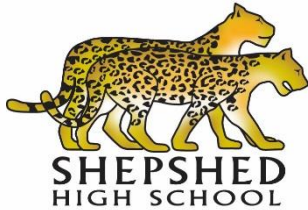


SHEPSHED HIND LEYS FEDERATION



(10-14)



(14-19)

Information Booklet

Teacher of Science – Maternity Cover

Teacher Pay Scale



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1. ADVERT

SHEPSHED HIND LEYS FEDERATION

Forest Street, Shepshed, Loughborough, Leics, LE12 9DB

Tel: 01509 502112 / 01509 504511

Fax: 01509 601113 / 01509 650764

Email: shsoffice@shepshedlearning.co.uk / hlcoffice@shepshedlearning.co.uk

www.shepshedlearning.co.uk

Principal: Matthew Parrott



(10-14)



(14-19)

Teacher of Science ~ Maternity Cover

Teacher Pay Scale

We are recruiting to appoint a temporary teacher to cover the maternity leave of one of our teachers. We are looking for an enthusiastic and able teacher to join our federated schools to teach Science. The successful applicant will be professional, adaptable and dedicated to delivering high quality teaching in Science.

There will be the opportunity to teach Science at KS3 and KS4 and possibly KS5 depending on the strengths and preferences of the successful applicant. **Part time would be considered for the right candidate.**

Shepshed High and Hind Leys occupy an extensive, attractive campus and both schools have a very good range of facilities.

Closing date for applications: 09/05/2016 at 9.00 am

Interviews: w/c 09/05/2016

Start Date: 24 August 2016

Further details of the post are available from our websites or by Email: vmarshal-nichols@hind-leys.leics.sch.uk

Shepshed Hind Leys Federation is committed to safeguarding and all applications made are subject to enhanced DBS clearance, medical clearance and satisfactory references.

2. Letter to Candidates

April 2016

Dear Applicant

Teacher of Science ~ Maternity Cover

Thank you for your interest in the above position at the Shepshed Hind Leys Federation. The post commences 24th August 2016.

The Shepshed Hind Leys Federation consists of Shepshed High School (10-14) and Hind Leys College (14-19). The schools share an attractive campus with a range of good facilities.

We are seeking to appoint a temporary teacher of Science. The ideal candidate will be experienced in teaching Science at Key Stage 3 and Key Stage 4, with the possibility of teaching Science at Key Stage 5, dependent upon the applicant's strengths.

Further information about the Federation and the position are included in this information pack but if you have any specific questions or would like to visit the schools please contact my PA, Victoria Marshal-Nichols: vmarshal-nichols@shepshedlearning.co.uk

The closing date for applications is 9:00 am on Monday, 9th May 2016 and interviews will take place shortly after this date.

To apply for this post please complete the application form and return with a covering letter (2 side A4 maximum) stating what you believe you could bring to our schools.

Applications can be emailed to: vmarshal-nichols@shepshedlearning.co.uk or returned by post: Human Resources Administrator, Hind Leys College, Forest Street, Shepshed, Loughborough, Leics, LE12 9DB.

Due to the level of applications that we receive we are only able to contact those that have been short-listed to attend an interview.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Matthew Parrott', with a stylized flourish extending to the right.

Matthew Parrott
Principal

3. Information about the Shepshed Hind Leys Federation

The Shepshed Hind Leys Federation formerly began in January 2011 and it has one Governing Body. The Federation appointed a single Principal for both schools and he took up his role in August 2013.

Shepshed is located within striking distance of the M1 and close to the attractive University town of Loughborough. The cities of Derby, Nottingham and Leicester are all within 30 minutes' drive. Birmingham is 40 minutes by motorway, and London less than two hours. East Midlands Airport is less than 20 minutes away. Shepshed is situated on the edge of Charnwood Forest, with quick access to open countryside, including areas of park land. As a small town, Shepshed has good amenities, some of which (such as the swimming pool) are centered on the campus.



Shepshed High School is a 10-14 age range school linked directly by geography, governance and ethos to Hind Leys College (14-19). The majority of students transfer to Hind Leys but students also transfer from our partner feeder high School located in Castle Donington. The Principal and Leadership Teams are working to align our provision in order to ensure that students experience well planned, carefully aligned educational pathways. As we grow closer we anticipate that timetables will be aligned, staffing will work flexibly across the two institutions and resources will be shared.



Shepshed High School is located in a new building. Numerous sports pitches are located on the campus along with a Swimming Pool, Sure Start Centre and Theatre. The schools also share an enhanced resourced provision for students with ASD. Each school is well equipped with Science Labs, teaching classrooms, design workshops and computer rooms.



The schools have a commitment to high achievement. A key aspect of raising achievement is effective teaching which is of the highest standard, and this is a basic quality we look for in all appointments we make.

In terms of examination results Hind Leys has been very successful over the past few years. In 2015 Progress Measures put us in the top 20% of all schools.

The federation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Safeguarding training for all staff forms an essential part of our CPD Programme.



4. Job Description and Person Specification



Job Description



Title:	Teacher of Science ~ Maternity Cover
Grade and Salary:	Teachers Pay Scale
Contract:	Teachers Terms and Conditions
Responsible To:	Director of Science
Functional Relationships:	Other members of the Science Team Director of Learning Support and Inclusion Other Support Staff Director of Key Stage 3 and 4 Other staff
Job Purpose:	To be responsible for teaching Science to GCSE and A-Level

Specific Duties and Responsibilities

1. To teach across all courses within the Science Faculty as required.
2. To contribute to the resourcing of faculty courses and to support the collective work of the faculty.
3. To help plan and take part in extra-curricular activities to enhance the learning of students.

General Duties and Responsibilities

1. To promote the aims and objectives of the Shepshed Hind Leys Federation as an inclusive comprehensive educator through the agreed policies of the Federation.
2. To prepare and teach lessons according to agreed programmes of study taking into account the different abilities of students.
3. To assess students' work and keep accurate records of their achievements.
4. To contribute to the creation of teaching and learning materials within a curriculum team.
5. To participate in the PSHRCE programme and be a Tutor within a pastoral team if required.
6. To care for the teaching areas and resources used in the schools and ensure attention to Health and Safety requirements.
7. To ensure proper behaviour by students through the agreed procedure within the schools and individual departments.
8. To contribute to the management of the Federation through planned meetings, working groups and other activities related to the development plan.
9. To ensure that appropriate assessment data is collated and reports to parents are compiled at appropriate times and attend relevant meetings for parents.
10. To participate in the running of examinations.
11. To attend liaison meetings with other schools in the family as requested.
12. To liaise with parents and attend parents' consultations as agreed on the School Calendar
13. To take part in personal professional development activities and performance management requirements.
14. To undertake any other reasonable duties requested by the Principal.



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - qualified teacher status - relevant degree subject 	<ul style="list-style-type: none"> - further study
Experience		<ul style="list-style-type: none"> - experience of teaching Science to GCSE/A-Level - experience of 11-18 - experience as a form tutor
Curriculum	<ul style="list-style-type: none"> - a clear vision of the Science curriculum - an understanding of the contribution Science makes to the whole curriculum 	<ul style="list-style-type: none"> - an understanding of the relationship between pastoral and academic curriculum - experience of using ICT in the teaching of Science
School Ethos	<ul style="list-style-type: none"> - an ability to defuse situations and handle crises - an understanding of the part students can play in the achievement of others 	<ul style="list-style-type: none"> - an understanding of the spiritual, moral, social and cultural aspects of others
Relationships	<ul style="list-style-type: none"> - an ability to relate well to young people and adults 	<ul style="list-style-type: none"> - evidence of working with members of the local community
Parents	<ul style="list-style-type: none"> - an awareness of the issues which concern parents 	<ul style="list-style-type: none"> - experience of handling parental concerns
Management	<ul style="list-style-type: none"> - self-management with regard to lead subjects 	<ul style="list-style-type: none"> - experience of contributing to team decisions
Personal Skills	<ul style="list-style-type: none"> - good personal organization - self-motivation - an ability to cope with reasonable pressure - an ability to meet deadlines - an ability to use initiative 	<ul style="list-style-type: none"> - interests out of school