



Recruitment Pack

anthem

"I very much look forward to welcoming you to St. Mark's soon, so you can see for yourself just what makes us so impressive."

- Lisa Peterkin, Principal



About Us

St Mark's Church of England Academy offers a commitment to high achievement within a community of care underpinned by Christian values. The Academy encourages the development of the moral and spiritual well-being of students, alongside their academic success. The Academy works closely with, and is supported by, its sponsor, Anthem Schools Trust and its key partner the Southwark Diocesan Board of Education.

Our vision at St Mark's is to raise the achievement and life chances of our students and to serve our community by providing access to a range of activities, first class resources and opportunities. As a Church of England Academy, we encourage development of our students' moral and spiritual well-being as much as their academic success.

We are inclusive of all faiths, as well as none, and support unity between different religions, cultures and beliefs.

All our students are individuals and every student is valued for their uniqueness and the skills and aptitudes they bring to the Academy. A key strength of St Mark's is the very aptitudes they bring to the Academy. A key strength of St Mark's is the very high quality relationships that exist between members of a highly diverse school community- the Academy has a strong set of values shared by all.

The Academy is situated in extensive grounds in a pleasant green field location with first class resources for success.



St Mark's C of E Academy is a vibrant and diverse 11-18 academy situated in Mitcham in the London Borough of Merton.

The school was rated Good in its most recent Ofsted inspection (November 2017) with Outstanding personal development and welfare. The Academy really does have much to celebrate. We are the first secondary school in London to be awarded the prestigious International Values Quality Mark in recognition of the manner in which our values of love, hope and trust permeate all our work. 'The school's provision for the personal development and welfare of pupils is outstanding. It is highly enriching and supportive and focuses on 'values in action'. Pupils are confident, thoughtful and articulate.' (Ofsted 2017)

St. Mark's is part of Anthem Schools Trust – a multi-academy trust of 11 primary and five secondary academies and free schools. Anthem is supported by Education Development Trust, an international education company that transforms lives by improving education around the world.

Working For Us

If you're searching for your next post, why not contact us now? You'll be working at a great school and be part of a friendly, helpful team. We're always interested to hear from enthusiastic, committed candidates - send us your CV now via our email address, school@stmarksacademy.org.uk and tell us what sort of role you're looking for.



Staff Benefits

We recognise that to achieve our vision, it is our staff who will make the big difference. To attract the strongest talent, we offer a competitive rewards and benefits package.

Competitive Salaries

We offer competitive salaries for both teaching and support staff based on the type and level of role you do. We are committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff).

Pension Scheme

All contracted members of staff will be automatically enrolled into a pension scheme with either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate). You don't pay tax or national insurance on your contributions and the Academy adds a generous employer contribution. All staff are entitled to opt-out of the pension scheme should they wish to do so.

Holiday

We recognise the importance of a good work-life balance and provide generous holiday entitlements. This entitlement is in addition to any Bank or Public holidays. If you work part-time, your holiday entitlement will be pro-rated. Teaching staff receive the standard school holiday allowance.

Advice and Counselling Services

Our Employee Assistance Programme offers free wellbeing services and confidential advice available 24hrs, 7 days a week, 365 days a year.

Recognition

We're proud to have a range of schemes, which recognise the achievements of our staff and show our appreciation of their contributions. Our certificate of appreciation scheme provides a way for managers to reward and recognise colleagues who go that extra mile. We also like to take the opportunity to formally recognise and celebrate the loyalty of those who have worked for us for a significant period of time.

Flexible and Family Friendly Policies

We understand that our employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality workforce. We offer flexible working opportunities; job share arrangements and part-time roles; generous family leave packages; and leave to support you with emergencies or for compassionate reasons.

Professional Development

A commitment to develop our staff to enhance their skills and knowledge. We offer comprehensive training opportunities for teaching and support staff in addition to CPD Certification through our E-Learning modules.

Wellbeing Initiatives

We invest in our staff and recognise the importance of wellbeing. Our comprehensive initiatives include annual flu jabs, annual health checks, airing and sharing staff forums, fruit Friday, cake Wednesday, staff Christmas lunch, commitment to reducing staff workload, trained staff in Mental Health First Aid



Other Staff Benefits


- CPD Certified Opportunities
 - Staff Discounts
 - Wellbeing Initiatives
 - Free Annual Flu Jab
 - Free Annual Health Check
 - Commitment to Staff Wellbeing
 - Commitment to Sustainability
 - Commitment to work-life balance
 - Trained Staff in Mental Health First Aid
 - Performance Management Related Pay
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Safeguarding

St Mark's C of E Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Services (DBS Check).

Equal Opportunities

St Mark's C of E Academy is an Equal Opportunities employer and does not discriminate on grounds We are seeking an experienced and dynamic business assistant to work within our busy reception and school office providing an effective clerical reception service to our staff, pupils, parents and visitors and to be the first point of contact of gender, race, age, disability or marital status.





“I love teaching at St Mark’s. The relationship between pupils and teachers are built on our values of love, hope and trust and these values permeate throughout the Academy.” - Staff Member

Details

Director of Science

Location

St Marks Academy

Contract term

Permanent

Full time/term time

Full time

Pay range

Teacher Leadership Spine L8 – L12

Reporting to

Vice Principal for Curriculum

Closing date

6th March 2020

Interview date

Week commencing 7th March 2020

Notes

Candidates are encouraged to apply at their earliest convenience. St Marks Academy reserves the right to close the advert early if a suitable candidate is found.

Message from Department

We are looking to recruit a Director of Science to start in September 2020. This is an exciting opportunity to provide leadership in the core subject and other areas whilst being part of a dynamic Senior Leadership team.

You will be joining a highly successful Science Department that gains exceptional examination results at both GCSE and A level. We are looking for someone who is committed to a creative and stimulating approach to teaching and learning, and to instilling in our students, a passion for Science. The successful candidate will help to develop an exciting curriculum to engage pupils in the learning of Science and will lead members of the Science faculty to raise attainment across all key stages. Through your drive, dynamic approach and vision, you will aim to make an inspirational contribution to the lives of the students at St Mark's Academy.

Our ideal candidate will be an accomplished classroom practitioner who believes in nothing less than educational excellence. You will have experience in leadership and be committed to supporting our Christian ethos and values of Love, Hope and Trust.

How to Apply

Please fill out an application form and send it to our HR team on hr@stmarksacademy.org.uk. If you have any questions, please do email us or call the school on 020 8648 6627.

SLT Structure and Responsibilities

Principal

Areas of responsibility:

- Academy Strategic Leadership
- Values & Ethos
- Governance/SLT Leadership
- Relationships with Anthem, SDBE, DfE, YPLA etc
- Day-to-day leadership & management of Academy
- Performance Management

Line Manages

Principal's PA
Senior VP
VPs
Director of Business

Senior Vice Principal Quality of Education

Areas of responsibility:

- Quality of Education
- Data/ Assessment
- Performance of Groups: Pupil Premium, HA
- Oversight of 6th Form

Line Manages

English, Science & RE
Director of Data and Insights
Higher Attainer Co-ordinator
VP Quality of Ed/Implementation

Vice Principal Quality of Education (Intent)

Areas of responsibility:

- Curriculum
- Attendance and Pupil Mobility
- Options
- CEIAG

Line Manages

History
MFL/Careers/Ent & Technology
Maths, BTEC, ICT
Attendance Officer

Vice Principal Quality of Education (Implementation)

Areas of responsibility:

- Teaching and Learning
- CPD, QA
- Beginner Teachers CPD
- Practitioner Research

Line Manages

Geography
Social Sciences

Vice Principal Behaviour and Attitudes

Areas of responsibility:

- Behaviour and Attitudes
- Designated Safeguarding Lead
- Inclusion / Alternative Provision
- Rewards / Values
- Head of Progress Academy
- Pastoral – Line Management of Progress Leaders

Line Manages

Director of Inclusion
Director of Alt Ed
VP Behaviour
Student Support Manager



Director of Academy Business

Areas of responsibility:

- Finance & Academy Budget
- Day to day management of the Academy including: staffing, calendar, diary, trips and visits
- Human Resources
- GDPR
- Facilities, Estates & Lettings
- Health & Safety
- Procurement & Contracts
- Administration

Line Manages

Cover Manager
Finance & HR Manager
Facilities Manager

Vice Principal Personal Development

Areas of responsibility:

- Academy Roll / Profile
- Primary Links/ Transition
- Beginner teachers inc Teach First and NQTs
- Induction, Enrichment and Enrichment Days
- Parental Engagement
- Student Leadership
- PSHE/SMSC

Line Manages

Creative Arts
PE
Director of Personal Development
Chaplain

Director of Core – Maths

Areas of responsibility:

- Quality of Education – Intent and Implementation Support
- Numeracy

Line Manages

TLR post holders Maths

Director of Core – Science

Areas of responsibility:

- 6th Form Quality of Education Impact
- 6th Form Destinations
- 6th Form Attendance

Line Manages

TLR post holders Science
6th Form Administrator

Director of Core – English

Areas of responsibility:

- 6th Form Enrichment
- 6th Form Recruitment
- 6th Form Quality of Education Intent, Implementation

Line Manages

TLR post holders English
6th Form Enrichment Co-ordinator

Job Description

Director of Science

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|---------------------|--|
| Location | St Marks Academy |
| Contract term | Permanent |
| Full time/term time | Full time |
| Pay range | Teacher Leadership Spine |
| Reporting to | Vice Principal for Curriculum |
| Responsible for | TLR subject post holders, Teaching Staff |

Key accountabilities

- Raise standards within Science ensuring that students within this core subject area achieve their sufficiently challenging targets across all key stages
- Create a climate and provide support to colleagues to continuously develop their teaching practice and maintain positive attitudes towards the subject with confidence in teaching it to pupils that have a variety of needs, differentiating appropriately
- Analyse and interpret relevant national, local and Academy data plus research and inspection evidence to inform policies, practices, expectations, targets and teaching methods
- Support colleagues in developing short, medium and longer-term plans for development of teaching and learning across the Science department and the wider Academy
- Using the coaching model work with teachers and senior staff to develop lesson planning and lesson delivery
- Ensure that teachers are clear about the learning objectives and learning outcomes and understand the sequence of teaching and learning in the subject and strategies for supporting pupils learning
- Provide guidance to colleagues on planning, objective setting and use of appropriate teaching methods and resources for the subject, including advice in relation to preparation for examinations and assessment of coursework
- Evaluate the effectiveness of the subject across the areas of responsibility in the Academy by monitoring and lesson observation. For example, by monitoring teaching and learning and the effectiveness of planning and target setting through monitoring of pupils' work, collection of teacher assessments or lesson observation
- Audit the training needs of staff in relation to the subject area and research appropriate development opportunities, providing coaching where appropriate, to increase confidence and update staff on current practice

- Other whole school senior leadership responsibilities as agreed with the successful candidate likely to include areas of leadership within 6th Form and Quality of Education at a whole school level
- Any other activities which reasonably match the level of responsibility for the post and are within the guidance given in the schoolteachers pay and conditions document and The education (Specified Work and Registration) (England) Regulations 2003.

Responsibility

- Responsibility to the Principal and Governors for the effective leadership of teaching and learning in Science and across the Academy
- To support the induction, support and leadership of teachers and other adults working on subject related work in the department
- Keeping the Senior Vice Principal/ Principal informed of progress and development within the Departments including any successes to be celebrated and concerns to be addressed
- Responsible for his/her own professional development in relations to the subject areas, keeping up to date and ensuring that colleagues have access to the latest information in relation to the teaching of the subject

Corporate Responsibility

- To report to the Governing Body and its committees as appropriate and chair relevant Academy committees and working groups
- To participate in the Academy's Performance Management process and engage in continuous professional development and networking to ensure that professional, and strategic contributions are up to date
- To provide positive leadership by creating a dynamic supportive and innovative environment that encourages commitment to the Academy and the achievement of high standards of performance through effective team work
- To undertake such other reasonable duties as the Principal may require from time to time and review your job role profile at least annually with the Principal

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals

- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which support equal opportunities for all
- Comply with health and safety policies and procedures at all times and undertake risk assessments as appropriate.
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code & Staff Code of Conduct.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Employees will be expected to comply with any reasonable request from their manager to undertake work of a similar level that is not specified in this description.
- The Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the post holder may be expected to carry out work that it not specified in the job profile but which is within the remit of the duties and responsibilities.
- Staff in schools' work subject to statute and many policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them.

Person Specification

Director of Science

Qualifications

University graduate

✓

Post graduate teaching qualification

✓

Qualified teacher status or equivalent

✓

Evidence of continuing professional development, e.g., attendance at relevant INSET

✓

Teaching Experience

At least three years' successful teaching experience, preferably in more than one school

✓

Teaching experience in key stages 3 and 4 (or equivalent)

✓

Evidence of consistently good teaching and learning

✓

Excellent subject knowledge

✓

Good knowledge of current curriculum development in your subject area

✓

The ability to use ICT effectively to engage students

✓

An understanding of how to use assessment to inform planning for good teaching and learning

✓

The ability to differentiate materials to meet the needs of learners

✓

The ability to use data to inform planning

✓

Evidence of pastoral experience, including taking responsibility for a form group

✓

An interest in the wider curriculum

✓

Essential Desirable

Essential Desirable

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|--|---|
| Successful teaching experience in an urban school | ✓ |
| Teaching experience in key stage 5 (or equivalent) | ✓ |
| Evidence of outstanding teaching and learning | ✓ |
| A good understanding of the principles of Assessment for Learning | ✓ |
| Evidence of using data to put in place successful intervention strategies to raise achievement | ✓ |
| The ability to offer a an extra-curricular activity | ✓ |

Leadership and Management

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| Relevant Leadership experience | ✓ |
| Evidence of good classroom management skills | ✓ |
| Evidence of leading an area of the curriculum or key stage | ✓ |
| The ability to inspire and enthuse colleagues | ✓ |
| The ability to evaluate standards of teaching and learning within your department | ✓ |
| Experience of the Performance Management Process | ✓ |
| Evidence of using data to challenge underperformance and raise standards | ✓ |

Essential Desirable

Personal Qualities

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|---|---|
| A willingness to learn and develop new skills | ✓ |
| The ambition to continue to progress in your career | ✓ |
| A desire to make a difference to the lives of young people | ✓ |
| To work proactively within the Christian ethos of the academy | ✓ |
| An excellent attendance record | ✓ |
| Resilience and a sense of humour | ✓ |

Essential Desirable

Part of Anthem Schools Trust

St Mark's Academy Academy is proud to be part of Anthem (formerly CfBT Schools Trust), a multi-academy trust of 11 primary and five secondary schools in the East Midlands, London and the Thames Valley. Together we create ambitious and successful schools where every child thrives.

We are supported by Education Development Trust, an international education company that transforms lives by improving education around the world.

Anthem's multi-academy trust was founded eight years ago by Education Development Trust, an international company with charitable status that has been providing a range of education services all over the world for over 50 years.

All Anthem schools are unique, and each has something special to offer. This rich diversity is what inspired Anthem to change their name in the summer of 2019. They are no longer simply a 'Centre for British Teachers' (CfBT), but a place where everyone, wherever they are from, has an opportunity to learn and grow, and to be valued for what they bring to their community of schools.

Academy Information

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| Principal | Lisa Peterkin |
| Address | St Marks CofE Academy Acacia Road Mitcham CR4 1SF |
| Telephone | 020 8648 6627 |
| Email | school@stmarksacademy.org.uk |
| Website | www.stmarksacademy.com |
| Twitter | @stmarks_academy |
| Office Opening Times | 7.00am – 5.00pm |
| Phone Number | 020 8648 6627 |

Trust Information

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|---------|---|
| | Anthem Trust |
| CEO | Andy Yarrow |
| Address | Highbridge House 16-18 Duke Street Reading RG1 4RU |
| Website | www.anthemtrust.uk |

