon)**

If you are short-listed, you will be asked to teach a class, as well as the formal interview.