Head of Biology

Salary: MPS/UPS plus TLR 2b (£4,590 p.a)

Required: September 2018 (full-time)



Dear Applicant

Thank you for your interest in this vacancy. The Nobel School is a very exciting and vibrant secondary school with 1490 on roll, covering the full age and ability range, the majority of whom continue their education into our flourishing sixth form. Our recent rebuilding programme means that we have a 'state of the art' £38 million 21st century school. Furthermore, our most recent Ofsted report confirmed that the school is now good in all categories; this is an exciting time to join our school as we push to be outstanding.

We are seeking to appoint a highly qualified, enthusiastic, committed and successful Head of Biology to work with our Faculty leader to drive standards even higher so that we are classed as an outstanding faculty as opposed to a good faculty with outstanding features. The science faculty is an exceptionally strong team. We use educational research to inform and develop our teaching and try to understand how students learn so we can improve outcomes. The successful candidate must be an outstanding practitioner with strong leadership skills who is confident in leading and maintaining high standards within the department.

Our lovely school has made tremendous progress in recent years. Student progress has a rising three year trend with students attaining better than national average for Level 4+ in English and in Maths in 2017. KS5 results show a 3 year rising trend for all figures. A Level grades, A*, A*-A, and A*-B are all above national averages and the Average Grade has this year risen to a B-. KS5 students also make excellent progress and the VA for A level (0.13) and BTEC (0.42) has been graded as significantly above average in 2015 and 2016.

If you would like to visit Nobel or have any queries about this post please contact Mrs Liz Maden (HR@nobel.herts.sch.uk), otherwise, I look forward to receiving your application on the enclosed application form, together with your covering letter.

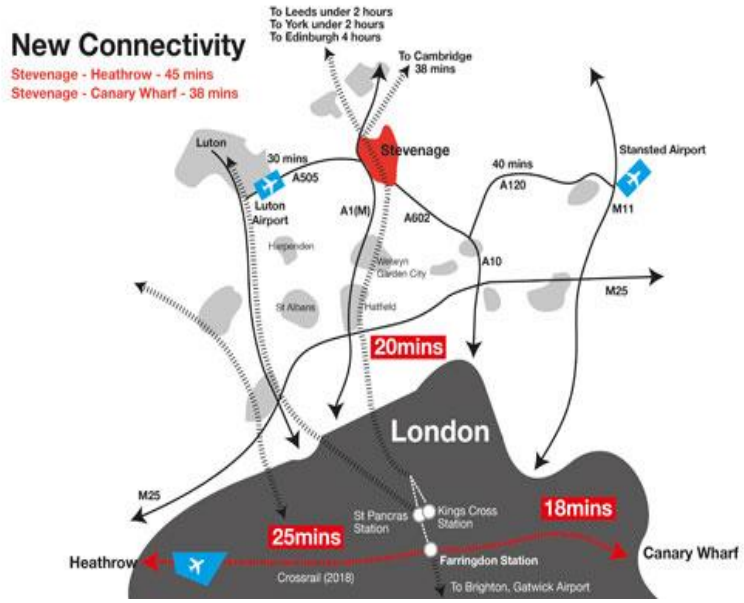
Yours sincerely



Martyn Henson
Headteacher

Why you should choose Nobel

The Nobel School is located in Stevenage, a town and borough in Hertfordshire, England, situated on the A1 between Letchworth Garden City to the north and Welwyn Garden City to the south. Just 20 minutes from London via train, a 40 minute drive from Cambridge with nearby airports just 20 minutes away (Luton) and 40 minutes away (Stansted), Stevenage has excellent transport links to London and the rest of the country. Stevenage Old Town has a village feel with historic buildings, cafes, coffee shops, restaurants and coaching inns and is lively in the evenings and weekends (for more information, see http://www.stevenage.gov.uk/regeneration/131675/).



Staff CPD

- *We provide a comprehensive induction programme for all colleagues joining our school and all our new teaching staff are paired with a buddy to support them.*
- *On-going in-house professional development is an expectation for all via our core CPD days; after school Pit Stops; open classroom weeks; our teaching and learning journal; Lead Practitioners; middle leader training; and open door policy practiced by both our Senior Leadership Team and our Directors of Faculty, all of which support the aims of our school improvement plan and encourage colleagues to develop their careers with opportunities provided for staff to advance within school, as well as offering support for those who may wish to find promotion elsewhere.*
- *We are active members of the Stevenage Educational Trust (http://www.educationtrust.org.uk/) and the North Herts Teaching Alliance (http://www.northhertsteachingalliance.org/) so we have excellent links with other schools in the area, plus robust networking and CPD opportunities.*
- *All NQTs are given a mentor and 10% release time to enable them to see examples of excellent practice across our school. They are also supported through the Stevenage Educational Trust (http://www.educationtrust.org.uk/) and receive specific training through Herts for Learning (http://www.hertsforlearning.co.uk/team/nqt-induction-service).*
- *Competitive salaries and pay progression - all our staff are entitled to an annual professional appraisal review, with strong performance evaluation systems and linked pay progression.*

Staff well-being

- *Our recent rebuilding programme means that we have a 'state of the art' £38 million 21st century school with outstanding facilities (http://thenobelschool.org/venues/school-facilities/).*
- *Our Governing Body comprises professional people from business, finance and education (http://thenobelschool.org/about-the-school/governors/). Our Governors have both general and specialist roles in supporting the school and are very active backers of the leadership, staff and students. Additionally, the school has well-established and very close community links, with strong parental support.*
- *Occupational Health with Carewell – a free and confidential 24-hour employee assistance programme which provides advice and support, including a counselling service.*
- *Free, onsite parking for all staff.*

- *We have superb sports facilities that include a large sports hall, a gymnasium, a dance studio, AstroTurf, a climbing wall, a multi-use games areas and the trim trail. In addition to these facilities, we have a fitness centre available for use by staff for free until 6pm (http://thenobelschool.org/venues/fitness-suite/).*
- *Staff well-being survey (annual).*
- *Christmas and summer all-staff parties plus regular faculty-wide socials.*
- *VDU and eye tests as appropriate.*

Financial benefits

- *Teaching Pension Scheme with generous employer contributions and the option to make additional contributions.*
- *Child Care Voucher Salary Sacrifice Scheme, with access to tax free childcare vouchers.*
- *Reduced rates for facilities hire (http://thenobelschool.org/venues/).*
- *Lunches are provided free on weekdays during term time for those that undertake school duties. The meals are prepared daily from fresh ingredients by the school's caterers and hot and cold food choices are available.*
- *Local and national retail discounts - our school is a member of Herts Rewards, an online 'one-stop' portal (http://www.countyofopportunity.co.uk/about-us/rewards-benefits/).*

Our 2014 Ofsted inspection accurately reflects where we are as a school:

- *Behaviour in and around the school is exemplary.*
- *The school has successfully promoted a happy atmosphere.*
- *The staff and the governing body are united and determined in making the school better.*
- *The progress of students across the school, in English, mathematics and a range of other subjects, is now improving rapidly. This is mainly because of consistently good or better teaching.*
- *Under the strong and decisive leadership of the headteacher, students' achievements are sharply rising.*

Our prospectus is available on our website (http://thenobelschool.org/) and you can find out still more about our lovely school at the following links: https://www.facebook.com/nobelschooluk and https://twitter.com/nobelschooluk

Why you should apply for this post

This is a fantastic opportunity for an enthusiastic and motivated individual to join the Science Faculty team. You must possess the skills and determination to make a significant difference to the lives of our students. The most recent school league tables place us as one of the top schools nationally for student value added. The successful candidate will be a well-qualified and experienced teacher with a passion for science and the ability to work in a collaborative style to maximise the best outcomes for our students; above all we are looking for a colleague who can inspire Nobelians to great things. If you enjoy using educational research you will find a faculty that is engaged in this already and using it as a lever to improve outcomes for students.

As a school, we have the very highest expectations of our students. Our core principle will always be that we endeavour to improve the teaching and learning in the school. We are therefore committed to recruiting only the very best teachers and have the highest expectations in terms of lesson planning, classroom delivery and student assessment. In return, we provide excellent working conditions, first rate CPD and a real sense of community.

Next steps

Please complete our application form together with a letter of application that should be no longer than two sides of A4 (Arial, font 11). In your letter you should address: Your vision and values relating to the post and why you want to join the Nobel community. All applications should be made through the relevant recruitment website, or may be sent electronically to HR@nobel.herts.sch.uk The closing date for applications is 11:59pm, Sunday 18 March 2018, although **prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.**

The Nobel School is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to satisfactory recruitment checks, including an enhanced DBS check and satisfactory references. We welcome applications from all suitably qualified individuals regardless of age, gender, ethnicity or religion.

Science

The Faculty

The science faculty teaches biology, chemistry and physics as well as the CTEC level 3 course. It is committed to teaching science in a way that inspires our students to become the scientists of tomorrow. We place a strong emphasis on using evidence informed practice to inform our teaching and support decision making.

Facilities

We have moved into the purpose built new school and the science faculty now has 10 laboratories which are flexible spaces which allow practical and group work to take place. We have an ICT suite with 30 additional laptops and have outstanding resources which enable us to deliver high level practical across all key stages.

Staffing Structure

The science faculty has a head of faculty, Mrs Pearson and a head of Biology, Chemistry and Physics. The faculty also has two lead practitioners and a member of the faculty as a Specialist Leaders in Education. The faculty is also fortunate to have three full time, subject specific technicians.

Science Curriculum

Nobel has developed a knowledge based key stage 3 curriculum following the National Curriculum. We value subject knowledge and believe that students learn effectively by being able to learn new ideas by referencing ideas they already know. At key stage 4 we offer triple and double science following the AQA specification (for double we do Trilogy).

Each fortnight, our students have 6 hours of science teaching at KS3 and at KS4 double science students have 9 hours and triple scientists have 14 hours. Our KS5 students benefit from 9 hours of teaching from specialist teachers.

Extra-Curricular / Fieldwork

The science faculty offers a range of trips and visits as well as extra-curricular activities. Our KS5 scientists have the opportunity to go on educational visits to CERN and Whipsnade Zoo. The faculty holds Parents in Science Evenings to engage students and their parents. Our most able students attend the Salters Festival. The faculty has good links with GSK, enjoys National Science and Engineering Week and puts on regular clubs throughout the year for different year groups.

Support

The school and the faculty have an excellent reputation for supporting teaching and learning. We train teachers from many different organisations including the University of Hertfordshire, Hibernia and Teach First. We work closely with the North Herts Teaching Alliance and are committed to supporting all teachers to improve their professional development.

Person Specification
Head of Biology

Essential	Desirable
Qualifications	
Science graduate with a good degree	
Qualified Teacher Status	
Ability to teach Biology, Chemistry and Physics to KS3 and KS4.	
Evidence of continuing professional development	
Professional Experience	
Have ambition and vision for the performance of the faculty	Some experience of leading
Be an outstanding teacher and A level Biology teacher	Experience of teaching CTEC science
Passionate about your subject	
Enthusiastic and able to make teaching and learning in Science interesting and enjoyable	
Good knowledge of and confidence in the use of student Science data to be able to get the best out of students at all levels of ability	
Committed to comprehensive education and the entitlement of all students to succeed	
Able to oversee and take the lead in developing the extensive extra-curricular program of the faculty	
Able to lead on devising suitable schemes of work	
Able to work with Heads of Biology and physics to ensure consistency across subjects within science.	
Motivate staff and build consistently high performing teams of chemists from both staff and students	
Excited by opportunities to learn from colleagues, and also to share your expertise with them	
Quality assure and evaluate faculty teaching practice	
Committed to your own professional	

development	
Committed to the important role of form tutor	
PERSONAL QUALITIES	
Willingness to commit fully to extra-curricular life of the biology department and science faculty	
Be able to evidence the ability to inspire and motivate colleagues, working collaboratively across departments	
Willingness to actively support and contribute to the school's ethos	
Well organised and efficient	
A good team player	
Excellent communication and interpersonal skills	
Approachable and flexible	
Sense of humour	
High personal standards – dress, conduct and presentation	
Willingness to go 'the extra mile'	

Job Description

Job title	Director of Learning (Teacher)
Publication date	November 2013
Postholder's signature	
Authorising officer's signature	
Reviewer	
Review date	
Status	Generic
Salary	MPS 1 to MPS 3 plus TLR

Purpose
To carry out the professional duties of a teacher as circumstances may require and in accordance with the school's polices and the national teaching standards 2013.

Job Context
The primary responsibility of all teachers is to ensure that all students within their teaching and form groups attain to their maximum potential. The objectives are to ensure:

- consistently high standards of learning and teaching
- continual progress in educational achievement
- positive attitudes to learning and school
- personal and social development

Working Time: 195 days / 1265 hours per year - Full time (or Part-time equivalent).

AREA	RESPONSIBILITIES
Line Management	• Responsible to: Headteacher; SLT link; Director of Faculty; as appropriate.
Teaching & Learning	• Plan and prepare lessons in line with subject schemes of work, using appropriate teaching methods and resources. • Contribute to the development of Schemes of Work and Subject/Faculty/PSHE policies. • Undertake rigorous form tutoring/PSHE lessons, making planned and effective use of all teaching and tutoring time. • Ensure the effective and efficient deployment of classroom support. • Ensure students are fully prepared for external examinations.
Pastoral	• Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline • Undertake student supervisory duties and cover for absent colleagues in line with school procedures • Maintain discipline in accordance with the school Behaviour for Learning Policy. • Encourage good practice with regard to punctuality, behaviour,

	health & safety, standards of work and homework. • Make every reasonable effort to ensure the Home School Agreement is adhered to. • Provide guidance and advice to students on educational and social matters, especially in the role as form tutor, if applicable.
Assessment	• Assess and record each student's progress through observation, questioning, testing and marking. • Make effective use of national, local and school data to set clear targets for students' achievement and to monitor progress. • Meet tracking and reporting deadlines. • Contribute to subject/faculty monitoring of student assessment and keep DOLs, HOYs & Form tutors informed about student progress. • Ensure effective assessment of students for external examinations, as required.
Reporting/ Communication	• Ensure familiarity with reporting requirements and prepare and present informative reports for parents. • Communicate as appropriate with parents of students and external bodies concerned with student welfare. • Take part in activities such as Parents' evenings, Review Days, Open Evenings, Faculty meetings, staff meetings and other meetings/events as required.
Form Tutorship (if applicable)	• Promote high aspirations by monitoring the academic progress of form members and their attitudes to learning. • Provide pastoral care of the form group, which supports the aims and values of the school, encouraging positive attitudes towards the Year and Hours systems. • Establish and maintain high standards of behaviour and discipline in accordance with the schools Behaviour for Learning policy; • Monitor and support academic progress, attitude to learning and the behaviour of form members, intervening when needed and communicating with parents/carers when required. • Participate in family focused events, e.g. Form Tutor Evening and New Intake Evening.
Performance Appraisal	• Participate fully in the school's Performance Appraisal arrangements. • Review own professional development and identify training needs. • Take part in lesson observations to share good practice and as part of the school's self-evaluation. • Act on advice and feedback given and be open to support to improve own performance.
Other	• Attend assemblies • Take registers for classes. • Provide suitable cover work in good time for planned absences. • Establish effective working relationships and set a good example through personal and professional conduct. • Any other duties requested by line manager, HOF or Headteacher/SLT link. • To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example. • To promote actively the school's corporate policies and to comply with the school's Health and Safety policy and undertake risk

	assessments as appropriate.
MPS	• Main Pay Scale teachers in Band 1 (Teacher) are expected to meet the criteria laid down in Appendix B of the school's Pay Policy.
Specific TLR Responsibilities	**Impact on educational progress beyond assigned students** • Be responsible for leading and developing an ethos of improvement, team spirit and self-evaluation within the department. • Set and monitor subject targets, within whole school targets. Intervene and act as appropriate to ensure that subject and whole school targets are met. • Reflect on and evaluate the effectiveness of the department. • Monitor students' behaviour, taking action as appropriate, and ensure that teachers adhere to procedures of the school's behaviour policy. • Maintain an overview of parental contact, ensuring regular contact as needed. • Interrogate and use data to track individual student performance and progress, and that of specific groups of students, ensuring that students achieve at or beyond their target grades. **Lead, develop and enhance the teaching practice of others** • Ensure that schemes of learning are in place to ensure effective learning and teaching. • Use departmental meetings to share good practice, moderate and to cascade training. • Offer CPD to the subject team and across the school in an area of expertise. • Develop teaching strategies to engage all students and maximise their potential. • Embrace ICT as a resource for teaching, as a motivational tool for students' learning and to facilitate the progress of each student. • Lead, coach and support colleagues (including NQTs, ITTs, GTPs, OTTs). **Have accountability for leading, managing and developing a Subject** • Lead, motivate, support and develop all colleagues • Undertake rigorous and effective performance appraisal for the departmental team, in line with school policy. • Undertake rigorous and effective subject self-evaluation within a planned cycle of regular observation/feedback to colleagues. • Update the Subject SEF as per school guidelines. • Identify subject development priorities and co-ordinate the writing and monitoring of the departmental action plan. • Be an agent for change, implementing whole school initiatives which support the raising of student attainment and achievement (including AGT, AfL, varying learning styles) • Lead innovation in learning by keeping abreast of Subject developments, engaging with school-wide learning initiatives and leading these within the department. • Monitor Subject and individual student targets and progress through

	assessment of planning, record keeping, marking, teaching progress, homework and assessment across the Subject, maintaining a central record of baseline and subject assessment data and targets to monitor the progress of students and the effectiveness of the team. • Conduct an annual review of the curriculum offered at all levels. • Lead rigorous and effective Subject meetings – identify the purpose, circulate an agenda and minutes. • Following each reporting cycle, check the standard of teachers' reports, review assessment data and co-ordinate follow-up across the subject. • Following each student tracking session, review the outcomes and implement strategies as appropriate. • Manage the delegated budget for the Subject under the direction of the Head of Faculty in order to effectively resource the curriculum. • Participate in recruitment and retention of teaching staff for the subject. • Undertake any other Subject responsibilities, as directed by the Head of Faculty or Headteacher/SLT.

Hertfordshire County Council
Job Application Form
(Teachers in Schools)

Post Applied for: at: The Nobel School

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING
You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry).
For guidance on completing this form, please look at the Guidance Notes – Teachers document
All sections must be completed

PERSONAL DETAILS

Surname/Family Name:	**Preferred Title:**
First Name(s):	**Previous Surname:**
Home Address:	**Present Address (if different):**
Post Code:	**Post Code:**
Telephone (Home):	**Telephone (Work):**
Telephone (Mobile):	**Email:**
CURRENT EMPLOYMENT (If you are not currently employed as a teacher please give details as appropriate)	
Name of Establishment:	**Employer:**
Type of School:.	**Key Stage:**
Post Held:	**Date Appointed:**
Pay Scale:	**Total Annual Salary:**
If your salary includes additional payments, what are they and what is the value? (e.g. TLR of £4,000)	

PREVIOUS EMPLOYMENT DETAILS
Please list in chronological order, with precise dates if possible, as this information may be used to assess salary.
a) In Education (Supply teaching appointments need not be listed individually)

Employer and Establishment	**Post and Grade**	**Type of School / Key Stage**	**From**	**To**	**Reason for Leaving**

b) Outside Education

Employer	Post	From	To	Reason for Leaving

HIGHER EDUCATION

Establishment(s)	From	To	Full/ Part-time	Qualification Awarded			
Degree				Degree	Class	Division	Date of award
or Cert.Ed							
PGCE				Key Stage			
Other				Subject			
What other subject(s) can you teach?							

SECONDARY SCHOOL EDUCATION

Establishment(s)	From	To

Examinations (for **first teaching appointment** in a Local Authority –maintained School in England or Wales please give details of 'A' Levels and GSCEs, or equivalent: i.e. Subject, Date, Results/Grade).

Subject	Date	Results/Grade

OTHER QUALIFICATIONS OBTAINED

Course and Organising Body	Date	Qualification

PERIODS NOT ACCOUNTED FOR IN PREVIOUS SECTIONS SINCE AGE 18 (Please give details)

	From		To	
	Month	**Year**	**Month**	**Year**

LEISURE INTERESTS

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

REFERENCES

Please give the names, addresses and status of two referees who may be approached now. **References from friends or relatives are not acceptable.**
(If you are currently employed as a teacher, one referee **must** be your present Headteacher).

1) Name:	**Status:**
Address:	
Telephone: **email:**	
2) Name:	**Status:**
Address:	
Telephone: **email:**	

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

From what source did you learn of this vacancy?	
Are you a relative or partner of any employee or governor of the School?	Yes/No
If yes, please give details: ……..	
Has someone else completed this form on your behalf?	Yes/No
If yes, please provide the person's name and an explanation:	

If you are not currently employed in a maintained school in this authority you must supply additional information below:

ADDITIONAL INFORMATION (for salary and pension purposes)	
National Insurance No:	Teacher Reference no(DfES) --/-----
Date of Recognition*	Date of registration with the GTC:.
***If this would be your first teaching appointment in a Local Authority – Maintained School in England or Wales, please attach a copy of your letter from the DFES granting you Qualified Teacher Status**.	

PENSIONS		
Are you currently in receipt of a pension from Teachers' Pensions?	Yes/No	
Have you elected to OPT-OUT of the Teachers' Superannuation Scheme?:	Yes/No If Yes, please provide date	
Have you elected to participate in the Part-Time Teachers' Superannuation Scheme?	Yes/No If Yes, please provide date	
Have you elected to pay additional Superannuation Contributions through the Teachers' Scheme?:	Yes/No If Yes, please provide date	
If yes, please indicate whether these are:		
i) Widower's Contributions	Yes/No	%
ii) Purchase of Past added Years	Yes/No	%
iii) Additional voluntary contributions via Prudential Assurance Co.	Yes/No	%

Please attach a copy of the Teachers' Pensions notification as appropriate.

CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)

From 1st December 2012, the Criminal Records Bureau (CRB) will merge with the Independent Safeguarding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the Council will be branded DBS. If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK.

DECLARATION

I certify that the information given above and overleaf is correct to the best of my knowledge.
I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.
I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.
I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

Signature:	**Date:**

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)

YOU NOW NEED TO COMPLETE THE PERSON SPECIFICATION FORM

Hertfordshire County Council
Person Specification Form

Name:	
Job Title:	
School:	

PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING
You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry)

- It is essential that you complete and return this form
- This form is your chance to show us how well you can do this job
- Remember just saying you can do it is not enough; we need an example.
- You can use examples from work, school, college, hobbies, voluntary work or daily life.

Example: Ability to prioritise workload
In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, e.g. when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager.

SKILLS AND ABILITIES

EXPERIENCE
KNOWLEDGE
Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.

Signed:	**Date:**