

# **HEAD OF BIOLOGY**

## **APPLICATION PACK**

**JANUARY 2018**



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## School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick of the parish as well as the foundation of a school “for the bringing up of youth in virtue and learning”. The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is in the school a similar commitment to quality of education and the upholding of high standards in all facets of life.

The school values its Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values. School services take place on a regular basis in the local parish church.

There are currently 760 pupils in the Pocklington School Foundation, of whom 220 are at the Prep School (Reception to Year 6). These numbers include 100 boarders, in two boys houses (Dolman House and Fenwick-Smith House) and two girls houses (Faircote House and Orchard House).

Academic life is at the core of any school. Pocklington’s curriculum has been developed to motivate and stretch pupils. There are wide-ranging options in Year 9 and GCSE. Sixth Form AS and A2 subjects offer a diverse range of subjects and combinations. There is excellent

careers and university advice. Music, drama and art thrive, as do sport, outdoor education, community service, the CCF and other extra-curricular activities.

The school is set in extensive grounds on the edge of Pocklington, a market town 12 miles east of York. Emphasis is given to the importance of the learning environment. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a new Sixth Form Centre, a superb new library, a swimming pool, and other sports facilities. Architecturally, there is an excellent Victorian frontage.

The intention is that Pocklington's education will be humane, broad and characterised by a healthy mixture of rigour and enjoyment, to contribute to fullness of life for each boy and girl.

## Aim, Values and Practice

### **Aim                      To Inspire for Life**

Confidence      We encourage individuals to be confident and considerate; fostering self-respect and self-belief.

Responsibility   Personal responsibility and service to others are expected; both have opportunity for expression within the school and beyond.

Achievement    In all areas of school life we seek to nurture talent and aspiration, to encourage perseverance and to prepare young people for the challenges of adult life.

### **Values                      We achieve our aim through a strong working relationship between pupils, staff and families which is founded on the following values:**

Trust                The Foundation's Christian ethos guides our caring and straightforward approach. We treat each other with respect and uphold our tradition as friendly and compassionate schools.

Truth                We value debate which is open, honest and informed to stimulate creativity, intellectual curiosity and initiative.

Courage            We challenge ourselves and each other to change for the better.

### **Practice                      We provide a community to be proud of, where pupils can explore, make mistakes, learn and grow. In order to do this:**

Support            We put the well-being of our pupils first, with excellent pastoral care.

Learning           We encourage successful learning through effective teaching and a commitment to a broad education.

Recognition      We recognise and reward success and commitment, progress and achievement.

## Copy of Advertisement

### **HEAD OF BIOLOGY Required from September 2018**

Are you as passionate as we are to inspire and nurture young people? Do you want to share in our vision to provide a world class education? Will you be a Head of Department who can direct and support your team to be their best? If that sounds like you then seize this opportunity.

12 miles to the East of York we offer a unique working environment based within a friendly market town, but close to major cities and heritage coastlines. Our successful co-educational day and boarding school is thriving, and due to a retirement we wish to appoint a Head of Biology who can build upon the existing success of the Department.

Well qualified and either an existing Head of Department or significantly experienced Biology teacher, you will need to possess the skills and abilities to focus on all aspects of department management, and a willingness to contribute to wider school life. In return we offer an attractive salary and a management training programme developed to equip and support you to succeed in your new role.

You can access further information and an application pack from:

[www.pocklingtonschool.com](http://www.pocklingtonschool.com) T: 01759 322666

E: [recruitment@pocklingtonschool.com](mailto:recruitment@pocklingtonschool.com)

**Closing date: 9am 19<sup>th</sup> January 2018**

*Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.*

## Department Information

The department comprises the Head of Department, three other teaching staff and 2 laboratory technicians. Teaching takes place in dedicated laboratories equipped with interactive whiteboards with appropriate software.

There are 5 GCSE sets with 71.2% achieving A\* or A at the last results. At A-Level there are 45 students studying Biology in the current 6<sup>th</sup> Form, with 73.7% achieving A\*- B this summer.

# Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Personnel Team.

## Foundation Benefits:

**Pension scheme** – We offer competitive employer contribution rates for all staff

**Discounted school fees** with the option to spread payments over 12 months from your pay

**Enhanced holiday entitlements**

**On-site gym and swimming pool**

**Free lunch** in term time

**Enhanced Maternity and Adoption Pay** - see the policies on the Extranet under Foundation Policies, Personnel Policies

**Enhanced sick pay arrangements** – this is detailed within the Absence Management Policy, also to be found on the Extranet

**Annualised Pay** – allowing for easy home budgeting

**Free staff room refreshments**

**Access to York Psychology Centre support** – see staff noticeboards for further information

**Employee Assistance Programme** – offering a health, wellbeing and counselling service for staff and their families

**Tai chi, yoga and art classes** – these are advertised throughout the school year

**Winter car lights test** – organised by Andrew Clarke each January

**Massages** – these are arranged on an ad-hoc basis throughout the school year

**Internet and e-mail access at work** (subject to appropriate use in accordance with the school policies)

**Free parking** (although this is subject to possible legislative change in the future)

**Free library services** – including holiday book loans

## External Providers:

**Discounted membership at the Box gym** (see flyers on the school noticeboards)

**Health Care** – access to reduced rates

## HMRC:

**Child Care Vouchers**

**Cycle to Work scheme**

Both these schemes are offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.

## Job Description

### HEAD OF BIOLOGY

#### Reporting To:

Cluster Leader – Senior Manager

The post would be suitable for an experienced teacher of Biology. You must have a good honours degree in a related subject, a willingness to drive innovation, and a familiarity with GCSE and A level specifications, ideally those studied at Pocklington School.

#### Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

December 2017

The Head of Department has responsibility for the following:

- Designing, developing and delivery of effective provision within their department.
- Implementing agreed strategies to improve, monitor and evaluate teaching and learning standards within their department.
- The direct line management of staff members within their department.
- Accountability for their department's examination results and responsibility for coordinating appropriate intervention where necessary.
- Taking an active part in initiatives to impact on wider areas of the Foundation and ensuring that communication with the School's stakeholders is effective and appropriate.
- Overseeing, maintaining and updating risk assessments for the department.

**In addition you are also required to meet the following Key Tasks and Responsibilities of a Teacher:**

#### Classroom Subject Teaching

- Classroom Routine
  - adherence to school marking and homework policies for all pupils
  - submission of all marks, grades and reports by stated deadlines
  - maintenance of good order and discipline in classes
  - monitoring of attendance and follow-up of all absence
  - ensure lessons and other contact periods run to time
  - full and orderly maintenance of a mark book for each class
- Classroom Atmosphere
  - motivation and encouragement of all pupils within a purposeful classroom atmosphere
  - a willingness to assist pupils when they face difficulties in any reasonable way (this would include reasonable individual or group help outside lessons but would not include regular additional tutoring arranged with the head of department and parents)
- A Professional Approach
  - courtesy with pupils, parents and colleagues
  - a calm and objective approach whenever there is a need to criticise or reprimand pupils
  - professional standards in demeanour and dress



### **Pastoral Responsibilities**

Assistance in pastoral responsibilities, normally in the role of tutor

### **Upholding of School Rules**

#### **Sport, Societies and Activities**

- a reasonable level of involvement with sport, societies or other activities in lunchtimes, after school or at other times
- involvement in school holiday activities or trips is not normally expected, although such involvement may often be something teachers may wish to participate in, and is always welcome

#### **Administrative and Organisational Tasks**

- where requested, a reasonable level of school administrative or organisational tasks
- attendance at parents' evenings, staff meetings and other events as required

#### **Duty Rosters**

Duty staff rosters as directed by the Professional Development Director.

#### **Hours of Work**

Teaching staff are expected to arrive for work in plenty of time before the beginning of the school day and to begin all lessons promptly. Saturday is a working day.

#### **Salary Scales**

Pocklington School has its own salary scales, the details of which can be discussed with the Headmaster at interview.

### **Person Specification for a Head of Department**

#### **Personal Qualities**

- A motivational leader with the ability to both support and challenge
- A positive attitude towards professional development and own learning
- An effective communicator
- Accepts accountability and promotes continuous improvement
- Ability to self-reflect upon own performance

#### **Experience**

- Experience of leading a successful academic team (desirable)
- Evidence of a proactive approach to CPD
- Experience of supporting colleagues either through line management or as a coach/mentor
- Experience of observing and evaluating the quality of learning and teaching

#### **Knowledge & Skills**

- Strategic management skills
- High level of expertise in teaching and learning including analysis of assessment data
- High expectations and a commitment to raising standards
- Knowledge and understanding of management procedures

*You must also meet the following classroom teacher requirements*

### **Person Specification for a Teacher**

#### **Personal Qualities**

- A commitment to the ethos and aims of the school
- An excellent classroom practitioner
- An ability to innovate, enthuse and use your own initiative
- An ability to maintain appropriate and supportive relationships with children, parents and staff
- A positive attitude to the use of authority and maintaining good behaviour standards
- An ability to work as part of a team/with colleagues
- A strong enthusiasm for teaching subject
- A flexible approach to working environment
- An enjoyment of working with children/young people
- A willingness to be fully involved in the life of the school and contribute to activities both in and outside the department

#### **Qualifications**

- Qualified Teacher Status/Postgraduate teaching qualification
- Good honours degree
- Commitment to ongoing personal development and training

#### **Experience**

- Either teaching practice during qualification or previous employment at an 11-18 school
- Capability to teach full ability range
- Successful track record in delivering pupil success
- Use of ICT in the classroom
- Experience of GCSE and A level

#### **Knowledge & Skills**

- Excellent interpersonal skills
- Ability to command respect of pupils
- Good organisational skills
- Good communication skills
- Awareness of National Curriculum requirements and GCSE/A level specifications
- Awareness of current thinking in education
- Knowledge, understanding and competence in ICT



# The Application Process & Safer Recruitment

## The Application Form

- 1.1 Applications will only be accepted from candidates completing an application form in full. Forms completed electronically will be accepted but candidates will be asked to sign a copy of their form when they attend for interview. The application form can either be posted or e-mailed to you, or downloaded from the Foundation's website at [www.pocklingtonschool.com](http://www.pocklingtonschool.com). It should then be completed in full, including signature for hard copies, and returned by email, fax or post. If the form is faxed, the original must be provided at interview. CVs will not be accepted in substitution for completed application forms in the absence of good reason. Any CVs submitted will not be considered as part of the shortlisting process.
- 1.2 All posts in the Foundation involve some interaction with children and everybody has responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.
- 1.3 Please disclose any convictions, cautions, reprimands or warnings (not subject to the DBS filtering) in confidence to the Bursar in a sealed envelope (see instructions on the application form). Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website [www.gov.uk/dbs](http://www.gov.uk/dbs). You should be aware that the Foundation will institute its own checks on successful applicants for shortlisting with the Disclosure and Barring Service.
- 1.4 The successful applicant will be required to complete an Enhanced Disclosure Application Form authorising the school to complete an online DBS application. Employment is conditional upon a satisfactory Disclosure and Barring Service (DBS) check and other appropriate checks for all applicants home and overseas. All vetting checks MUST be completed PRIOR to the successful applicant's start date.
- 1.5 An overseas national must have permission to work in the UK (if not a member of a European Economic Area country).
- 1.6 You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the Police and/or the Disclosure and Barring Service.
- 1.7 Details of anyone applying for a position which is a 'Regulated Activity' as defined by the Safeguarding Vulnerable Groups Act 2006 and who is barred from doing so by the DBS will be passed to the Police and/or the Disclosure and Barring Service.

## **2. References**

- 2.1 We will seek references on candidates invited for interview and may approach previous employers whether or not named as a referee for information at any stage following receipt of an application form.
- 2.2 Employment is subject to the receipt of satisfactory references from suitable referees and references will also be verified by a telephone call.
- 2.3 If you are currently working with children, on either a paid or voluntary basis, your current employer must be listed as one of your referees. They will be asked about disciplinary offences relating to children or

young persons (current or time expired) and whether you have been the subject of any Child Protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, the previous employer will be asked about those issues (and should be listed as a referee). Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. They may, where appropriate, answer that your duties have not brought you into contact with children or young persons.

- 2.4 In the case of applicants who have been employed but who are currently unemployed, one of your listed referees must be the most recent employer. Newly Qualified Teachers should also list their course tutor as one of their referees.

### **3. Interview and Identification**

- 3.1 If you are invited for interview, one of the areas which will be explored will be your suitability to work with children.
- 3.2 All successful candidates will be required, during the appointment process, to produce original documents confirming any educational and professional qualifications necessary or relevant for the post (eg the original of examination certificates, diplomas etc). Where originals are not available, written confirmation or certified copies of the relevant qualifications must be obtained from the awarding bodies.
- 3.3 All successful candidates will also be required, during the appointment process, to produce original documents in order to satisfy the requirement for a DBS and Eligibility to Work in the UK; photocopies or certified copies are not sufficient:  
If you are invited for interview you will be provided with a list of acceptable documentation and in addition we ask that, where appropriate, you provide any document evidencing a change of name, such as a marriage certificate.  
Acceptable documentation for verification of identification for an enhanced DBS check is a limited range. If those documents are unable to be produced, the candidate will be required to undertake an external ID verification check and if that does not provide appropriate confirmation the candidate will be required to undertake a fingerprint verification check with the Police.
- 3.4 Photocopies of the Identification and DBS documentation will be taken by the Foundation and retained on file for all successful candidates. The details will also be entered onto the Foundation's Staff Central Register of staff, volunteers and governors.
- 3.5 Annexes A and B give information on the storage and handling of disclosures and a copy of the Foundation's policy on the employment of ex-offenders.

### **4. Conditional Offer of Appointment: Pre-appointment Checks**

Any offer to a successful candidate will be conditional upon:

- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- A check of the DBS Barring List
- A satisfactory Enhanced DBS Disclosure
- Verification of professional status (where required) (eg satisfactory completion of PGCE course)
- Declaration of medical fitness
- Confirmation of the candidate's right to live and work in the UK

Where the successful candidate has worked or been resident overseas and has not, after returning to/moving to the UK, worked in a school or college, they MUST obtain such checks and confirmations as the Foundation may require in accordance with statutory guidance. These may include the equivalent of DBS checks from those countries (often known as Good Conduct checks) and may involve the taking of fingerprints and provision of detailed information to the embassies or police forces of those countries as well as additional references.

## **5. Warning**

Where a candidate is:

- found to be on the DBS Barring List, or the Enhanced DBS disclosure shows he/she has been disqualified from working with children, or
- found to have provided false information in support of his/her application, or
- the subject of expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Disclosure and Barring Service and/or the Police and any offer of employment by Pocklington School Foundation will be immediately withdrawn.

## **6. General**

The Foundation requests applications as soon as possible from interested applicants, reserving the right to offer the post at any stage in the appointment process or not to offer the post at all.

- 6.1 Offers of employment will be made on merit and in accordance with the Foundation's policy of equal opportunities.
- 6.2 Confirmation of a conditional offer of employment will only be made on satisfactory completion of the probationary period.
- 6.3 Confirmation of a conditional offer of employment will only be made on satisfactory declaration of medical fitness.
- 6.4 Results for the statutory employment checks are recorded in the Foundation's Staff Central Register of staff, volunteers and governors.
- 6.5 The successful applicant will only be able to start when ALL the vetting checks have been completed.
- 6.6 For urgently required personnel, an earlier start may be permitted but only once a risk assessment has been made and a supervisory regime put in place by the Child Protection Officers.

*P S Bennett, Bursar, October 2013 - Updated January 2015*

## Policy Statement: Recruitment of Ex-offenders

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Pocklington School Foundation complies fully with the Code of practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.

Pocklington School Foundation is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

We have this written policy on the recruitment of ex-offenders, which is given to all Disclosure applicants at the outset of the vetting process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applicants from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A thorough assessment of all the employment opportunities available at Pocklington School Foundation has indicated that a disclosure application is both proportionate and relevant to the position concerned for all new governors, staff and most volunteers, and at the Enhanced Level. Where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Pocklington School Foundation – the Bursar - and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Pocklington School Foundation to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Pocklington School Foundation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. 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.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request. We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

**Having a criminal record will not necessarily bar you from working with us.** This will depend upon the nature of the position and the circumstances and background of your offences. We employ a risk-assessment based methodology.

*P S Bennett, Bursar, 12 June 2006 - Updated 30 September 2013*

# Policy Statement: Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure Information

## General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Pocklington School Foundation complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has this written policy on these matters, which is given to all those who sign a DBS application form.

## Storage and access

Disclosure information is kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

## Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a **criminal offence** to pass this information to anyone who is not entitled to receive it.

## Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## Retention

Once a recruitment (or other relevant) decision has been made, we only keep Disclosure information for six months after your certificate is shown to us by you.

## Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

*P S Bennett, Bursar, 12 June 2006 - Updated 30 September 2013*