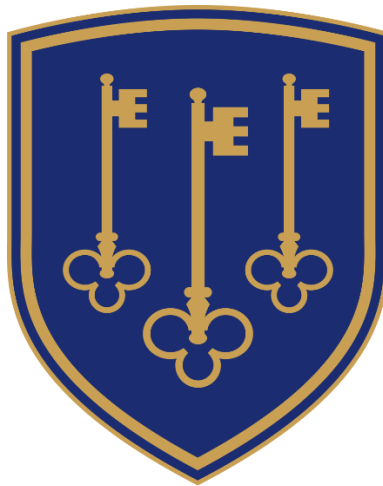


**Melbourn Village College**

**An Academy of**

**The Cam Academy Trust**

**Information Pack for the Post of  
Full Time/4 days - Teacher of Physics**



**MELBOURN**  
VILLAGE COLLEGE



## An Introduction

We are a very successful 11-16 school with a strong community feel. Our size enables all students to flourish within a supportive environment, where each feels valued and empowered. Strong academic performance across a wide range of subjects has led to the college regularly being in the top 25% of schools nationally for progress.

Students are encouraged to continue their learning outside the classroom and a very high proportion get involved in the wide range of extra-curricular activities available to them. Our most recent OFSTED Inspection in May 2013 confirmed that we are a 'good and improving school' with an ambitious leadership team. This was no accident; at MVC we are committed to improving what we do and aim to be excellent in all aspects of our work. Being a part of the Cam Academy Trust and sharing expertise between schools are two examples of how we intend to achieve this.

I look forward to working with you in the future.

*Simon Holmes – Principal*

## History

Melbourn is a large village situated on the border of Cambridgeshire and Hertfordshire, four miles from Royston and twelve miles from Cambridge.

The College first opened in September 1959, the sixth of Henry Morris's village colleges, from which the worldwide community school movement developed. It is an 11 – 16 community comprehensive school, serving a large area of South Cambridgeshire. Most of the students are drawn from the traditional catchment area, which covers eleven local villages and eight primary schools. Its southern boundary extends to the Hertfordshire border and its northern almost to the city of Cambridge.

The college was awarded Performing Arts Specialist Status in 2002. In October 2011 it became an Academy and in September 2013 joined the Cam Academy Trust. We currently have approximately 460 students.

## Cam Academy Trust

The Trust oversees the running of six schools; Cambourne Village College, Comberton Village College, Melbourn Village College, St Peter's School, Huntingdon, Hartford Infants and Hartford Junior Schools, Huntingdon and Gamlingay First School. Under the headline 'Excellence For All', the Trust has five overarching principles:

1. **The excellence principle.** Education must be of the very highest standard.
2. **The comprehensive principle.** Education must be for all types and abilities of pupils.
3. **The community principle.** Every Academy must be at the heart of its local community and serve it well.
4. **The partnership principle.** Each Academy must seek to work positively in partnership with others for mutual benefit.
5. **The international principle.** The curriculum inside and outside the classroom must have a clear international dimension.

The Trust provides a mechanism for sharing good practice across schools and allows for additional professional development opportunities, both as a part of the Cambridge Teaching Schools Network (CTSN) and through the ability to gain experience by working across more than one site.

## **Extra-Curricular Activities**

The college runs an extensive range of after-school extra-curricular activities to which all staff are expected to contribute. These provide many opportunities for students to develop interests and to grow in confidence. Currently over two-thirds of the college students participate in these activities and we hope that proportion will grow as we move forwards. Staff are able to run activities which relate to their subject or any other interest they feel would be appropriate.

A number of Performing Arts concerts take place each year, featuring a wide range of ensembles, bands, solo singers, instrumentalists and dancers. Students are able to take additional tuition in singing and in all kinds of musical instruments. The college has run a number of successful European tours. Each year, trips to Europe are arranged by the Modern Languages Department. A bi-annual ski trip is organised to Italy or Austria. The Duke of Edinburgh's Award group is flourishing, and offers a range of activities and expeditions for students of 14 and over.

## **Additional Information**

Melbourn Village College website: [www.melbournvc.org](http://www.melbournvc.org)

### **The Science Department**

Our Science team here at Melbourn Village College consists of 5 excellent teachers and 3 dedicated technicians.

Our Science labs are all equipped with LED projectors, and we also have access to 2 fume cupboards and an ICT suite in the department. Each class teacher is given their own laptop for use in lessons and preparation, and we have a class set of netbooks which are available each lesson for student use.

We strive to provide an engaging and diverse course to develop every student's scientific interest and knowledge through both Key Stage 3 and their GCSE studies. We feel that practical work is a vital part of science learning, so features prominently in our curriculum. Our aim is to increase students' confidence, teamwork, initiative, and most importantly – their curiosity and enthusiasm.

Here at MVC we follow the 'Science Works' scheme, published by Oxford University Press. This runs closely with the new 2014 National Curriculum, and gives students an excellent understanding of concepts leading to their GCSE studies at Key Stage 4.

At Key Stage 4, we are following the new AQA Science Syllabus. Approximately 60% of students go on to study Triple science at GCSE, whilst we also offer the AQA Trilogy Award in Combined Science. To support studies at GCSE, we use the Dynamic Learning online software to consolidate learning. We have consistently achieved **excellent results** in the Science Department in Biology, Chemistry and Physics, with 100% of students achieving an A\*-C in biology in 2015 and 2016, and over 80% A\*-C in Chemistry and Physics.

We are keen to be involved in science within our local community, including sharing practice within our Academy Trust (CAM Trust). Some events we have taken part in are CAM Trust STEM Competition, The Salter's Festival of Chemistry Competition, Science LIVE in London, Schools' Day at the Babraham Institute, and Swavesey Village College Science Festival.

We are looking for a dedicated, enthusiastic and innovative teacher to complement our team in the department.

### **The Post**

This is a full time/4 days post from September 2017. We seek to appoint an outstanding Teacher of Physics who is an excellent teacher and will provide energy and enthusiasm in helping our Science department continue to develop in the future.

## **Melbourn Village College Job Description:**

### **Subject Teacher**

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**Accountable to:**    **Head of Department**

**Date revised:** **October 2013**

*This job description is intended to assist the postholder and others in defining the role. It should be read in conjunction with the 'professional duties' section of the School Teachers Pay & Conditions document, which defines a teacher's duties, and the latest version of the 'Teachers' Standards'. All staff are expected to fulfil their duties and staff who are on the Upper Pay Spine should be highly competent in all areas described within the Teachers' Standards. The description has been drawn up with reference to these and attempts to outline the duties and responsibilities which can be reasonably expected by a Principal at Melbourn Village College.*

*In respect of their duties, the Subject Teacher is line managed by a Head of Department.*

### **Main Accountabilities**

#### **Teaching and Learning**

- To teach assigned classes as appropriate
- To devise and maintain developments of units of learning for Key Stage 3 and 4
- To contribute to the teaching of whole college developments e.g. ICT, Citizenship, Work Related Learning and SMSC, incorporating them into lessons as per schemes of work
- To plan lessons carefully, using available data and taking into account the need for differentiation
- To develop appropriate materials and teaching methods which take into account each student's individual needs
- To treat all students fairly and equally regardless of gender, religion culture and social context
- To employ a variety of motivating and stimulating approaches to student learning
- To set and assess homework in accordance with the school policy
- To enter students for examinations as appropriate
- To ensure high standards of effort, accuracy and presentation are encouraged

#### **Behaviour Management**

- To be in the classroom awaiting the arrival of the students, where possible
- To ensure that students enter the room and exit quietly and calmly and sit in their allotted place
- To record student attendance promptly at the start of each lesson
- To create a classroom environment where all students feel valued
- To reward good behaviour and achievement in accordance with the college's policy
- To ensure that mutual respect, self-discipline, mature behaviour and good habits are encouraged
- To support colleagues by applying the correct procedures to ensure good behaviour as outlined in the college's Behaviour Policy

#### **Monitoring and Assessment**

- To mark students' work on a regular basis in line with the college's Marking Policy
- To assess students accurately using relevant National Curriculum Level descriptions, criteria from national qualifications, predictive data, etc and use the assessment as a basis for setting targets with high expectations
- Record assessment data on Go4Schools in a timely fashion
- To provide opportunities for students to assess, reflect on and improve their performance
- To communicate and liaise with parents as appropriate, including parents' evenings and responding to emails (aim for 48 hour response time).

### **Professional Development**

- To maintain an up-to-date knowledge of subject areas and national educational strategies
- To maintain an up-to-date knowledge of subject specifications and syllabi
- To undertake relevant professional development to participate in the college's Performance Management scheme, liaising with Team Leader/Head of Faculty about appropriate Performance Management objectives and aiming to meet all objectives

### **Health, Safety and Resources**

- To ensure that the classroom is a well organised learning environment
- To ensure that classroom displays are up-to-date, motivating, in good condition and support learning
- To ensure that classrooms are left tidy at the end of each lesson. To report any damage promptly to the Head of Department
- To contribute to the development of up-to-date resources for Faculty use in the classroom and for communal areas of display

### **Professional Conduct**

- Maintain high standards of attendance and punctuality
- Mirror the presentation and behaviour expected of students
- Attend staff briefings, staff meetings, house meetings, parent evenings, induction evenings and curriculum evenings as appropriate (line manager to advise)

### **Collaborative Work**

- Liaise with classroom TAs and other support staff as appropriate
- To support collaborative partner work with schools, colleges, universities and businesses, where appropriate
- To maintain a good relationship with all stakeholders in the community
- To show a willingness to be involved in extra-curricular activities and whole school initiatives

### **Additional Duties**

- To attend departmental and staff meetings, including staff briefings
- To carry out three supervisory duties each week (FTE), ensuring that the duty is covered in times of absence
- To fulfil the role of Form Tutor

### **Upper Pay Spine Staff**

In addition to the responsibilities outlined above and in order to evidence Teacher Standard 8 (wider professional responsibilities), all staff on the Upper pay spine are expected to have an additional responsibility involving other staff within their Faculty (UPS1,2) or across the whole college (UPS 3). For staff with a TLR this responsibility would usually be included within their role.

## Method of Application

This is a full time/4 day appointment.

Completed application forms, marked private and confidential, should be returned to:

Janine Savage  
PA to Principal  
Melbourn Village College  
The Moor  
Melbourn  
Royston  
Herts SG8 6EF

Or email – [jsavage@melbournvc.org](mailto:jsavage@melbournvc.org)

to arrive not later than 12 noon on Friday 23<sup>rd</sup> June.

In your letter of application to accompany the application form, please describe –

- Those aspects of your experience which are particularly relevant to Melbourn Village College and to meet the primary purposes in the Job Description.

**The Governing Body of Melbourn Village College is committed to promoting equality of opportunity for all staff and job applicants.**

**This governing body is committed to safeguarding and promoting the welfare of children and young persons and the Principal must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).**