

CHANCE COMMUNITY

Job Application Pack



Excellence has no limits



Dear Candidate

Making a difference at Chace Community School really does mean that you will be able to change lives. Our commitment is that from the moment students arrive at our school, we provide them with an education of excellence; one that will change their lives and inspire them to be the leaders of tomorrow.

Our school is an 11-19 comprehensive school in the London Borough of Enfield and in April 2022 we were judged GOOD in all areas by OFSTED. I take immense pride in the work of all our staff and students to achieve this recognition. I have worked at Chace since 2015 and became Headteacher in April 2021, witnessing first-hand phenomenal school improvement. We are also proud of our diverse student and staff community and for this reason welcome applications from people of all backgrounds. We have high numbers of students from disadvantaged backgrounds and staff step up to their duty to provide them with an education of excellence.

Staff at Chace really do make a difference. We do work hard and set high expectations of all our team, but career development and professional worth is also valued enormously. I am proud that we were awarded a quality mark for professional development and featured in the Tom Sherrington book *The Learning Rainforest: Fieldbook* for our teaching excellence. My commitment to you, is that by joining our team you will be supported individually and professionally.

This is an exciting period for Chace. For the third year running we celebrated significantly improved outcomes at GCSE. OFSTED's recent visit further confirmed our improvement journey with our results showing that our hard work to improve the curriculum and teaching has had a significant impact.

If you are thinking of joining us please come and look around the school to get a feel for our ethos and values and meet some of our team.

I look forward to reading your application form and welcoming the right candidate to our school.

Best Wishes



Tanya Douglas
Headteacher

Job Description and Person Specification: Teacher of Technology

JOB DESCRIPTION

Post Title	:	Lead Practitioner Science Faculty
Status	:	Full time, Permanent
Line Manager	:	Deputy Headteacher
Allowance	:	Leadership Group L9-13
Start Date	:	January 2024 or as soon as available

At Chace Community School our aim is to provide an **education of excellence** to every child; one that will change their lives and inspire them to be the **leaders of tomorrow**.

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '**excellence has no limits**'. We are proud of every student and believe that each one of them can achieve. Staff will never cap a student's potential, instead they will push them beyond what they ever thought they were capable of.

Purpose of the job:

The role and responsibility of the Lead Practitioner is to be a member of the School Leadership Team and lead the Science Faculty to realise our school motto 'excellence has no limits'. The Lead Practitioner will undertake any professional duties associated with the role and with due regard for the requirements of the National Curriculum, Chace Community School's vision and the policies of the Governing Body.

Qualities

The Lead Practitioner will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Have high expectations of young people and be aligned to our belief that '*excellence has no limits*'

Duties and responsibilities

All Chace Staff will:

- teach students principally in your own subject across the age and ability range and in accordance with agreed schemes of work and assessment for learning, recording and reporting procedures
- share responsibility for ensuring the safety, well-being and discipline of all the students at the school
- adhere to all school policies and procedures as laid out in the Staff Handbook, taking cognisance of all additions and amendments throughout the school year
- participate in the development of appropriate materials and schemes of learning within your faculty and in co-operation with colleagues
- carry out a share of supervisory duties (break duty and exam invigilation for example) in accordance with agreed rotas

- participate in appropriate meetings with parents and colleagues relating to all aspects of your work as a teacher at Chace Community School
- carry out the role and responsibilities of a tutor as required

Specific areas of responsibility:

Leadership and management

- Lead on the strategic planning and effective day to day running of the Science Faculty
- Oversee all work within the faculty, ensuring that the education offered to students is of the highest standard, provides challenge and meets the National Curriculum and examination board requirements across every key stage
- Oversee the Faculty's self-evaluation and improvement plans related to all aspects of the strategic development of Science and STEM
- Maintain up-to-date knowledge of national and local initiatives that may affect the school's policy and practice
- Oversee the use of the Faculty budget and other resources to meet students' needs effectively, including staff deployment
- keep an up-to-date inventory of all equipment and resources in the Faculty, including annual updating of all stock
- complete risk assessments and vigorously monitor Health & Safety at work practice to ensure that the general environment within the Faculty area is in keeping with accepted health and safety procedures and legislation
- Organise the Faculty timetable including staff and student deployment
- Line manage the Key Stage Co-ordinators, Science Technicians and other members of staff as appropriate to the role and directed by the Headteacher
- Devise and implement strategies for celebrating students' achievement and promoting a passion for science e.g. regular display of work, rewards certificates and in assemblies
- To manage and further develop all Mathematics activities in the school beyond lessons including the Year 6/7 Summer School, Open Events Post 16 Taster Days and Year 7 Transition day
- Lead staff appraisals and produce appraisal reports and interim reviews
- Oversee, create and update relevant policies related to the role as directed by the Headteacher
- As a member of the Senior Team, attend SLT, carry out duties and attend SLT meetings and whole school events

Teaching, learning and the Curriculum

- Be a model of excellent practice in teaching and disseminate best practice across the Faculty
- Contribute to a culture and ethos of challenge and support where all students can achieve excellence and monitor and evaluate the quality of teaching and achievement of students within the Faculty
- Use monitoring activities such as learning walks, book scrutiny and data analysis to assess the quality of education within the Faculty and write up any associated reports, taking action to accelerate Faculty improvement
- Continually review and develop curriculum and learning experiences offered to students
- Oversee the development of Medium and Long Term plans, in line with the National Curriculum and school policy, ensuring they are shared with stakeholders in a timely manner

- Maintain effective links with the SENCO, to ensure the needs of students with Special Educational Needs are met, in line with the Code of Practice
- Support and challenge teachers to develop pedagogy and ensure the highest standards of teaching and learning practice related to Science

Student outcomes and assessment

- Ensure student work and progress is regularly assessed in science and that assessments are integrated into Medium and Long Term Plans
- Work with the Key Stage Co-ordinators to ensure appropriate assessments are in place for Assessment Weeks and Mock Exams and that appropriate standardisation activities follow
- Use FFT data and national benchmarks to monitor progress of students within the Faculty and work with the Key Stage Co-ordinators in implementing interventions for those falling behind
- Be responsible for bidding for Pupil Premium resources and their allocation
- Carry out data analysis, in line with the school assessment calendar, reporting back on actions to other members of SLT
- Liaise with the Assistant Headteacher Assessment and Exams Officer regarding the conduct of both public and internal examinations, at Key Stages 3 and 4, ensuring examination entries are accurate
- Oversee the Science trackers to ensure that students in Key Stage 4 are entered for the appropriate tier of entry for examinations
- Ensure all data returns to internal and external bodies at the required times

Professional support and Communication

- Lead regular Faculty meetings to ensure whole school and Science Faculty priorities are shared
- Take a lead role in maintaining a disciplined, well ordered, purposeful environment within the Faculty, supporting colleagues as required
- Liaise with the Heads of Learning to support students causing concern or falling behind
- Ensure that Early Career Teachers, beginner teachers and new staff are given appropriate advice, induction and support
- Ensure that appropriate work is set for absent Faculty colleagues
- Provide professional guidance to colleagues, working closely with staff, parents and other agencies to support best practice in teaching and learning
- Identify training needs for staff and lead INSET for staff as appropriate

Working in Partnership/STEM

- Oversee the development of cross-curricular and external links, in particular related to STEM
- Take a lead role in whole school science activities such as STEM week, Careers Day and the Big Bang Fair to promote a love of science
- Attend fortnightly Head of Faculty meetings to support collaboration and sharing of best practice
- Be a key point of contact for external agencies, especially the Local Authority (LA)
- Attend parent's evenings and meet with parents of students to support effective partnership working

All Chace staff will:

- promote equality of opportunity and regard;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to producing/delivering priorities in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal;
- promote positive attitudes and behaviour;
- contribute to the smooth day to day running of the school;
- be committed to achieving the school aims;
- be a lead learner;
- work to develop Chace as a successful inclusive learning community;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;
- work in partnership with all colleagues including the Governing Body;
- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;
- support school events including those organised by the PTA.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. They may be required to do other duties appropriate to the level of the role.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service

PERSON SPECIFICATION

Qualities and Attributes	Essential	Desirable	Evidenced by
Qualifications			
5 GCSE and A Levels(A*-C) or equivalents	✓		Application
Qualified Teacher Status	✓		Application
Relevant Honours degree or equivalent	✓		Application
Relevant, up to date CPD	✓		Application
Experience			
Experience of working in more than one school		✓	Application
Experience of working as part of a school/academy leadership team		✓	Application
Proven record of exemplary teaching which has ensured successful outcomes	✓		Application/Interview
Experience of raising achievement beyond own classroom	✓		Application/Interview
Data analysis at each key stage and using this to improve school outcomes for key groups of students	✓		Application/Interview
Experience of managing a team developing staff	✓		Application/Interview
Experience of good people management skills, including the ability to support, challenge and tackle underperformance	✓		Application/Interview
Experience of impact in an area of whole school improvement		✓	Application/Interview
Knowledge and Skills			
Knowledge of the Science National Curriculum and Exam specifications at every Key Stage	✓		Application/Interview
Ability to analyse data, develop strategic plans, set targets and monitor, and evaluate progress towards these	✓		Application/Interview
Ability to hold colleagues to account and improve performance	✓		Application/Interview
Ability to communicate effectively, orally and in writing to a range of audiences e.g. staff, pupils, governors, parents	✓		Application/Interview
Excellent literacy, numeracy and IT skills including using MIS, Microsoft packages and Google drive software within a school	✓		Application/Interview
A learner, willing to undergo training and learn new skills as necessary	✓		Application/Interview

Strong interpersonal skills	✓		Interview
General/Personal Qualities and Characteristics			
A commitment to the school's vision and values	✓		Application/Interview
High expectations for all pupils and the ability to inspire, challenge, motivate, and empower others	✓		Application/Interview
Adaptable to working within a team	✓		Application/Interview
A calm demeanour and the ability to work well under pressure, organise and prioritise workload	✓		Application/Interview
A commitment to the protection and safeguarding of children and young people	✓		Application/Interview
A commitment to equality of opportunity and inclusion	✓		Application/Interview

Application Process

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '*excellence has no limits*'. Our vision is to provide young people with an education of excellence that will change their lives and inspire them to be the leaders of tomorrow. This ambition enables our students to excel, not only in their education at Chace, but in the opportunities that they pursue when they leave.

Chace is committed to ensuring the welfare and safeguarding of children and young people. We expect all staff to share this commitment. Applicants are required to undergo child protection screening according to the post, including checks with previous employers and the Disclosure and Barring Service.

Chace recruits staff that are committed to safeguarding and supporting the environment created through the school ethos '***Belonging, Responsibility, Excellence***'. The school continues to ensure that all job applicants are treated fairly and equally, as protected by the Equalities Act 2010.

To apply for the position, please complete the following application.

CVs will not be accepted. All queries concerning an application to Chace Community School and the recruitment process should be directed to the Human Resources Department at recruitment@chace.enfield.sch.uk

Early applications are encouraged. The school reserves the right to interview and appoint a suitable candidate before the closing date.