

Appointment of Teacher of Physics or Biology



KINGS NORTON
GIRLS' SCHOOL & SIXTH FORM



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Kings Norton Girls' School Teacher of Physics or Biology

January 2020

Dear Prospective Applicant

This is a fantastic opportunity for an exceptional teacher of Physics or Biology to join Kings Norton Girls' School and Sixth Form. We are an outstanding school achieving excellent pastoral and academic outcomes for students within a culture of care, concern and well-being for both students and staff.

We are currently looking to appoint a full time teacher of Physics or Biology to join our team from Easter or September 2020 . The post is a permanent post. NQT applications are welcome, as are applications from recently qualified teachers. The Science Faculty is a highly successful team with excellent student outcomes. The successful candidate will be teaching Physics or Biology at KS4 and Biology, Chemistry and Physics at KS3; there is the possibility of teaching Physics or Biology at KS5.

Above all, we are looking for a teacher with the enthusiasm and skills to make a real difference to the success of our students, with the drive and ability to deliver lessons that enable all to reach their full potential. The successful candidate will have access to extensive CPD opportunities including working with a wide range of schools in our local networks.

You will find information about the post and our school in this pack and on our website. I do hope that having read further, and found out more about us that you will choose to make an application; I look forward to hearing from you. To apply, please complete the application form along with a supporting statement (which should not exceed 1200 words), please explain clearly how you meet the requirements of the person specification. Please note we do not accept CVs and only applications completed on the school's application form will be considered. If you would like to visit the school, or if you have any queries prior to completing your application form, please do not hesitate to contact Mrs Vicki Miller, Head of Faculty on 0121 675 1305.

Deadline for applications: 9.00 am on Monday 27th January 2020

References will be taken up shortly after shortlisting and prior to interview using the contact details you supply on your application form. References must be taken from your current (or most recent employer) where you have worked in connection with children. Candidates that have been shortlisted will be contacted by phone to invite them to attend the selection process on **Friday 31st January** (please note this is a provisional date and may change). Candidates who have not been called for interview within two weeks of the deadline date for applications should assume their application has been unsuccessful. All offers of employment are subject to a satisfactory enhanced DBS check, a health check screening questionnaire and 2 references that are satisfactory to the school.

Yours sincerely



Mrs Nicola Raggett - Headteacher

Kings Norton Girls' School Teacher of Physics or Biology

Science Faculty Details :

Kings Norton Girls' School and Sixth Form is a very highly regarded and popular local school. The Science faculty is one of seven faculties in the school. The faculty currently consists of 11 teachers, 3 of whom have a subject responsibility.

The faculty is a very supportive and experienced team who are highly motivated and committed to achieving the best possible outcomes for students.

At Kings Norton Girls' School we believe in sharing our enthusiasm of science with our students. This is achieved by providing a learning environment that is -

- **Accessible** through differentiation that accounts for students who are more able and those with special needs
- **Varied**, with use of practical experiments, interactive Information Technology and external trips and activities
- **Relevant**, with an emphasis on explaining how science shapes and explains the world around us.

There are 11 teaching staff within the department, who are ably supported by a team of skilled technicians.

Science is taught in a suite of seven laboratories with a large preparation room and separate staff room. The laboratories are well resourced and equipped with movable benches that have island services and connection points for two mobile fume cupboards. All laboratories are fitted with fixed digital projectors.

The department is co-ordinated by the Head of Science Faculty, with leads for biology, chemistry and physics. There is an emphasis on the involvement of staff in shaping the future teaching of science within the school and making key decisions such as the selection of course materials. There are regular departmental meetings and a collaborative team approach, with sharing of resources and ideas. Personal development opportunities are viewed as being an important part of maintaining the delivery of high quality lessons.

Syllabi currently taught are -

- GCSE-Edexcel 9-1 Biology, Chemistry, Physics & Combined Science
- A Level Biology – OCR
- A level Chemistry – OCR A
- A level Physics—AQA

Teacher of Physics or Biology Role Description

Responsible to the Coordinator for Physics or Biology for teaching aspects of the role and the Head of House for form tutor role.

The duties outlined in this role description are in addition to those covered by the latest School Teachers' Pay and Conditions document and the Teachers' Standards of 2011. As a teacher at this School you are expected to act in accordance with the ethos of the school at all times, and follow all policies. You can expect to have opportunities to contribute to the growth of the school, and for your professional development to be furthered.

Teacher of Physics or Biology at KS3 and KS4 (KS5 desirable; postholder will teach Physics , Biology and Chemistry at KS3)

You are required to carry out the duties of a classroom teacher as detailed below:

- To contribute to the development of curriculum courses and the delivery of the School's Curriculum.
- To plan schemes of work within the area, prepare lessons and maintain a record of work for each teaching group.
- To teach according to the educational needs of the groups allocated. To mark, assess work and feedback to students in line with the school and faculty/department assessment policy.
- Monitor students' progress, maintain records and report on the development, progress and attainment of students in accordance with school and curriculum area policy.
- To set homework of a meaningful and appropriate nature, having regard to students' abilities.
- In cases of foreseen absence, to set meaningful and appropriate work for all classes.
- To review from time to time methods of teaching and programmes of work.
- To prepare students for external examinations and participate in internal moderation (if appropriate).
- To take all reasonable steps to maintain good order and discipline among students, monitor their attendance.
- To participate, as appropriate, in meetings at the school which relate to the curriculum, and administration or organisation of the school.
- To safeguard student's health and safety, both when they are authorised to be on school premises and when they are engaged in authorised school activities elsewhere, alerting the Health and Safety Officer immediately to hazards on site and following risk assessments.
- To participate in the school pastoral system, providing guidance and advice to students and to attend parent/teacher consultation evenings.
- To participate fully in the school's arrangements for appraisal.
- To participate, as appropriate, in arrangements for further training and professional development as a teacher.
- To carry out such duties as may be requested by the head teacher in accordance with school policy.

Teacher of Physics or Biology Role Description Continued

Additional Duties

To act as a Form Tutor

Form Tutors are responsible to the Heads of House (four in total). Form Tutors are responsible for overseeing the academic progress and pastoral care of all members of their tutor groups, liaising with parents and overseeing routine administration relating to student welfare. You are required to carry out the duties of a form tutor as detailed below:

- To be the first point of contact for pupils in their tutor group and to play a major part in fostering positive approaches to work, to the school and in the community as a whole.
- To set the tone for the day ahead ensuring a calm, disciplined beginning.
- To support the Heads of House and be a key figure in developing a positive ethos, high standards and a secure environment in which students can flourish.
- To be a key figure in promoting the school's ethos on attendance, punctuality and uniform.
- To develop and maintain an interest in the welfare of individuals and the form group and to establish good relationships and engender a community spirit within the form.
- To deliver the PSHE programme (to include Attendance Weeks) and Citizenship/Health Day.
- To set up and maintain positive lines of communication with parents
- To support successful provision and transition of their pupils through participation in related year group and whole school events
- To ensure that students set realistic targets using all available data and to review those targets on in line with school review processes
- To celebrate the achievements of students in their form
- To deliver the tutorial programme

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Conditions of Employment

The above responsibilities are in accordance with the requirements of the Education Act 2002 and statutory orders in terms of duties and working time (including those special provisions relating to the proportion of teaching time within working time for guaranteed time specifically for assessment, planning and preparation), also any local agreements, local authority circulars and guidelines giving interpretations of teachers' conditions of employment.

Teacher of Physics or Biology Person Specification

ESSENTIAL CRITERIA

Qualifications and Training

- Relevant Degree
- Qualified Teacher status
- Evidence of personal and professional development

Teacher Experience

- Relevant teaching experience
- Experience of teaching Physics or Biology at both KS3 and KS4 (KS5 desirable).
- Experience of teaching KS3 Chemistry is desirable.

Applications from those who were newly qualified in September welcomed as are applications from recently qualified teachers.

Knowledge, Skills and Attitude

- To be, or the potential to be, a highly effective teacher.
- Enthusiasm for teaching of Physics/Biology.
- An understanding of pedagogy in Physics/Biology.
- A passion for the subject.
- A commitment to ensuring that every student is capable of achieving in Physics/Biology.
- A thorough knowledge of the requirements of the National Curriculum and recent curriculum developments.
- Outstanding subject knowledge and the ability to apply this to the teaching of Physics/Biology.
- An understanding of the strategies required to motivate and enthuse all students to progress in Physics/Biology as part of a whole school approach to raising achievement.
- Understanding of appropriate methods of assessment and record-keeping to monitor student achievement and analyse progress.
- Identify realistic and challenging targets for improvement and to take successful action towards achieving them.
- Plan strategically.
- Support and develop the professional skills of others.
- Ability to implement school and departmental policies.
- Ability to use ICT to enhance teaching and learning .
- Excellent inter-personal skills, communication skills and the ability to work within a team.
- Excellent organisational skills.
- Ability to meet deadlines.
- A commitment to equal opportunities.
- Able to take a broad view of the school's needs.
- Outstanding attendance and punctuality record.
- The ability to respond to new challenges.
- Commitment to the wider life of the school.
- Commitment to continued professional development.
- A successful enhanced DBS check.

Background and Ethos

The School

Kings Norton Girls' School is an outstanding 11-18 comprehensive standalone academy with an excellent reputation in the local area and beyond. The School was founded in 1910 and occupies a leafy twenty-three acre site in one of Birmingham's most pleasant residential areas on the south side of the city. It is a very local school, the vast majority of students living within 2 km of the school. This has enabled the development of a strong community feel and neighbourhood links. The school breeds a quiet confidence in its students which together with their enthusiasm for learning and their determination to succeed creates a powerful dynamic for continued improvement.

Our vision and values are central to all we do as staff, students and governors our aim is to: -
'Open a world of opportunities'. Demonstrating respect and courage in order to flourish.

Governors are exceptionally supportive yet provide the necessary challenge to help drive standards even higher. They bring expertise from both education and commerce and play an active part in the life of the school. There are two committees within the governing body, one responsible for curriculum and standards and the other for resources which includes finance, environment and personnel. The Business Manager services the Resources Committee.

Staff well-being is a high priority, as part of this a cash health plan is provided.

Our students

There are presently 1016 students on roll and the staffing establishment is 119, which includes the Headteacher, 73 teachers and 45 support staff. Team working is strong and we pride ourselves in the quality of our relationships and the tangible mutual respect and care which is in evidence across the school which reflects our school values.

The Sixth Form is growing with 121 students in Year 12 and 95 in Year 13. This is due in part to the popularity of the school sixth form and the changing nature of sixth form provision locally. In 2015 we had our first intake of boys into the sixth form; numbers here are increasing significantly. This upward trend is something we are determined to continue and we are looking forward to opening a new sixth form block in January 2020. This is a very exciting time for us.

The School is a popular choice and is always well over-subscribed with applications of 850+ for the 160 places in Yr 7 and 260+ for sixth form places. Our catchment this year for year 7 entry is 2.152 km. The School is one of the highest performing schools in Birmingham, and figures nationally amongst the top comprehensives in the country. In 2019, the results at GCSE were outstanding with 87% of grades 4+, 75% 5+, 38% 7+. In 2019 we celebrated our best ever A level results achieving a positive Value Added score and an average grade of a B.

Background and Ethos Continued

School Leadership

In our inspection in July 2019, OFSTED praised the highly effective leadership at all levels. The senior leadership team consists of Headteacher, 2 Deputy Headteachers, 3 Assistant Headteachers and a Business Manager. This well established team are supported by 7 Faculty Leaders, 4 Heads of House and a wider team of Subject and Key Stage Leaders. Staff work very closely to ensure the highest standards and aspirations in all aspects of school life.

Our networks

We are a single academy trust but are widely connected locally, working closely with South Network Schools, this brings a richness of collaboration around leadership, curriculum and inclusion. As part of this network the school is involved in developing and delivering on strategies to raise students' achievement and provides significant support for both teaching and support staff.

As strategic partners in two teaching school alliances, one secondary and one primary, we also play a significant part in the local educational landscape and engage widely in CPD.

Professional Development

Professional development is a significant aspect of life at the school and is integrated into the school week. Staff are encouraged to deepen their subject knowledge and professional skills at all stages of their career. All staff new to the school participate in an induction programme and there is continued support for career growth.

Professionally this is a school with the very highest of expectations and aspirations but equally is richly rewarding. Staff are friendly, welcoming and supportive of colleagues. Our purpose is to ensure that the students, and the staff, all achieve the highest standards of which they are capable.

"Leaders are focussed on improving standards for pupils within a culture of care and concern for well-being. This extends to looking at staff welfare to ensure that work is sustainable" Ofsted July 2019



Kings Norton Girls' School Teacher of Physics or Biology

Key Facts and Statistics about the School

| | |
|-------------------------|--|
| Type of School | Single Academy Trust. Non-selective comprehensive girls' school, age range 11-16: Co-educational sixth form post 16. |
| Location | South Birmingham in the suburb of Kings Norton, West Midlands. |
| Age range | 11—19 |
| Number of students | 1016 |
| Number of staff | 1 Headteacher, Teaching 73, Support 45 |
| Date school established | 1910 |
| External recognition | Ofsted rating: Outstanding, July 2019 |
| Attendance | 95.5% |
| Pupil Premium | Year 7 to 11, 29% : 6th form bursary, 10% (2018 figure) |
| SEN | 9.7% |
| EAL | 8.9% |

Sixth form expansion

Kings Norton Girls' School has received planning permission to build a new sixth form block, completion is expected in January 2020. The following photographs depict the proposed build.



Key Facts and Statistics About the School Continued

Academic Achievements 2019

| | |
|------------------------------|--|
| GCSE Results | % gaining 7+ in English and maths 18.3% % gaining 5+ in English and maths 58.5% % gaining 4+ in English and maths 77.5% English Grade 4 or above: 91.5% English Grade 5 or above: 84.5% Maths Grade 4 or above: 80% Maths Grade 5 or above: 59.2% Achieving EBacc: 5+ (44.4%), 4+ 65.5% |
| A Level Results | A* - A all entries: 30% A* - B all entries: 64.5% A* - E: 99.4% Average grade: B |
| Progress 8 | +0.4 |
| University Admissions | 85% of students commenced a University course 56% of which secured Russell Group placements with 3 students securing places at Cambridge University |



Privacy notice for job applicants

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school. We, Kings Norton Girls' School of Selly Oak Road, Birmingham B30 1HW are the 'data controller' for the purposes of data protection law. Our data protection officer is Clare Skinner (see 'Contact us' below). Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used. Our workforce privacy notice is available on the Staff Shared/Whole School Documents/GDPR or from our data protection officer.

The personal data we hold: We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data: The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

Our lawful basis for using this data: We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Privacy notice for job applicants continued

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information: While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data: Personal data we collect as part of the job application process is stored in line with our data protection policy. When it is no longer required, we will delete your information in accordance with our record retention schedule. You can request a copy of our record retention schedule from our data protection officer or via <https://www.kngs.co.uk/wp-content/uploads/2018/06/GDPR-Policy-May-2018.pdf>

Data sharing: We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

Transferring data internationally: Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access the personal information we hold about you: Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them. If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact our data protection officer.

Privacy notice for job applicants continued

Your other rights regarding your data: Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations
- To exercise any of these rights, please contact our data protection officer.

Complaints: We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us: If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Clare Skinner via enquiries@kngs.co.uk or on 0121 675 1305 or in writing to Selly Oak Road, Birmingham B30 1HW