



Arts & Media School
ISLINGTON

Teacher of Science Recruitment Pack



Closing Date: 12 noon, Wednesday 13th December 2017



Arts & Media School
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Contents

- Letter from the Headteacher
- General Information
- Advertisement
- Job Description
- Person Specification
- Guidance for candidates applying for a job with Islington Schools



Arts & Media School ISLINGTON

November 2017

Dear colleague

Thank you for your interest in the post of Science teacher at Arts & Media School Islington. The vacancy has arisen due to current staff promotion to another post.

The department is very successful as measured through the learning outcomes, attainment and achievement of our students at the end of Key Stage 4. Maintaining this track record is an expectation for which support will be given as appropriate.

I would welcome a mindset that was open to collaborative and creative thinking as we all work together to realise the school's vision of every child a scholar. Through the application process, you must demonstrate:

- Teaching skills that are consistently good across the key stages
- A record of pupil progress in Science
- A secure understanding of the Science syllabus and curriculum

I welcome your application and it would be desirable for you to start in January but above this the right candidate for the school is vital. Please take a look at our website as it will give you a real flavour of the wonderful school that we are!

I am looking for a colleague to join us and bring enthusiasm and creative ideas. You can be assured of a full commitment to your development within our diverse school community.

Yours sincerely

Susan Service
Head teacher



Arts & Media School
ISLINGTON

General Background information

Science information

We are a very successful department and our summer 2017 exam results are testament to this. 89% of students achieved A*-C grades in Additional Science, 44% A*-C in Core Science. Students achieved 100% A*-C in Chemistry, Biology and Physics. These results have been achieved through hard work, dedication and a relentless focus on the high and low prior attainers. At KS4, we are making the transition to the new AQA GCSE, following the ELC curriculum in year 9 and a bespoke KS3 curriculum. We are a supportive department who continually collaborate to ensure we have excellent student outcomes and that all teaching and learning is to a high standard. There is an opportunity to teach your specialism at KS4.

About the school

We are a diverse community of learners and our school is an exciting place to be. We serve a local area that features a wide range of ethnic and social backgrounds and are committed to ensuring that our pupils enjoy a creative and rich educational experience, as well as one that prepares them for further education. Our creative school curriculum is rooted in an academic core.

We previously completed an £18m building project with a brand new building and theatre in addition to our refurbished facilities. Creative arts form our specialism; this means that staff and pupils are regularly engaged in innovative and exciting teaching and learning processes. Ofsted graded the school "Good with many outstanding features" in our last inspection.

Our vision centres on four core values that inform the decisions that we make:

- **Confidence:** we secure and embed our strength and resilience and challenge ourselves to develop further
- **Aspiration:** in all areas we actively hold the highest expectations
- **Respect:** every member of the community is celebrated
- **Reflection:** we stop and think regularly about what we are doing and why

Our website, prospectus, and Ofsted report give further insight into our community; the staff are extremely hardworking, selflessly giving their time and commitment to the pupils success and are in regular communication with parents and carers. The pupils are extremely receptive to good teaching and thrive on the curriculum and pastoral care provided.

We welcome your application.

Susan Service
Head teacher



Arts & Media School
ISLINGTON

Teacher of Science – January 2018

Full time permanent post

M2 – M6 29,859 - £38,623 (depending on experience)

Arts & Media School Islington is a popular and thriving comprehensive school situated in North London; a vacancy has arisen for a Science teacher due to our expanding roll. The post holder will teach all Sciences across KS3 and will teach their specialism at KS4.

We are a good school with many outstanding features and the opportunity is now available for another colleague to join us on our journey to outstanding in all areas.

The closing date for applications will be Wednesday 13th December 2017 -12 noon with interviews on Friday 15th December 2017.

School visits are welcome; please contact the reception to arrange a time. Applications should be emailed to the head teachers PA Hayley King on kingh@artsandmedia.islington.sch.uk

For more information please visit our [website](#)

We do not accept CVs via agencies

Science Teacher

Responsible to: Head of Department / Subject Co-ordinator

SECTION 1 - GENERAL TEACHING DUTIES

To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.

Teaching & Learning

1. To manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
2. To ensure continuity, progression and cohesiveness in all teaching.
3. To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
4. To set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
5. To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. To work effectively as a member of the Department team to improve the quality of teaching and learning.
7. To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
8. To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. To contribute towards the implementation of EHCPs as detailed in the current Code Of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
3. To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
4. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
5. Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

Subject Knowledge & Understanding

1. To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. To keep up to date with research and developments in pedagogy and the subject area.

Professional Standards & Development

1. To be a role model to pupils through personal presentation and professional conduct.
2. To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
3. To cover for absent colleagues as is reasonable, fair and equitable.
4. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
5. To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, Citizenship, Literacy, Numeracy and ICT.
6. To establish effective working relationships with professional colleagues and associate staff.
7. To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.
8. To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
9. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
10. To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
11. To undertake any reasonable task as directed by the Head of Department.
12. To be aware of the role of the Governing Body of the School and to support it in performing its duties.
13. To train in basic first aid.
14. To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
15. To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who:
 - have SEN;
 - are more able;
 - are not yet fluent in English.
16. To perform agreed statutory break duties as part of assigned Duty Team.

N.B: Every subject teacher will be expected to have pastoral responsibilities - detailed separately.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person Specification Science teacher Arts & Media School Islington

Qualifications and Experience

Essential

- A good honours degree or equivalent and PGCE.
- Evidence of further subject-based professional development.
- Evidence of leading and managing initiatives within a department or whole school

Desirable

- The desire to progress in leadership and continue with professional development.

Teaching

Essential

- Evidence of good classroom practice
- Good understanding of effective and engaging teaching methods.
- The ability to engage, enthuse and motivate students.
- Experience in teaching Physics, Chemistry and Biology to KS4.

Assessment

Essential

- An understanding of the use of assessment to inform planning.
- Evidence of improved student outcomes.
- The ability to monitor student progress through the use of ICT.

Planning

Essential

- The ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all students.
- The ability to set consistently high expectations for all students' through class work and homework.
- A willingness to be involved in extended curriculum opportunities in the subject area.
- The ability to manage time effectively and prioritise work.

Professional Attributes

- Are enthusiastic and always positive.
- Stimulate and spark others through working in teams.
- Use critical thinking, creativity and imagination.
- Are able and willing to scrutinise their own practice and to make their practice accessible to others.
- Are highly motivated.
- Respond well to a challenge.
- Maintain high professional standards.
- Have excellent communication skills.
- Have a commitment to their own professional development.

Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to fill in the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete this form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

You should complete the form and Personal Statement online or in black ink or use a word processor. The application may be photocopied or scanned and some colours do not photocopy or scan clearly.

Read the Advertisement, Job Description, Person Specification and other accompanying information carefully before you start. All parts of the application form must be completed.

Personal Details

Complete this section fully and clearly. If you do not know your National Insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Islington Schools HR Services including a list of the accepted documents.

Present or most recent employment

It is important to give full information, including the organisation or school you work in, or most recent employment if not currently working, full dates, address and other requested details. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. It is our policy to approach the referees of all shortlisted candidates. We reserve the right to approach any previous employer for a reference. If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.

Previous employment for all support staff (non-teaching) posts

Ensure that you put in full dates, names addresses and your job title. Do not leave any gaps. If necessary you should include full time or part time education or training and any periods of unemployment and periods for raising a family. Details of part time and relevant voluntary work should also be entered.

Applicants for teaching posts only

If you are completing an electronic or hard copy application form, please complete Appendix A including full details of any unpaid work and also details of work outside teaching. This helps in an accurate assessment of your salary and gives us your service history. Do not leave any unexplained gaps. Please note the Appendix A is incorporated within the online application and as such it is not included as a separate document.

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Relatives and other interests

If this applies to you, please give the name of the employee, the department that they work in and the relationship (e.g. husband, daughter).

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. As a guide, 1-2 sides of A4 are usually sufficient. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give us is well organized, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs will not be accepted.

Additional information for people who consider to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Disclosure & Barring Service

London Borough of Islington operates a Disclosure procedure in line with DBS guidelines. If you are selected for appointment to a post that involves access to children you will be subject to this procedure. All Disclosures are carried out in the strictest confidence and are made only in connection with your application for employment and for no other purpose. The application for an Enhanced Disclosure will be activated before your first day of work.

Posts that involve such access include: all School based posts, Youth Workers, Early Years Service posts, Education Psychologists, Education Welfare Officers as well as all Office based posts where the postholder, on occasion will be required to visit any establishment where there are children.

Please contact HR Services on 0207 715 0320 if you would like further clarification about the post you are applying for.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record to the HR Manager, in confidence, prior to completing an application for an Enhanced Disclosure with the Disclosure & Barring Service. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

Equal opportunities monitoring information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively.

Appendix A Salary Assessment - for Teachers only

Your employer should notify you of the calculation of your salary and allowances annually. If you have not been employed as a teacher for some time, please give the details of your last known salary and all allowances paid. If you do not know how your salary is made up, please mark this part of the form 'not known'.

Before you send your application, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria in the person specification.

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from the HR Manager based at all sites) or on the internet at www.homeoffice.gov.uk or www.direct.gov.uk. This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a Disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington and The Bridge School is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington Schools you will be told if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

Within your offer of appointment you will receive details as to how to undertake the online DBS application and Update Service process.

All employees/advisors involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision.

We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- Whether the conviction or information was disclosed during the application stage;
- Whether the conviction or information revealed is relevant to the job;
- How long ago the offence(s) took place;
- The candidate's age at the time of the offence(s);
- The number and pattern of offences;
- Any other relevant circumstances.

All staff/advisors in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

The HR Manager and Executive Headteacher will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.



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