



# BRANSTON

COMMUNITY ACADEMY



APPLICATION PACK  
TEAM LEADER: SCIENCE  
(TLR 1)

“The outstanding leadership of teaching and learning means that teachers receive all the support they need”

“The behaviour of the pupils is outstanding”

“Attitudes to learning are extremely positive”

“Pupils make strong progress”

“Pupils are happy and so are the staff”

OFSTED  
“OUTSTANDING”  
(May 2016)

“Relationships are positive”

“A clear set of values informs the schools work”

“Teachers enthuse pupils with a love for learning.”

“Community spirit is at the heart of this school”

“The school promotes a ‘can do’ culture that celebrates success”

“Middle leaders have a positive impact on the area they lead”

# WELCOME

Dear Candidate,

Thank you for your interest in the position of Team Leader of Science at Branston Community Academy. This post is available following the promotion of the current post holder. We believe this is an exciting and challenging opportunity for an ambitious scientist to develop leadership skills within a supportive environment.

The obvious response when a Headteacher speaks about their wonderful school is “well they would say that, wouldn’t they?” However, I hope that you will have the opportunity to make that judgement yourself.

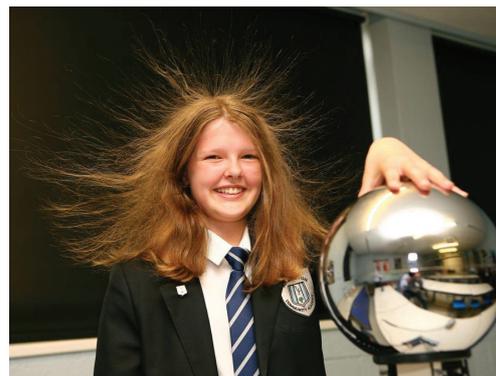
The successful candidate will certainly be joining a high achieving department within a high achieving school. Student progression at the school as a whole is in the top 10% of the country according to government value added (Raise Online) information.

Moreover we believe that ours is a caring, compassionate community. Supporting staff and students is at the heart of our ‘Standards with a smile’ ethos. We recognise that developing the professional capabilities of all our staff is fundamental to every school’s central aim of realising fully the potential of all of its students. Staff views/surveys acknowledge the quality and importance of the continuing professional development programmes and culture here. This is an excellent opportunity to develop into the teacher you want to be with a professional development programme that supports and encourages from NQT to aspiring leaders.

We look forward to receiving your application. The closing date is Thursday 12th October 2017. Please do not hesitate to contact us if you require any further information.

Yours faithfully

PETER BEIGHTON



# CONTENTS

Welcome	3
Information for Applicants	5
Job description	6
Person Specification	11
How to Apply	13
Facilities	14
Information about Lincoln	15



# INFORMATION FOR CANDIDATES

The Science Department is housed in a site of seven laboratories and three preparation areas. The laboratories and preparation areas have recently been refurbished. These are situated on two floors with a connecting 'lift' to ease problems with transfer of apparatus.

There are eight full-time teaching staff, in addition to two technical support staff (one full-time, one part-time). It is a team with outstanding potential, highly motivated and extremely dedicated.

## **KS5**

At KS5 we deliver 'A' Levels in Biology, Chemistry and Physics, and BTEC Level 3 in Applied Science. Each course is delivered in eight 34-minute lessons per week.

## **KS4**

At KS4 students follow the AQA Combined Science or Triple Science.

## **KS3**

At KS3 students follow our own in-house scheme of work. This is based mostly upon the Collins series of textbooks but also makes use of Exploring Science and Spotlight Science resources. In Y7 and Y8, groups study Science for four 34-minute lessons per week and are taught by one teacher where possible. In Y9 groups study Science for six 34-minute lessons per week and are taught by two or three teachers.

The department is very proud of the service provided to our students. We combine experience with commitment and enthusiasm and set high standards for our students and ourselves. The department is well-resourced, all recent curriculum development bids have been successful

The department is extremely fortunate to be served by outstanding technical support personnel. Their responsibilities for the safe management, monitoring and preparation of resources, apparatus and all Science teaching and preparatory areas are carried out with competence and professionalism. In addition they perform many administrative tasks that enable the department to function with maximum efficiency including extensive record keeping.

We are seeking to employ a high-quality, motivated and innovative leader within a crucial area of the curriculum in this outstanding school

This post becomes available due to the internal promotion of the current post holder. The Academy will be looking to appoint a graduate who is able to teach his/her specialism to 'A' Level, has a proven track record of success in the classroom and beyond and the potential for further promotion to senior management at a future time.

Closing date: **Noon on Thursday 12th October 2017**

*Branston Community Academy is committed to safeguarding and promoting the welfare of children and rigorous Child Protection procedures are in place. This post is therefore subject to an enhanced Disclosure and Barring Service (DBS) check.*

*In the interests of economy we will not be writing to all unsuccessful candidates and you should assume that if you have not heard from us within four weeks of the closing date you are not being called for interview.*

# JOB DESCRIPTION

REPORTING TO: Nominated member of SLT/relevant pastoral leader (form tutor)

RESPONSIBLE FOR: Section Manager/s, teaching staff and other relevant personnel within the curriculum area.

JOB PURPOSE: To raise standards of student attainment and achievement within the whole curriculum area and to monitor and support student progress.

To be accountable for student progress and development within the curriculum area.

To develop and enhance the teaching practice of others.

To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the Academy and the curricular policies determined by the Governing Body and Principal of the Academy.

To be accountable for leading, managing and developing the curriculum area and the teaching and learning within it.

To effectively manage and deploy teaching/support staff, financial and physical resources within the curriculum area to support the designated curriculum portfolio.

Under the reasonable direction of the Principal, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

LIAISING WITH: SLT, other Team Leaders, Student Support Services, relevant staff with cross-Academy responsibilities, relevant support staff, external agencies, governors and parents.

WORKING TIME: Full-time as specified within the STPCD

SALARY/GRADE: Classroom Teachers' Pay Scale + TLR 1 (current value £9,366)

DISCLOSURE LEVEL: Enhanced

## MAIN (CORE) DUTIES

OPERATION /STRATEGIC PLANNING To lead the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area.

The day-to-day management, control and operation of course provision within the curriculum area, including effective deployment of staff and physical resources.

To actively monitor and support student progress.

OPERATION/STRATEGIC PLANNING CONT. To implement Academy Policies and procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy etc. To ensure that Health & Safety policies and practices, including risk assessments, throughout the curriculum area are in line with national requirements and are updated where necessary, therefore liaising with the Academy's Health & Safety Manager.

To lead and manage the planning of the curriculum area, and to ensure that the planning activities of the curriculum area reflect the needs of students, CDP/self-evaluations and the aims and objectives of the Academy.

CURRICULUM PROVISION To liaise with the appropriate member/s of SLT to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the School Improvement Plan/Self-Evaluation.

To be accountable for the development and delivery of the curriculum area.

CURRICULUM DEVELOPMENT To lead curriculum development for the whole curriculum area.

To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.

To liaise with the appropriate member/s of SLT and the Exams Officer to maintain accreditation with the relevant examination and validating bodies.

## STAFFING

STAFFING To monitor the professional practice of colleagues in the team.

STAFF DEVELOPMENT To work with the appropriate member/s of SLT to ensure that staff development needs are identified and that appropriate programmes are designed and delivered to meet such needs, and ensure that the quality of teaching and learning within the team is always good or better.

RECRUITMENT/  
DEPLOYMENT OF STAFF To be responsible for the efficient deployment of the curriculum area's technicians/support staff.

To undertake Performance Management Reviews and to act as reviewer for a group of staff within the designated curriculum area.

To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the curriculum area liaising with the Administrator/Cover Supervisor/relevant staff to secure appropriate cover within the curriculum area.

To participate in the interview process for teaching and other posts when required and to ensure effective induction of new staff in line with Academy procedures.

To promote teamwork and to motivate staff to ensure effective working relations.

To participate in the Academy's ITT programme.

To be responsible for the day-to-day management of staff within the designated curriculum area and act as a positive role model.

QUALITY ASSURANCE To ensure the effective operation of quality control systems.

To establish the process of the setting of targets within the curriculum area and to work towards their achievement.

To establish common standards of practice within the curriculum area and develop the effectiveness of teaching and learning styles in all subject areas and key stages taught within the curriculum area.

To contribute to the Academy procedures for lesson observation.

To implement Academy quality procedures and to ensure adherence to those within the curriculum area.

To monitor and evaluate the curriculum area in line with agreed Academy procedures including evaluation against quality standards and performance criteria.

To seek/implement modification and improvement where required.

To ensure that the curriculum area's quality procedures meet the requirements of Self-Evaluation and Academy Development Plan.

MANAGEMENT INFORMATION To ensure the maintenance of accurate and up-to-date information concerning the curriculum area on the management information system.

To make use of analysis and evaluate performance data provided.

To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.

To produce reports within the quality assurance cycle for the curriculum area.

To produce reports on examination performance, including the use of value-added data.

In conjunction with the relevant member/s of SLT, to manage the curriculum area's collection of data.

To provide the Governing Body with relevant information relating to the curriculum area's performance and development.

COMMUNICATIONS To ensure that all members of the curriculum area are familiar with its aims and objectives.

To ensure effective communication/consultation as appropriate with the parents of students.

To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.

To represent the curriculum area's view and interests.

MARKETING AND LAISON To contribute to the Academy liaison and marketing activities, e.g. the collection of material for press releases.

To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/evenings and other events.

To actively promote the development of effective subject links with external agencies.

MANAGEMENT OF RESOURCES To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the curriculum area budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.

To work with the appropriate member/s of SLT in order to ensure that the curriculum area's teaching commitments are effectively and efficiently time-tabled and roomed.

TEACHING To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

PASTORAL SYSTEM To monitor and support the overall progress and development of students within the curriculum area.

To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.

To act as Tutor and to carry out the duties associated with that role as outlined in the generic job description.

To contribute to Careers Guidance, PSHE, Citizenship, Business & Enterprise and the Every Child Matters agenda according to Academy policy.

To ensure the Behaviour Management system is implemented in the curriculum area so that effective learning can take place

OTHER SPECIFIC DUTIES To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To continue personal development as agreed.

To engage actively in the performance review process.

To undertake any other duty as specified by STPCB not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, will be reviewed periodically and may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

# PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<ul style="list-style-type: none"> <li>• Successful secondary teaching experience</li> <li>• Successful examination teaching in KS4 and KS5</li> <li>• Dealing with student problems successfully</li> <li>• Experience of motivating others</li> <li>• Experience of writing of Schemes of Work at KS3, KS4 and KS5</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing other adults</li> <li>• Experience of intervention and monitoring Student achievement</li> <li>• Experience of the role of Form Tutor</li> </ul>	<ul style="list-style-type: none"> <li>• Application forms</li> <li>• References</li> <li>• Interview</li> </ul>
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Degree or equivalent</li> <li>• Teaching qualification</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• Interview</li> </ul>
TRAINING		<ul style="list-style-type: none"> <li>• Confidence in ICT as a tool for teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Application forms</li> <li>• References</li> <li>• Interview</li> </ul>
PRACTICAL AND INTELLECTUAL SKILLS	<ul style="list-style-type: none"> <li>• Effective and successful classroom teacher</li> <li>• Leadership skills</li> <li>• Strong planning and classroom management</li> <li>• Excellent communication skills</li> <li>• Excellent organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• A commitment to developing innovative teaching practice</li> <li>• A commitment to research and identification of best practice and the experience of implementing successful change</li> </ul>	<ul style="list-style-type: none"> <li>• Form and letter of application</li> <li>• References</li> <li>• Interview</li> </ul>
PERSONALITY AND ATTITUDE	<ul style="list-style-type: none"> <li>• Team worker</li> <li>• Enthusiasm and commitment</li> <li>• Commitment to hard work</li> <li>• Ability to work as part of a team</li> <li>• Willingness to contribute to department extra-curricular activities</li> <li>• Commitment to CPD (Coaching)</li> </ul>		<ul style="list-style-type: none"> <li>• Form and letter of application</li> <li>• References</li> <li>• Interview</li> </ul>

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#### WHISTLEBLOWING

Employees are often the first to realise that there may be something seriously wrong within the Academy. However, they may not express their concerns because they feel that speaking up would be disloyal to their fellow colleagues or to the Academy. They may also fear harassment or victimisation. In these circumstances, it may be easier to ignore the concern rather than report what may just be a suspicion of malpractice.

The Academy is committed to the highest possible standards of openness, probity and accountability. In line with that commitment the Academy encourages employees and others with serious concerns about any aspect of the Academy's work to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis. This statement is intended to encourage and enable staff to raise serious concerns within the Academy rather than overlooking a problem or blowing the whistle outside.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers at the Academy to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.



# HOW TO APPLY

To apply, candidates should submit the following:

- Completed Application Form, which must be completed in full. We regret we cannot accept CVs.
- Supporting statement (letter of application) of no more than two sides of A4

The application form is available in electronic format and can be downloaded from our website, [www.branstonca.lincs.sch.uk](http://www.branstonca.lincs.sch.uk)

For more information about this position or to have an informal discussion about your application, or if you require any assistance, please contact Helen Marriott (email [marrihel@branstonca.lincs.sch.uk](mailto:marrihel@branstonca.lincs.sch.uk)) or telephone 01522 880400.

N.B. We will request references prior to short listing.

All completed application forms and supporting statements should be received by either post or email no later than

**12.00 pm on 12th October 2017.**

We look forward to receiving your application.

## SELECTION PROCESS

- **27th Sept - 11th Oct:** Potential Candidates have an opportunity to contact the Academy to find out more information about the role
- Please contact the Academy if you wish to view the school
- **12th October:** The deadline for applications is 12.00 pm. Applications should be either emailed to [enquiries@branstonca.lincs.sch.uk](mailto:enquiries@branstonca.lincs.sch.uk) or post to 'Branston Community Academy, Station Road, Branston, Lincoln LN4 1LH
- **W/C 16th October:** Formal interviews will take place at the Academy. Candidates will be expected to deliver a lesson as part of the interview process.

We reserve the right to interview and appoint for a suitable candidate before the closing date.



# FACILITIES



We have invested considerably in facilities for staff and students, each faculty has a suite of specialist rooms which are well equipped with computer and network access, and in addition there are 5 specialist computer rooms and a number of laptops available for students to use.

There is an onsite nursery where many staff take advantage of the outstanding care and activities offered. As a community academy we have an onsite community library and also Herons Gym with subsidised membership to staff for both Gym + Swim

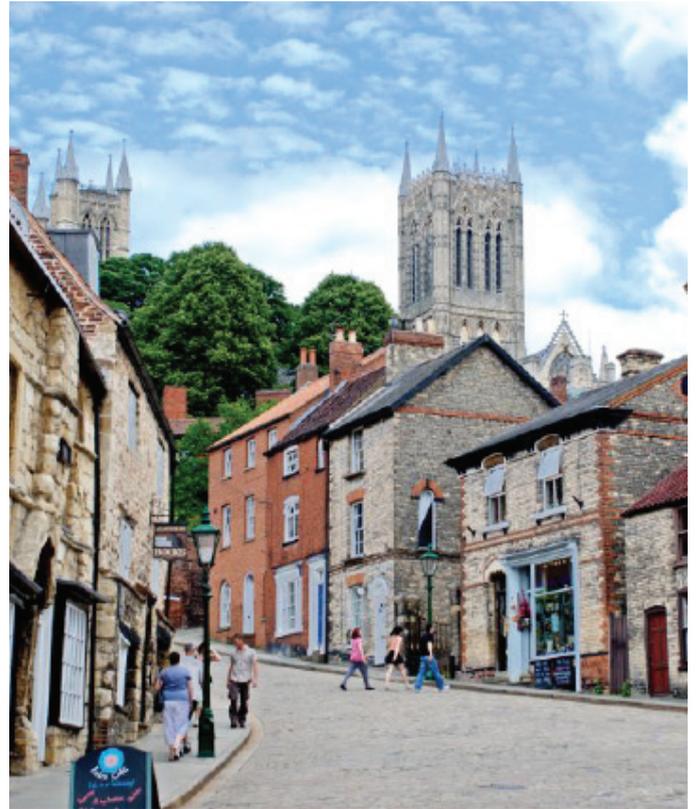


# LINCOLN

Lincoln is a beautiful, fast developing city in the heart of the East Midlands. Lincoln is recognised as one of the world's great historic cities, attracting hundreds of thousands of visitors each year from all over the world.

With its medieval castle and one of the finest cathedrals in Europe, Lincoln is steeped in history. In 2015 the city was central to the national and international celebrations marking 800 years since the sealing of Magna Carta.

Lincolnshire was named third in the top 20 hottest holiday destinations of 2015. Lincoln's famous cobbled Steep Hill was named one of the prettiest streets in Britain by the Daily Telegraph, having previously been named Britain's Best Street 2012 by the Academy of Urbanism. In addition to the historic quarter of the City, the Brayford Pool area offers a variety of restaurants, cafés and pubs situated next to the picturesque marina in the heart of the thriving city centre, just a few minutes walk from the High Street where there is a wealth of shops, restaurants and entertainment opportunities.

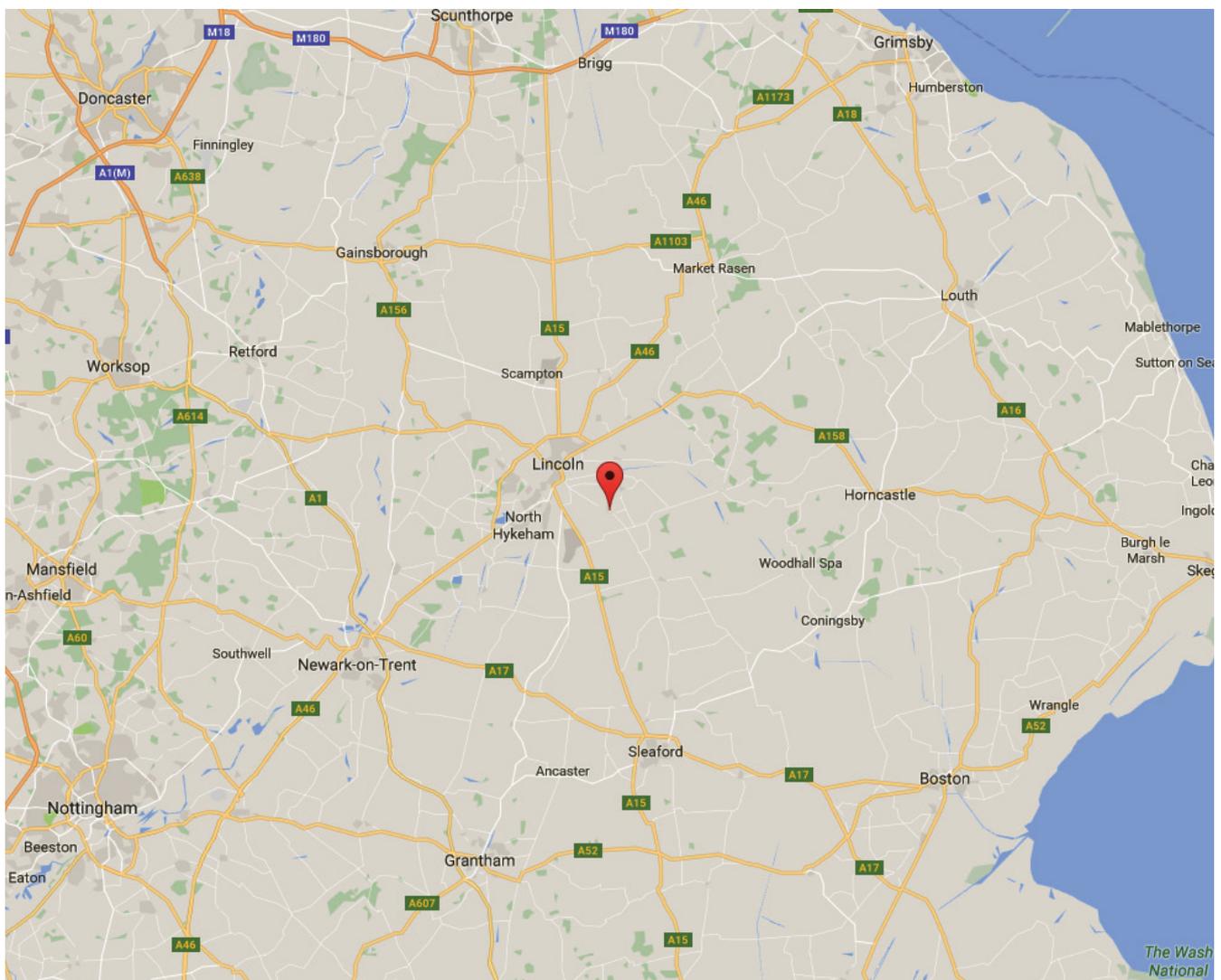


Lincoln is well connected with easy access to Nottingham, Leicester, Hull, Sheffield, Leeds and the A1. There are regular train services to London, from Lincoln station and from Newark Northgate which is on the main London to Edinburgh line. In addition the Lincolnshire Wolds and the delights of the East coast are both easily accessible.

The establishment of the University of Lincoln has led to many more cultural and entertainment opportunities over the last ten years. There are many live music venues, regular concerts and the Drill hall along with the Theatre Royal host a variety of plays, talks and events. Lincoln also plays hosts to several annual internationally attended events, including the Victorian Christmas market, the Steam Punk festival, Comedy festival, the Lincolnshire show and many more.

Lincoln has one of the fastest growing property markets in the country, which currently offers housing at prices below the national average. It is an ideal place to purchase property whether it is as a first time buyer or whether you are looking for something more substantial.





A list of a few local estate agents (This list is not exhaustive)



Pygott & Crone Estate Agent  
01522 568822



Haart  
01522 510088



William H Brown  
01522 534771



Winkworth  
01522 531321

The Academy Staff are always on hand to assist new members of staff with any accommodation/housing requirements to ease your transition to your new role.