



Robert Barclay Academy

Education for a changing world

Part of Scholars' Education Trust

#Leadersnotfollowers

Vision:

In our school community, we have high aspirations for every individual. We firmly believe it is our duty to provide the very best all round educational experience and prepare students for a happy and successful life in an ever changing world!



TEACHER APPLICATION PACK

Assistant Head of Science

MPS/UPS + TLR 2b-2c September 2019 (Full-time)

Plus Fringe Allowance and up to £1500 relocation bursary

Further Scholars' Education Trust benefits are also available (see within)



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Dear Candidate,

Thank you for showing an interest in working at Robert Barclay Academy, part of Scholars' Education Trust. We are looking for an enthusiastic Assistant Head of Science to join our very successful and cohesive department. The successful candidate will be dedicated and creative, an effective teacher and have ambition to develop their leadership skills further. We work collaboratively within the school and with the other schools across the Multi-Academy Trust and ensure that, whether you are relatively new to teaching, or more established, **you are fully supported** to ensure that you will be a success.



You will be joining the school at an exciting time: we are continuing our journey of rapid improvement. Since becoming part of the Trust, our Progress 8 Score over the last 2 years has confirmed that our students perform to national expectations. Sixth Form A-Level results also placed us in the **top 25% of all schools nationally** for value-added.

Our students are our biggest asset; they are polite and well-mannered, well presented and take a pride in their school. Teaching and Learning is at the heart of everything that we do. We were particularly pleased with the feedback from a Local

Authority Review **"...lessons are exceptionally well planned, with good resources and effective differentiation for various groups of students"**. We continue to challenge ourselves and demand the best from our students in order that every student makes the progress they deserve.

Our ultimate aim is, of course, to be outstanding in every area. Quite simply, we want to ensure that 'hand on heart', we are providing the best education for our students. They deserve it, and **we want to ensure it is better here than anywhere else**. It is this mission that drives us to success. Hopefully, this is something you can contribute to and help us to make a difference. If appointed, you will have the opportunity to contribute to a professional and hard-working Science Department. Your support and leadership will **make a real difference** to continue the journey of success of the department.

As an 'outward-facing' school, we work closely with Sir John Lawes School, Harpenden, Samuel Ryder Academy, St. Albans and the Alban Teaching School Alliance and we are a PiXL school, with the benefits of training, ideas and resources all these strong connections bring. **I believe in the power of collaboration** in school improvement and we are seeing the benefits of this at Robert Barclay Academy through being part of an 'Outstanding' MAT.

This pack contains lots of information about the school and the department. If you would like more information, or to visit, please feel free to contact the school by telephone or by e-mail and we will be more than happy to accommodate your requests. Finally, if you are passionate about working with young people and really believe you can join our team in making a difference, then I warmly invite you to apply. This will enable you to take a look at us in more detail and really experience at first hand the friendly and professional environment we have established.

Ced de la Croix,
Headteacher



Robert Barclay Academy
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‘Leadership’ Package

Robert Barclay Academy is a forward thinking and supportive school which understands that our staff are crucial to our future success. We have a strong wellbeing and professional and wellbeing development culture and try to ensure that we balance workloads whilst expecting the best from each and every member of our community.

We can offer:

- * Professional Bursary of up to £1500 to support your relocation.
- * Alban Teaching School Alliance Leadership Programmes are available annually.
- * Dedicated Leadership Mentor as well as direct line manager.
- * An opportunity to be part of the Wider Leadership Team (which meets with the SLT once per half term).
- * All our staff enjoy tailored Continuing Professional Development (CPD) pathways.
- * Opportunity to contribute to the whole school strategy for Teaching and Learning including HertsCam (TLDW), Evidence for the Frontline and other initiatives.
- * A school where ‘wellbeing’ is placed at the heart of decision making.
- * You will be part of the wider group of schools within Scholars’ Education Multi-Academies Trust, meaning that you have promotion opportunities, access examples of outstanding practice and advice and a ‘team’ approach to education.
- * Opportunities to meet regularly with the Assistant Head of Science from the other Trust schools and develop your leadership skills.
- * **Favourable school entry criteria for any of the Trust schools and other benefits.**

We are committed to supporting you, whatever the stage of your career.



Meet the Team

As a core department, we value the importance of teamwork. We support each other, working collaboratively across all key stages, sharing schemes of learning and resources to maximise opportunities for creativity and team-teaching. Together, we ensure the highest standards of learning in the classroom.

Head of Department

Charlene Simons (current)

Luzaan Sparks (September 2019)

Rajiv Manek

Science/ Head of Year 9

Nieves Guijarro

Teacher of Science i/c KS3

Rabia Ghazi

Teacher of Science

Sarah Morris

Teacher of Science

Nick Parmar

Teacher of Science

Kathleen O'Brien

Science Specialist Teaching Assistant

Gordon Franklin

Senior Science Technician

Stephen Block

Science Technician

How could you develop and support this successful and cohesive team towards further success?



Students and Curriculum

In Years 7 and 8 (Key Stage 3), students are taught Science in Tutor Groups, with the opportunity to set across half years. From Year 9 students start their GCSE Science courses and groups are set by ability.

Key Stage 3

In Years 7 and 8, students follow the Key Stage 3 Curriculum. The students have 6 hours a fortnight.

Key Stage 4

We currently study the AQA exam board. Students start GCSE Science in Year 9 so they have 3 years to complete the course. The students have 9 hours a fortnight in Years 9 to 11.

Key Stage 5

At Key Stage 5, we offer A-Levels in Biology, Chemistry and Physics and we currently follow the AQA exam board.

Resources

The local environment provides an excellent resource for the department. We also benefit from good ICT facilities and an excellent library. For physical Science we have the full range of equipment including ranging poles and clinometers. Due to some curriculum cross-over, the department has developed good links with the Maths Department. Schemes of Learning are constantly being developed and improved. There will be the opportunity to develop the resources according to your expectations and experience.

The laboratories are centred around a central office and prep room. All teaching rooms have an interactive touch-screen TV and a standard whiteboard.

We never rest on our laurels; we strive to inspire students and to improve their enjoyment and achievement in Science lessons through trips, extra-curricular and clubs.



Assistant Head of Science

Full Time

Inclusive of Fringe allowance and up to £1500 for relocation.

Salary - MPS/UPS + TLR 2b-2c (£4,682-£6,646) depending on experience

Other Scholars' Education Trust benefits are also available.

Start date: September 2019

Robert Barclay Academy is part of Scholars' Education Trust (formerly Sir John Lawes Academies Trust). We are looking for a hardworking, ambitious and dynamic teacher to be Assistant Head of Science who will be responsible for Key Stage 4.

You will be an outstanding practitioner with the desire, energy and drive to further improve standards of achievement and ensure teaching is of the highest quality across all key stages.

The Academy is part of Scholars' Education Trust creating a formal link with Sir John Lawes School (OFSTED Outstanding). We offer an innovative induction programme and professional development programme both at Robert Barclay Academy and across the Trust, recognising that our staff are the key to our success.

If you are interested in joining us at this exciting time, further details and an application pack is available from HR@scholarseducationtrust.co.uk or on 01727 734424.

Closing date for applications: 9am - 23rd April 2019

Date of Interview: TBC

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

Scholars' Education Trust is an equal opportunities employer. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



Assistant Head of Science

Aim and main purpose of the job

To assist in providing: professional leadership and management of a faculty, to secure high quality teaching, effective use of resources, and improved standards of learning and achievement for all students.

Teaching and Student Learning

The Assistant Head of Science will:

- Be able to teach across the full range of age and abilities,
- Act as a role model and assist the HOF in leading subject staff through own high quality teaching,
- Assist the HOF in setting expectations and targets for staff and students in relation to standards of achievement and the quality of teaching including the use of faculty policies,
- Assist the HOF to engage all subject staff in the creation, consistent implementation and improvement of schemes of learning which incorporate key school learning strategies,
- Help the HOF to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme,
- Work with the HOF to review teaching and learning, monitoring the progress of all students including those requiring additional support or challenge to ensure students are engaged in their learning and achieve success,
- Take responsibility for leading key curriculum areas.

Assessment and Self-Evaluation

The Assistant Head of Science will:

- Assist the HOF in establishing and implementing clear policies and practices for assessing, recording and reporting on student achievement and to assist students in setting targets for further improvement,
- Work with the HOF to use data effectively to identify students who are underachieving and, where necessary, create and implement an effective intervention plan.

Relationship with Parents and the Wider Community

The Assistant Head of Science will:

- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about the curriculum, targets, progress and attainment,
- Communicate effectively, both orally and in writing, with parents and Governors.



Assistant Head of Science

Managing Staff and Own Performance

The Assistant Head of Science will:

- Prioritise and manage their own time effectively,
- Take responsibility for their own professional development,
- Assist the HOF in providing regular feedback for subject colleagues in a way which recognises good practice and supports their progress against performance management objectives resulting in a tangible impact on student learning,
- Assist the HOF in establishing clear expectations and constructive relationships among staff including team working and mutual support: devolving responsibilities, delegating tasks and developing accountability (including laboratory technicians),
- Assist the HOF in ensuring all subject staff understand and are actively implementing the key aspects of school and faculty policies,
- Deputise for the HOF when needed.

Managing Resources

The Assistant Head of Science will:

- Assist the HOF in organising and co-ordinating the deployment of learning resources, including ICT, and laboratory technicians and monitor their effectiveness.

Strategic Leadership

The Assistant Head of Science will:

- Assist the HOF in creating a faculty development plan which contributes positively to the whole school development plan and which actively involves all subject teachers in its design and execution,
- Assist the HOF in contributing to the development of whole school strategic planning and policies, for example, through membership of School Improvement Groups and attendance at Middle Leadership Team meetings.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.



Personal Qualities	Essential	Desirable
Knowledge and Understanding		
* Good awareness of current educational developments		✓
* Clear understanding of current issues related to the subject	✓	
* Ability to plan lessons effectively	✓	
* An understanding and commitment to the ethos of the School	✓	
* Evidence of high level classroom skills	✓	
Skills, Qualifications and training		
* Qualified Teacher Status	✓	
* Courses of further study relevant to the post		✓
* Qualification in the relevant subject	✓	
* Evidence of active involvement in professional development		✓
* Excellent organisation skills	✓	
* Excellent ICT skills		✓
* Clear evidence of leadership	✓	
Attributes		
* Excellent record of attendance	✓	
* Ability to work well in a team	✓	
* A sense of humour	✓	
* Ability to think originally and creatively		✓
* Positive attitude	✓	
* Energy and enthusiasm	✓	
* Warmth and sensitivity		✓
* Excellent rapport with students	✓	
* Commitment to the School and the students we serve	✓	





Benefits of Working for Scholars' Education Trust

There are many benefits of working within Scholars' Education Multi-Academies Trust:

1. The MAT operates Y6-7 entrance criteria for children of staff to the Trust Secondary Schools (Sir John Lawes School, Harpenden; Samuel Ryder Academy, St. Albans; Robert Barclay Academy, Hoddesdon; Priory Academy, Dunstable).
2. RBA Professional Bursary of £1500 to support relocation.
3. 10% reduction in fees at 'Best Friends' independent Nursery (up to age 4) based in St Albans.
4. Comprehensive training and a commitment to high-quality CPD across the MAT.
5. Support from colleagues from 'Outstanding' and 'Good' schools across the MAT.

How to Apply

Candidates should submit the following:

1. **Completed Application Form**
2. **Personal letter of application** A short letter which indicates your experience and impact to date and what you can offer our Academy.
We regret we cannot accept CVs.



The forms are available in electronic format and can be downloaded from our website:

For further details, assistance or an informal discussion, please contact:

Central HR

Scholars' Education Trust
c/o Samuel Ryder Academy
Drakes Drive
St. Albans
Herts AL1 5AR

Please email completed applications to: HR@scholarseducationtrust.co.uk

Please note that references may be requested prior to interview for those who are shortlisted.

Applications should be emailed no later than 9am on the deadline date - Tuesday 23rd April 2019

We look forward to hearing from you!



Selection Process

1. Straight Forward Application Process

Complete the Application Form

2. Short Covering Letter of one or two sides of A4, including:

- * Your experience of teaching Science to date and what you have learned
- * Your leadership experience or potential
- * Why you want to teach Science
- * How you feel you can make a difference at RBA

Send these documents to:

HR@scholarseducationtrust.co.uk

2. Interview

Interviews will be held shortly after the closing date. You will be asked to:

- Deliver a lesson
- Meet with our students
- Attend a formal interview



Up until 5th April 2019	Potential candidates have the opportunity to contact the Headteacher: Head@robertbarclayacademy.co.uk in order to have informal discussions, should you so wish.
9am 23rd April 2019	Deadline for Applications. All shortlisted candidates will be contacted by email and invited to interview. Details about date and time of final interviews will be given.
TBC	Formal interviews will take place at Robert Barclay Academy. All candidates will be contacted – both successful and unsuccessful.