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BISHOPSHALT SCHOOL

"Above all else a place for learning"

April 2016

Dear Applicant,

POST: Science Teacher

Bishopshalt is an 11-18 comprehensive school with around 1303 pupils including a Sixth Form of 380+. The School has an excellent reputation and is over-subscribed with in excess of 1100 applications each year for the 186 places in Year 7 and a long waiting list in each year group. In addition, each year many local 16 year olds transfer to Bishopshalt for their Advanced Level studies and local firms are keen to employ our school leavers. Following our inspection in February 2012, Ofsted reported that we are a 'Good' school in all categories.

Our GCSE results in the summer of 2015 (78% 5 A*-C and 66% including English and Mathematics) with significant value added of 1028 at Key Stage 4, bear testimony to the strategies in place to secure this improvement. At A Level, 44% of our students secured A*, A or B grade with a 99% A*-E and L3VA of 0.16; the school offers over 37 different A Level subjects.

The School Ethos...

This success has been achieved by placing the interests and welfare of our pupils at the centre of our activities. The school exists to help young people to discover and develop their abilities, to learn the skills and knowledge that will help them in their careers and to grow into confident and caring members of the community. We make our expectations clear and are prepared to enforce the highest standards of behaviour, courtesy, uniform, effort and work. We believe strongly in the motivating power of reward and praise but are prepared to back this up with firm sanctions when necessary.

The Vacancy...

Find enclosed the following information:

The Post - salary, support for new teachers, appointment procedure, the Science Department.

Job Description & Person Description

Examination Statistics in Prospectus Part 2

Application Form

Please note that applications are invited to be submitted as soon as possible and no later than Monday 9th May 2016.

Yours sincerely,

K Rowe (Mr) M.A.
Head Teacher



An Arts College specialising in Music and the Performing Arts
Royal Lane, Hillingdon, Uxbridge, UB8 3RF

Headteacher: Mr K Rowe MA

BISHOPSHALT SCHOOL THE POST

We require a specialist Science teacher to join a successful, well established and experienced faculty teaching Science across the age and ability range to GCSE and AS/A2 Level.

Applications are welcome from both NQT's and those with more experience seeking to broaden their experience.

Salary

The person appointed to the post of Teacher of Science will be paid at the appropriate point on the Main Pay Spine inclusive of Outer London Allowance.

For the Newly Qualified Teacher candidates, with evidence of outstanding skills we may consider an elevated MPS starting point to MPS 2.

Support for Newly Qualified Teachers

- i. A strong, well-established department led by a highly qualified and experienced Head of Faculty and supported by a Director of Studies who is a member of the Senior Leadership Team.
- ii. Full induction programme in your first year of teaching under the guidance of an experienced Head of Faculty and your own personal Induction Tutor, who is a member of the Senior Management Team. The programme was commended in our recent OFSTED inspection, is a model of good practice within Hillingdon and offers a wide range of in-house and externally provided professional development and training opportunities. This includes a regular in house twilight induction training session, opportunities to observe teaching within your own and other departments and opportunities to meet and train with other NQTs across the London Borough of Hillingdon.
- iii. Reduced timetable in your first year of teaching 10% below that of the standard classroom teacher. Release in all but the most exceptional circumstances from 'cover' duties.
- iv. While you will be released from Form Tutor duties in your first year of teaching, you will be inducted into the pastoral system and offered the opportunity to develop your pastoral skills by being attached to a year group as a 'reserve' tutor.

Job Description

Classroom Teacher job description.

Bishopshalt School operates strict Child Protection Recruitment Procedures and all successful candidates will be expected to undertake an enhanced DBS check.

Bishopshalt School is a non-smoking site and as such smoking is not permitted on the school grounds.

BISHOPSHALT SCHOOL THE SCIENCE FACULTY

Staffing

There are ten full-time teachers and three technicians within the Faculty all of whom are responsible to the Head of Science. Each of the three science subject departments (Biology, Physics and Chemistry) has its own Head of Department while the Key Stage 3 and 4 co-ordinators give a cross faculty dimension.

Three members of the faculty have been awarded 'Leading Science Teacher' status by the LEA and in this capacity work alongside other schools and with our own staff to develop and improve teaching and learning in Science.

Accommodation & Resources

The Science Faculty is housed in a dedicated recently refurbished Science block and has eight full size laboratories and one smaller Sixth Form laboratory. Each is purpose built and well equipped. There is a large animal house and a greenhouse.

Reprographic facilities are available within the Science Block as well as in the main staffroom complex.

The Science Faculty is also has a class set of radio networked portable laptop computers, which give full and flexible in class access to the School ICT network and Internet. Electronic whiteboards have been installed into all Science laboratories, each with its own PC again giving access to the school's ICT network and the Internet, as well as allowing DVDs and videos to be easily shown.

The Science Curriculum

Key Stage 3: On arrival at the School, pupils in Year 7 are taught in ability groups based on information from feeder schools and the KS2 results, (including a small special needs group who follow a modified version of the course). This continues through Year 8 and 9 but the banding arrangements are reviewed at regular intervals.

The KS3 NC Programmes of Study have been developed in the Lower School with Heads of Department.

Key Stage 4: In Years 10 and 11 for GCSE, most pupils will follow the AQA Core Science and additional science courses are offered as part of our learning intervention programme for students in need of a modified curriculum. A small group have a reduced science timetable and complete the course over two years. For committed and talented science students we offer a Triple Science course with specialist teachers for each of the three sciences.

We also teach BTEC Applied Science courses at Certificate level and Diploma Level.

Sixth Form: The School has popular AS/A2 courses in Physics, Chemistry and Biology, with a number of students joining us in the Sixth Form from other schools to take up Science at Bishopshalt. Typically a number of students apply for Oxbridge entrance each year and a high proportion of students follow degree courses after leaving the School. Sixth Formers frequently attend lectures and other scientific activities at the nearby Brunel University.

Extra-curricular activities include an Animal House Club, Key Stage 3 Science Clubs and a 'Science Week'. Ecology fieldwork is a feature of the work of the Biology Department.

Opportunities

Recent developments in the curriculum in staffing and in the Science block itself, coupled with a focus on teaching and learning issues have helped the department to be increasingly successful at all of the Key Stages. We offer opportunities for teachers to try out new and innovative ideas in a supportive atmosphere.

Bishopshalt is therefore a school that offers interesting career development opportunities to its Science teachers, along with a supportive environment in which to start or further develop your career.

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JOB DESCRIPTION CLASSROOM TEACHER

The Classroom Teacher is responsible for teaching pupils at Bishopshalt School in accordance with the general duties and responsibilities contained in the statement of Conditions of Employment to be found in the current School Teachers' Pay and Conditions Document. The Classroom Teacher is immediately responsible to his/her Head of Department and through him/her to the Head of Faculty and ultimately to the Headmaster.

1. Teaching Responsibilities

- 1.1 To teach across the age and ability range as directed by the Head of Department (in consultation with the Deputy Head Curriculum) expecting the highest possible standards of work from the pupils commensurate with their abilities.
- 1.2 To comply with the school Teaching and Learning Policy and with school and departmental policy regarding aims and objectives, schemes of work, assessment, target setting, homework and administrative duties.
- 1.3 To make use, as appropriate of the resources of the departments, including information technology.
- 1.4 To mark pupils' work, assess their progress regularly and complete assessment sheets/reports by agreed dates.
- 1.5 To ensure the classroom is clean, attractive and educationally stimulating.
- 1.6 To encourage high standards of behaviour within the classroom particularly supporting the school policy on Classroom Expectations.
- 1.7 To foster high standards of hygiene and safety in all practical lessons.

2. Departmental Responsibilities

- 2.1 To contribute to the achievement of school development plan and department development plan goals and targets.
- 2.2 To attend and contribute to departmental meetings.
- 2.3 To take part in In-Service Training activities as appropriate.

3. General Responsibilities

- 3.1 To support the pastoral work of the school, including to be a Form Tutor and to contribute to teaching the school programme of Mentoring and Personal, Social, Health, Citizenship and Careers Education as required.
- 3.2 To take appropriate action when there is a breach of the school rules.
- 3.3 To carry out an equitable share of supervising duties in accordance with agreed rosters.
- 3.4 To adhere to safety regulations.
- 3.5 To participate in appropriate meetings with colleagues and parents in Directed Time, as required.
- 3.6 To participate in the school Performance Management/Staff Appraisal Scheme.
- 3.7 To adhere to and promote school policies on equal opportunities and race equality.

4. Review of Job Description

- 4.1 This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Headteacher.
- 4.2 This job description will be reviewed at least once each year in the autumn term.
- 4.3 Person Responsible: Headteacher.

BISHOPSHALT SCHOOL PERSON DESCRIPTION

1. **Experience**

- 1.1 You will have successfully completed a course in Higher Education that carries a nationally accepted qualification.
- 1.2 You will have successfully completed appropriate and relevant professional training.
- 1.3 You will have had experience in your career that can be seen to have been relevant preparation for this post.
- 1.4 There will be evidence from your present or previous posts to show that you are a good practitioner in areas relevant to this post.
- 1.5 There will be evidence from your present or previous posts to demonstrate your creative and innovative capabilities.
- 1.6 We shall regard it as desirable to know that you have interests and experience outside the main teaching area.

2. **Job Related Skills**

- 2.1 The prime requirement is for you to be able to fulfil to a high standard the various responsibilities specified in the Job Description but, in particular, to:
 - direct, guide encourage and support other staff so that the quality of their work is enhanced. This implies developing an awareness of their professional needs, interests and abilities and a sensitivity in managing their work; it also implies that **your** success will be marked by the achievements of the staff for whom you are responsible;
 - encourage the highest possible expectations of pupil achievements, be able to convert these into targets and goals and for you personally to expect the best standards in pupil work and behaviour;
 - carry out the administrative and organisational requirements of the post in a prompt and competent manner.
- 2.2 You will teach your subject with success. We shall particularly seek to verify teaching ability through your references.
- 2.3 It is normal practice in the school for staff to teach pupils from across a wide age and ability range. We shall expect you to be able to share successfully in this practice.
- 2.4 We shall be interested to know if you have skills or abilities that complement or strengthen those already to be found in the faculty.
- 2.5 A good teacher needs to be able to communicate effectively with pupils, parents and other staff. We shall expect you to possess this ability.
- 2.6 A good teacher needs to be able to create an atmosphere in which pupils can learn effectively; this implies quiet but firm class control and a high level of organisational skill in managing the work of pupils and the teaching resources available. We shall expect you to be able to meet this requirement.
- 2.7 A good teacher constantly expects the best in the work and behaviour of pupils. You will have high expectations of what your pupils can achieve.
- 2.8 We shall regard it as desirable for you to have interest and skills in the use of Information Technology.

- 2.9 We shall expect you to be able to demonstrate a range of organisational curriculum and personnel management skills appropriate to a middle management appointment.

3. *Personal Qualities*

- 3.1 You will be enthusiastic, will enjoy dealing with young people and will have a good sense of humour.
- 3.2 You will be willing to take responsibility and will show adaptability, enterprise and initiative in making your contribution to the school within the context of departmental and school policies.
- 3.3 You will have a commitment to the best interests of all pupils. This implies a warmth and sensitivity to pupils and a willingness to devote sufficient time to meeting their needs.
- 3.4 You will be joining a staff which works on the basic principles of mutual support whether as a department, as a pastoral year team or as the whole staff. We shall expect you to be reliable and co-operative and have the ability to both lead and work as part of a team.
- 3.5 Professional commitment is a strong characteristic of our staff. As a new colleague we shall expect you to join us in maintaining:-
- * a very low level of staff absence,
 - * a very high level of staff punctuality both in attendance at school and to lessons,
 - * a smart and tidy appearance,
 - * a willingness to become involved in extra-curricular activities,
 - * a commitment to further professional training and advancement,
 - * a commitment to the pursuit of the highest possible standards in everything we do as teachers.
- 3.6 You will be willing and able to comply with school policies on equal opportunities.
- 3.7 You will be willing and able to comply with the school Smoking Policy, which states that no one may smoke on the school premises.