JACK HUNT SCHOOL (TRUST)

A Specialist Language and Sports College









Application Pack

Jack Hunt School (Trust)

A Specialist Language College and Sports College

Bradwell Road, Peterborough, PE3 9PY
Tel. 01733 263526 Fax 01733 330364
email info@jackhunt.net
website ~ www.jackhunt.net

Headteacher: Mrs P J Kilbey, BEd (Hons), PG Dip Ed, NPQH

Group 8 (11-18), Roll 1748 (258 in Sixth Form)

"A securely good school" – Ofsted January 2017

SCIENCE TEACHER (CPS)
Full time / Part time

Required as soon as possible an enthusiastic full time or part time science teacher to join a successful and well-resourced curriculum area.
Applications are welcomed from newly qualified teachers and experienced teachers.

Science GCSE results are among the best in the school;
Summer 2017 results:

Biology: 98% A*-C
Chemistry: 100% A*-C
Physics: 100% A*-C.

The successful candidate will be required to teach KS3 and 4 Science, as well as your specialist area to A Level.

The Sciences are popular subjects at 'A' Level and results are consistently high

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.

The Governing Body of Jack Hunt School is committed to safeguarding and promoting the welfare of children and young people.

Further details and how to apply are available on the Jack Hunt School website: www.jackhunt.net

Closing date: Tuesday 21 November 2017 at 9.00 am



Our Head Prefect Team 2017-2018

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Headteacher: Mrs P J Kilbey, BEd (Hons) PG Dip Ed NPQH

Deputy Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH Deputy Headteacher: Ms A M Ford, MA (Hons) Cantab Med PGCE AST

pers/vacpac/letter

November 2017

Dear Applicant

Application for post as Science Teacher

Thank you very much for your interest in the above vacancy.

Jack Hunt School offers exciting opportunities and a very broad range of experience to its staff. Although a large and diverse school, with 57% EAL and 71 different languages spoken by the student body, staff and students are friendly and supportive and there are ample opportunities for professional development and advancement for all teachers. Our Gold Investor in People re-assessment profiled us very highly against national benchmarks.

We are not a complacent School. Improvement is always possible. Our recognition as a lead School on the Leading Edge Programme is evidence of our commitment to further improvement. We are a Specialist College for Languages and Sport. Our status as a designated Training School enables us to have widespread and effective support and in-service training for all groups of staff.

Our Ofsted inspection in January 2017 concluded that we are 'a securely good school.' We believe we have much that is outstanding in our school and it is our goal to prove that to the next Inspection Team.

In this post we are seeking a teacher who is keen to develop professionally and who is prepared to work in a collaborative way with colleagues. Individual contribution to teamwork and a positive 'can do' outlook is essential. We do welcome applications from those beginning their teaching careers. We have a tradition of offering excellent support to NQTs.

Our selection criteria for the post are clearly outlined in the person specification on the School website. If you do truly want to make a difference to the lives and aspirations of our students and if you aspire to work in a supportive, professional environment with a learning and reflective culture, we would be very pleased to receive an application from you.

Yours sincerely

Mrs P J Kilbey
Headteacher



Our Head Prefect Team 2017-2018

THE SCIENCE CURRICULUM AREA

Science is taught by a team of 18 teachers. The responsibility structure is built around:

- Curriculum Area Leader
- 1 Deputy Curriculum Area Leader
- 3 further TLR point are currently awarded in the curriculum area.

Other allowances are held by other teachers in the curriculum area for responsibilities which are not Science specific.

Technical Support is provided by four laboratory technicians based in the curriculum area.

Accommodation for Science teaching is generous. There are 15 laboratories, a large well-resourced central preparation area, a computer suite, a staff work room, office accommodation, and a reprographics area.

In the curriculum there is a high emphasis on active learning and practical approaches to Science.

In Year 7, 8 and 9, 12% of total curriculum time is devoted to Science.

Year 7 and 8 Students follow an in-house scheme of work, learning about topics in Biology, Chemistry and Physics. Students in year 7 and 8 are assessed each half-term by an end of topic test and a two-lesson practical skills assessment.

Students in Year 9 are set and study the AQA GCSE Combined Science scheme.

Two GCSE courses are taught at Key Stage 4. Students take AQA GCSE Combined Science or AQA GCSE Separate Sciences in Biology, Chemistry and Physics.

In the Sixth Form, Sciences have traditionally been very well subscribed. 'A' Levels are offered in Chemistry (Edexcel), Physics (AQA), Biology (AQA) as well as a vocational option of a Level 3 BTEC Applied Science Diploma (Edexcel).

There is a tradition of good examination success both at GCSE and 'A' Level. In the two OFSTED inspections the findings have been positive for Science.

Science students in Years 7 to 13 are actively involved in assessing their progress and setting personal targets with their teachers.

Among the developments the curriculum area has been pursuing over several years are:-

1 Improving equal opportunities and opening access for all students.
2 Recognising and introducing a wider variety of teaching styles in order to improve the quality of learning experiences.
3 Increasing IT Data Handling facilities. To this end we have access to a computer suite of 26 computers, and access to the school's central computer suites.

JACK HUNT SCHOOL

GENERIC JOB DESCRIPTION - SUBJECT TEACHER

Post: **Teacher of Science**

Accountable to: **Curriculum Area Leader**

Date reviewed: **May 2017**

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following job description refers to the main duties and accountabilities of a Subject Teacher.

Purpose of the Job:-

To provide high quality lesson planning, preparation, teaching and assessment to allocated classes and students.

In respect of these duties the Subject Teacher is accountable to and supported by the Curriculum Area Leader.

The Main Accountabilities are:-

Teaching and Learning

- To teach assigned classes as appropriate.
- To develop appropriate materials and teaching methods which take into account each student's individual needs.
- To treat all students fairly, with equality of regard for gender, religion, culture and social context.
- To employ a variety of motivating and stimulating approaches to student learning.
- To plan lessons carefully, taking into account the need for differentiation and relevant schemes of work.
- To set and assess homework in accordance with the school policy.
- To contribute to the teaching of whole school developments e.g. ICT, Numeracy, Literacy, Work Related Learning and Citizenship/PDE, incorporating them into lessons as per schemes of work.
- To ensure high standards of effort, accuracy and presentation are encouraged.

Behaviour Management

- To apply the correct procedures to ensure good behaviour as outlined in the school's Behaviour for Learning Policy.
- To be in the corridor 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 at each lesson.
- To reward good behaviour and achievement in accordance with the school's Reward Policy.
- To ensure that mutual respect, self-discipline, mature behaviour and good work habits are encouraged.
- To create a classroom environment where all students feel valued.

Monitoring and Assessment

- 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 that students will achieve their potential and beyond.
- To use SATs, NFER, 4MATRIX, and ALPS to identify vulnerable students and then use appropriate intervention strategies to improve their attainment and progress. The focus for Pupil Premium students is to close the gap against national figures and within the school.
- To provide opportunities for students to assess, reflect on and improve their performance.
- To mark students' work on a regular basis in line with the school/ department's Marking Policy.
- To write reports to parents for all students in accordance with the school policy.

Performance Management

- To maintain an up-to-date knowledge of subject areas and national educational strategies.
- To undertake relevant professional development to participate in the school's Performance Management scheme, liaising with Team Leader/Curriculum Area Leader 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 Curriculum Area Leader.
- To contribute to the development of up-to-date resources for departmental use in the classroom and for communal areas of display.

Duties

- To contribute and co-operate as a member of a team in the creation of schemes of work, shared resources, departmental planning, attendance at meetings.
- To carry out two supervisory duties each week ensuring that the duty is covered in times of absence.
- To fulfil the role of Personal Tutor (please refer to your Personal Tutor job description).

Collaborative Work

- 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.
- To support the school in its commitment in safeguarding and promoting the welfare of children and young people.

Note

This job description is intended to assist the post holder and others in defining the role. It is intended to be a helpful guideline and does not form any part of a legal contract. It does not replace the "Conditions of Employment of School Teachers" schedule 3 of the Teachers Pay and Conditions Act 1991, which defines a teacher's duties. The description has been drawn up with reference to the Act and attempts to outline the duties and responsibilities which can be reasonably expected by a Headteacher at Jack Hunt School.

This job description will be reviewed periodically.
This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

JACK HUNT SCHOOL

GENERIC JOB DESCRIPTION – PERSONAL TUTOR

Accountable to: Head of House

Date reviewed: May 2017

The following job description refers to the main duties and accountabilities of a Personal Tutor.

The Purpose of the Job:-

To ensure students' well-being and personal development and learning by collaborating/liaising with other staff and parents and assisting where appropriate in work with external agencies.

The Personal Tutor will receive support from the Head of House and Student Support Officer and the wider pastoral team attached to the House team, to enable these duties to be fulfilled effectively.

The Main Accountabilities are:-

Registration Duties

- To be responsible for the good order and safety of the Tutor Group during Lesson 5.
- To complete registers according to agreed school procedure.
- To monitor absences and positively encourage attendance and punctuality and where necessary take follow-up action as per agreed procedures.
- To check uniform, encourage pride in uniform and issue uniform cards where necessary. Persistent refusal to adhere to the uniform policy must be referred to the Head of House.
- To check and sign student planners once each week for parent signature and any relevant communication.
- To communicate information provided from staff briefings and other sources.
- To carry out the planned activity for the day including the 'Thought for the Day' and SEAL (Social, Emotional Aspects of Learning) as directed by the Head of House.
- To report promptly to the classroom teacher/Head of House damage to furniture and fittings in the Form room.
- To attend relevant assemblies and monitor behaviour of students during this time.

Monitoring, Support and Assessment

- To have an oversight of the general welfare of students whilst at school and endeavour to follow up any individual personal needs.

- To use student attainment data (SATs, NFER, 4MATRIX, and ALPS) to track student progress, assist students in setting their personal targets across the curriculum and endeavour to provide support for all students. The focus for Pupil Premium students is to close the gap against national figures and within the school.

- To write reports to parents and ensure they are collated for despatch at the agreed times and the returns are checked where necessary.

- To attend Head of House meetings.

- To assist in consultation regarding the students, including Individual Educational Plans (IEPs), Special Educational Needs/Disability (SENCO), CiC, (SENs) review meetings and liaison with outside agencies.

Rewards and Sanctions

- To implement the school policy on Behaviour for Learning.

- To monitor and record rewards and sanctions and report to Head of House.

Liaising with Others

- To liaise closely with Subject Teachers, Head of House, Student Support Officer, Learning Support Department and parents regarding the educational progress, welfare and behaviour of students.

Performance Management/Professional Development

- To liaise with the Head of House about pastoral professional development needs and Performance Management objectives, if appropriate.

- To undertake Professional Development concerned with the role of the Personal Tutor.

Staff Attached to a House

All staff attached to and supporting the Head of House should implement this job description. They should check with the Head of House if they are unsure of their duties.

Note

This job description is intended to assist the post holder and others in defining the role. It is intended to be a helpful guideline and does not form any part of a legal contract. It does not replace the "Conditions of Employment of School Teachers" schedule 3 of the Teachers Pay and Conditions Act 1991, which defines a teacher's duties. The description has been drawn up with reference to the Act and attempts to outline the duties and responsibilities which can be reasonably expected by a Headteacher at Jack Hunt School.

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APPOINTMENT OF SCIENCE TEACHER
Full time / Part time

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Post

We require an enthusiastic, qualified Science teacher to join the Science Curriculum Area as soon as possible.

The successful applicant will be prepared to play a full part as a team member in sustaining the department's success and building it even further.

If appointed you will, besides teaching Science, join a House team in the school and will have responsibility for a Vertical Tutor Group of around 20 students from Years 7 to 13. General job descriptions for both Subject Teacher and Personal Tutor are found in this application pack.

Person Specification

Applicants will be judged against the criteria, in the table on the next page.

Pay and Conditions of Service

Teachers are employed at the school under the pay structure and conditions of service agreed nationally and as set out in the "School Teachers Pay and Conditions Document 2017". The Governors have their own pay policy in line with this document.

The successful applicant will be registered with the National College of Teaching and Leadership (NCTL) and will be contracted to the Teachers Superannuation Scheme unless he/she opts out.

The Governors of the school fully recognise the teacher associations and unions and a mechanism is in place for consultation with Union representatives on relevant issues.

If you are appointed to a teaching post, it will be on the understanding that you are prepared to undergo a DBS check and if necessary, a medical examination.

Relocation

You may qualify for the school's relocation package, details of which are found in the School Information Booklet for Applicants on the school's website.

Application Procedure

To apply you will need to go the Careers Page on our school website www.jackhunt.net and click on the relevant post and then click on "apply now" button. As part of the application you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed on the following page.

Closing date for the post is **Tuesday 21 November 2017 at 9.00 am.**

Interviews will be held shortly after the closing date.

Thank you in advance for your application.

Generic Person Specification (CPS)

Attributes	Essential	✓	Desirable	✓	How Assessed
1. Qualifications and Training	• Qualified Teacher Status • Graduate		• Evidence of a commitment to continuing professional development		• Application form • Letter of application • References
2. Experience	• Evidence of effective teaching to the secondary age group • Experience of teaching a wide range of ability including SEN and Gifted and Talented • Demonstrate a high regard for the safeguarding of children • Experience of contributing to school life beyond the classroom		• Experience of a multi-cultural school • Experience of a large 11-18 school		• Application form • Letter of application • References • Interview • Teaching task
3. Knowledge and Understanding	• Secure subject knowledge • Ability to teach to GCSE or equivalent • Ability to teach 'A' Level • Understanding of equal opportunities issues in schools • Knowledge and understanding of how to enhance literacy, numeracy and ICT in teaching		• Keep abreast of subject developments • Sound knowledge of national policies and developments in education		• Application form • Letter of application • References • Interview • Teaching task
4. Skills and Personal Qualities	• Able to communicate effectively orally and in writing • Ability to form good relationships with students, adults and parents • Proven classroom management skills • Ability to work collaboratively within a team • Ability to be well organised and efficient including completing agreed tasks within set timescales • Ability to use ICT packages and systems • A commitment to the aims and values of the school • Ability to fulfil all spoken aspects of the role with confidence through the medium of English.				• Application form • Letter of application • References • Interview

Person Specification