

Richmond West Schools Trust
Twickenham Academy
Percy Road
TW2 6JW

March 2017

Dear Applicant

Twickenham Academy
Deputy Head of Science
Scale MPS – UPS + TLR 2b £4,397

Thank you for your interest in the above post based at Twickenham Academy. This pack includes the job description and person specification as well as information about the school and the department. We will use the person specification as the basis for selection for interview. We welcome applications from newly qualified and experienced classroom teachers.

I hope you will decide to apply. Please download further details and an application form from the jobs page of our website <http://www.twickenhamacademy.org.uk/483/vacancies>. Please submit your application form addressed to the Headteacher, Ms Assal Ruse by e-mail to: jobs@twickenhamacademy.org.uk. In case of difficulty downloading the application form or information pack, please send an email to jobs@twickenhamacademy.org.uk.

Closing Date Wednesday 22nd March 2017 12 noon.
Interview w/b 27th March 2017

The Richmond West Schools Trust is committed to safeguarding and promoting the welfare of students; we expect all staff to share this commitment and an enhanced DBS disclosure will be sought.

If you would like to visit the school for a tour and informal discussion please contact the HR Manager on 020 8894 4503 or email to jobs@twickenhamacademy.org.uk

May I wish you every success and thank you for the time and effort I know you will put in to your application.

Yours sincerely
Assal Ruse
Headteacher

PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM:

It will help us if you follow these instructions:

- We would prefer you to fill in your application using Word or a word compatible format and submit it by email.
- Please include everything you wish the panel to consider on the form rather than in any separate document or covering email.
- **Only applications submitted on the school's application form will be considered.**
- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.
- If you are short-listed we will contact you by email.
- Please submit your application form by 12 noon on the closing date to:-

jobs@twickenhamacademy.org.uk

You will be asked to sign a hard copy of your application form at interview. At the interview day we will require you to bring photo ID and the original certificates for GCSE, A Level, University Degree and QTS if appropriate.

Twickenham Academy is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.

We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.

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Job Description – Deputy Head of Science

Key Purpose: To assist in the promotion of high standards of teaching and learning across all Key Stages

Accountable to: Head of Department

Accountable for: To develop innovative teaching and learning in Science

Allowance Payable: TLR 2B £4,397 pa

Key Accountabilities	Key Tasks
Support of Head of department in:	<ul style="list-style-type: none"> • Planning a curriculum that meets the needs of all • Regularly reviewing the curriculum to ensure it is appropriate for all students • Planning and implementing extra-curricular activities • Sharing and ordering of resources across the department • Initiating and developing existing use of ICT • Being responsible for consistent monitoring and assessment across the department for KS3 and setting up appropriate intervention strategies liaising with Head of Department
Accountable for leading, developing and enhancing the teaching of others:	<ul style="list-style-type: none"> • Mentoring new teachers and trainees • Exploring new developments in Science teaching
Accountable for leading, managing and developing the subject/curriculum area:	<ul style="list-style-type: none"> • Lead the delivery of the specific curriculum area

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Person Specification – Deputy Head of Science

	Essential	Desirable
QUALIFICATIONS: <ul style="list-style-type: none"> Qualified Teacher status Graduate in Science or related subject 	X X	
EXPERIENCE: <ul style="list-style-type: none"> Minimum three years recent experience of subject teaching at KS3, and KS4 Experience of mentoring new teachers Experience of using ICT in teaching and administration Experience of delivering inset or mentoring other teachers Experience of organising a Key Stage 		X X X X X
KNOWLEDGE: <ul style="list-style-type: none"> Knowledge of current practice and developments in teaching of the subject 	X	
SKILLS: <ul style="list-style-type: none"> Excellent classroom practitioner Ability to enthuse students through excellent teaching Good organisational and administrative skills Ability to use data and assessment for learning to monitor progress and raise achievement Ability to use ICT to raise achievement 	X X X X X	
ABILITIES: <ul style="list-style-type: none"> Ability to use a range of teaching styles appropriately Ability to use information and communication technology effectively 	X X	
QUALITIES: <ul style="list-style-type: none"> Enthusiasm for your subject A willingness to develop your own professional skills and knowledge A demonstrable commitment to the safeguarding of students and child protection A demonstrable commitment to equal opportunities 	X X X X	
OTHER: <ul style="list-style-type: none"> A willingness to participate in extra-curricular activities A commitment to working as a team A commitment to the school's ethos, aims and its whole community 	X X X	

To deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work commensurate with the level of responsibility of the role not specified above.

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School Information

At Twickenham Academy our mission is for all our students and staff to feel safe, valued and achieve their aspirations through high standards of teaching, learning and leadership.

Our Vision

- Students to be confident, successful and lifelong learners
- Students to develop creativity, resourcefulness and resilience
- The school to be driven and united towards continuous self and school improvement
- The school to attract, nurture and retain high quality staff
- Students, staff and parents to be proud to contribute positively to the school and the wider community.

Our Values

- Integrity
- Perseverance
- Dedication
- Empathy
- Responsibility

Student Care

Twickenham Academy prides itself that positive and respectful relationships are at the heart of the school. It is fundamental to the ethos of the school that every child is known and valued. We understand that every child has individual needs and that those needs may vary from day to day.

With this in mind, we have a support structure to provide students with the care and nurture they need.

Each child is a member of a tutor group made up of students from their year group. The tutor acts as both advocate and mentor.

The Year team consists of a range of expertise, including:

- Head of Year
- Special Educational Needs Co-ordinator
- Teaching assistants
- Child protection officer

Additional external professionals are brought into school, or are referred to, via the SEND department as appropriate.

Curriculum

The curriculum provision at Twickenham Academy is broad, balanced and fully inclusive. There is an emphasis on promoting strength and success in traditional academic subjects, but this is balanced with a desire to foster variety and personalisation in our provision.

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The curriculum is constantly reviewed and developed to not only meet the needs and strengths of our students, but to provide rich opportunities for them to develop a range of skills and enjoy memorable experiences