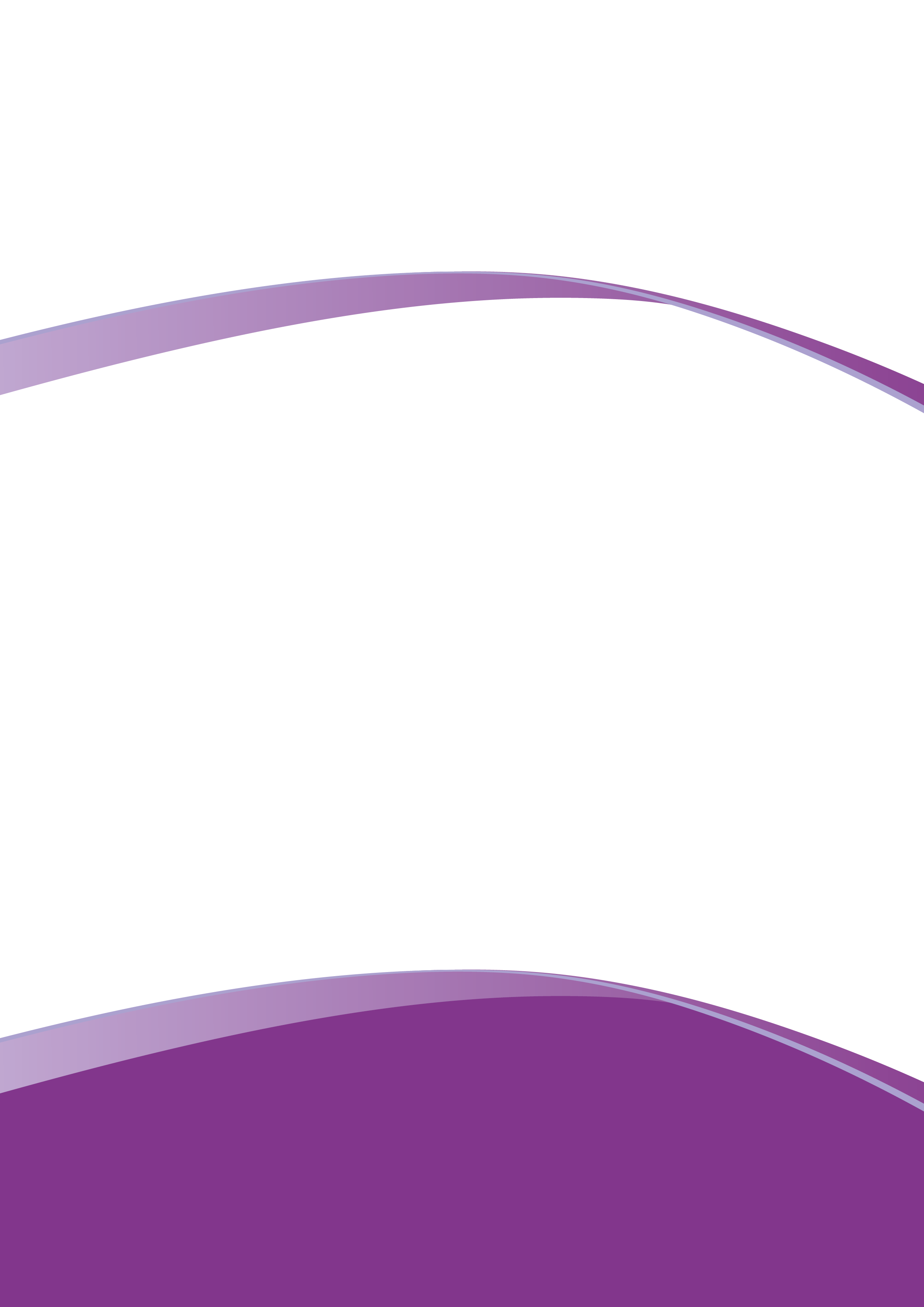


**Outcomes Focused, Child Centred**



**Job Title Recruitment Pack**

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**Welcome from the Chief Executive**

**On behalf of the Northern Education Trust Board, welcome to the Northern Education Trust.**

We are unswerving in our commitment to ensure that the outcomes our young people secure prepare them fully for life beyond school. Our Academies are happy and thriving communities where children both achieve and feel safe and cared for. As an inclusive Trust we strive to help young people overcome any barrier to learning.

We are a caring employer and invest heavily in professional development, allowing our staff opportunities to take the next steps in their career. We hope you find our website holds all the information you need to believe that whether you are a parent or prospective employee, your next steps should be taken with us.

**Welcome from the Principal**

I am incredibly proud to be the Principal of Manor Community Academy, part of Northern Education Trust. I hope you already share, or will come to share, my belief that Manor Community Academy is an exceptional place for students to attend. At Manor Community Academy we demonstrate a daily commitment to our high expectations and have a no excuses culture as we prepare our students for the challenges of a rapidly changing world.

In 2019, Manor Community Academy achieved record breaking results meaning significantly more students achieved a grade 4 or 5 in English and mathematics. We value all Subjects and are delighted that results improved in every subject.

We’re delighted by these results, which are a testimony to the vision of the Trust “We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.”

Choosing a school for your son or daughter can be amongst the most difficult decisions a parent has to make. At Manor Community Academy they will have the benefit of a safe and successful school with strong academic curriculum that has been developed to put students first and give them every opportunity to succeed in their future careers. In addition, we offer many rich opportunities for students though our after school Onboard programme and wider curriculum days.

We look forward to working with parents as close partners in providing a challenging and exciting education for young people.

**Introduction to Manor Community Academy**

Manor Community Academy is located in the north-east of England, in the coastal town of Hartlepool. The academy joined Northern Education Trust in 2015. We are an averaged sized 11 – 16 secondary school (NOR 1048) with an Alternate Resource Provision within the academy.

At Manor Community Academy, we focus on improving the life chances of students in our care and are unashamedly dedicated to helping our young people achieve a strong pass in core academic qualifications, particularly in English and mathematics. The academy follows a one week 25 period timetable with each day split into five periods of 60 minutes each. Students also receive a 20-minute tutor period each day.

Our curriculum is broad and balanced with a strong core at its centre. All students have the opportunity to study a wide range of GCSE and vocational subjects including the EBacc. We want our young people to leave the academy well qualified and also with a unique skill set that will enable them to 'stand out from the crowd’. We believe strongly that our students should be in possession of employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play their own leading roles in regenerating our communities.

At Manor Community Academy, we aim to enrich our students' experience and enjoyment of school and to generate opportunities for students to accrue the cultural capital they will need to be successful. There are a wide range of enrichment activities and events that cater for a variety of students interests and ensure equality of opportunity.

**Northern Education Trust**

**Our Vision**

We constantly focus on standards as we understand outcomes are paramount. Our decision making is driven entirely by what is best for children. By doing this we enhance the life chances of the children and young people in our care.

**The 10 values which underpin our vision:**

1. We care passionately about the education and welfare of young people
2. We believe that all young people, irrespective of background or ability will be successful in our Trust
3. We are not and will never be selective. We believe that local schools are for all children
4. We are always inclusive. Our mechanisms to support the most vulnerable child to succeed and overcome barriers to learning are a key aspect of our work
5. Our approach to education recognises that outcomes are paramount and also allows children to gain experiences and values which prepare them fully for life in modern Britain. This includes workplace skills and appropriate advice for future progression
6. We have high expectations of behaviour
7. We adopt the local authority admissions protocol and work closely with them
8. We would always wish to act in such a way that has a positive effect on a neighbouring school or community. We care passionately about children in all schools, not just our own
9. That all employees act with integrity and embrace the value that ‘we are the Trust’
10. We work regionally and nationally to develop approaches to MAT improvement that influence the wider school-led system

**The Application Process**

Application packs can be downloaded from our website.

Completed applications should be returned by email to the Business Manager, Mrs Sarah Smart at the academy address or via email s.smart@northerneducationtrust.org

The closing date for applications is noon on Wednesday 12th February 2020.

**Where to Find Us**



**Directions to Manor Community Academy**

From the A19, take the A689 and follow signs for Hartlepool. Pass through the village of Newton Bewley and continue on the A689. Continue through three sets of traffic lights and turn left at the first roundabout onto Owton Manor Lane. At the top of Owton Manor Lane, turn right and then a quick left at the Baptist Church onto the top half of Owton Manor Lane. Manor Academy is situated on the left hand side.

**Contact Details**

Manor Community Academy

Owton Manor Lane

Hartlepool

TS25 3PS

**Phone:** 01429 288338

**Email:** [manor.enquiries@northerneducationtrust.org](mailto:manor.enquiries@northerneducationtrust.org)

**Web:** <https://mca.northerneducationtrust.org>

**Job Advert**

**Are you a Teacher of Science ready to transform student outcomes? Are you someone who is outcomes focussed and child centred? Can you inspire students?**

Northern Education Trust – Manor Academy would like to present you with a truly exceptional opportunity to play a key role in shaping the provision of secondary education within our ambitious and wonderful academy. We are seeking to appoint a highly motivated, dynamic and ambitious practitioner who has the drive and capacity to lead a department and continue the upward trend in improving outcomes.

Manor Academy is an inclusive school. We strive to provide an educational experience which focuses upon academic success, enjoyment and participation and engenders a sense of community and belonging.

Manor Academy is part of Northern Education Trust, a nationally recognised and trusted Multi Academy Trust with vast experience of school improvement.

In April 2016, we moved into a brand new, purpose-built building which has allowed us to further secure outstanding learning opportunities for our students. This is an exciting time for our academy, and we seek to appoint staff who share our passion and vision for our young people.

**The successful candidate will:**

Be an outstanding teacher with the motivation and capacity to become an outstanding leader. The successful candidate will have a clear vision of how to improve standards in Science.

Be able to lead and motivate young people and colleagues.

Be resilient, hard-working, committed to finding solutions and someone who is whole heartedly focussed on transforming student outcomes.

**What can you expect from us in return:**

* An excellent opportunity for rapid career progression both within the Academy and the Trust.
* A Principal and ambitious leadership team with exceptionally high expectations and a clear vision for the Academy.
* High quality new academy building and facilities.
* Students with a thirst for learning and success.

For further information or if you would like to visit our academy please contact the Business Manager, Mrs Sarah Smart s.smart@northerneducationtrust.org or telephone on 01429 288338.

**Closing date**: Noon on Wednesday 12th February 2020

**Interview date:** TBC w/c 24th February 2020

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. All posts are subject to enhanced disclosure and barring service checks. We expect all adults to share our commitment to safeguarding and the health and wellbeing of our students

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:** | Head of Department (Science) | |  |
| **Base:** | Academy | |  |
| **Reports to:** | Nominated SLT Member | **Grade:** | L7 - L11 |
| **Service responsibility:** |  | **Salary:** |  |
| **Additional:** |  | **Term:** |  |

**JOB PURPOSE**

The Head of Department is accountable for:

⮚⮚ Carrying out the professional duties of a teacher in accordance with Academy policies

and under the direction of the Principal.

⮚⮚ The quality of teaching and learning in the department

⮚⮚ Overall student outcomes in the department in partnership with the teachers concerned

⮚⮚ Evaluation of relevant assessment information for individuals, groups and cohorts

⮚⮚ Induction and support of new staff

⮚⮚ Ensuring good pastoral care and personal development for students

⮚⮚ Ensuring good behaviour and encouraging good attendance and punctuality

⮚⮚ Presenting information and evaluation reports to the senior leadership team, parents

and Academy Council members, as requested

⮚⮚ Arranging and promoting activities across the department to foster personal

development, commitment and enthusiasm in students

⮚⮚ Liaison with external agencies as required for pupils in the department

⮚⮚ Performance management of teachers in the department as required

⮚⮚ Ensuring that departmental budgets are deployed effectively and achieve value for

money

⮚⮚ To ensure that the curriculum fully meets the needs of all students and effectively

delivered in all respects

⮚⮚ To actively promote the development across the Academy

⮚⮚ To further investigate vocational qualifications that can be delivered by the department

Some of these specific accountabilities may be assigned to other TLR post holders in the department but the head of department remains accountable for their overall achievement.

**JOB SUMMARY**

1. Maintaining a focus on teaching and learning
2. Exercising appropriate professional skills and judgement
3. Accountability for leading, managing and developing a subject or curriculum area or

student development in the Department

1. Working with other relevant teachers in the department:

* Identify relevant department improvement issues
* Define and agree appropriate improvement targets
* Co-ordinate CPD needs and opportunities for department staff
* Evaluate the impact of all improvement activities on the quality of teaching and

learning

* Provide the Senior Leadership Team with relevant subject, curriculum area or student

performance information

1. Having impact on educational progress beyond personally assigned students in the

Department

1. Working with other relevant teachers and staff in the department:

* Identify appropriate attainment and/or achievement targets
* Monitor pupil standards and achievement against annual targets
* Monitor planning, curriculum coverage and learning outcomes
* Monitor standards of pupil behaviour and application
* Lead evaluation strategies to contribute to overall Academy self-evaluation
* Plan and implement strategies where improvement needs are identified
* Ensure that relevant attainment / achievement targets are met

1. Leading, developing and enhancing the teaching practice of others
2. Working with other relevant teachers and staff in the department:

* Maintain personal expertise and share this with other teachers
* Act as a role model of good classroom practice for other teachers, modelling effective

strategies with them

* Monitor and evaluate standards of teaching, identifying areas for improvement
* Plan and implement strategies to improve teaching where needs are identified
* Induct, support and monitor new staff
* Act as a performance management team leader for identified teachers

1. Line management responsibility for a significant number of people:

* Ensure that performance management arrangements are effectively discharged by

other team leaders in the department

* Monitor the effectiveness and impact of performance management arrangements

within the department (subject to the performance management policy)

* Monitor and evaluate the contribution and impact of other staff in the Department to

Academy improvement

* Provide quality assurance monitoring and intervention with staff as agreed with the

senior leadership team

* Identify staff development needs and co-ordinate these with those responsible for CPD

in the Academy

* Plan the deployment of staff expertise to achieve departmental improvement

objectives

* Take initial responsibility for the pastoral care and welfare of all department staff

**GENERAL**

1. To participate in wider Academy meetings and working groups as required.
2. All staff of the Northern Education Trust will abide by the one academy rule: **‘All**

**students and adults are expected to behave in a responsible manner both to**

**themselves and others, showing consideration, courtesy and respect for other people at all times’.**

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

**Person Specification**

**Job Title**

**Part A: Application Stage**

The following criteria will be used to short-list at the application stage:

**Essential**

|  |  |
| --- | --- |
| **A** | **ESSENTIAL** |
| 1 | Degree or equivalent in an appropriate subject |
| 2 | Qualified Teacher Status by start date |
| 3 | Teaching or teaching practice across a range of age and ability |
| 4 | Use of a variety of teaching styles and approaches |
| 5 | Experience of managing, motivating and developing staff |
| 6 | Up to date knowledge in the curriculum area |
| 7 | Understanding of the strategies needed to establish consistently high aspirations and rates of progress |
| 8 | A knowledge of the Teaching Standards |
| 9 | Knowledge of strategies that promote a positive climate for learning |
| 10 | To make use of ICT as a tool for teaching and learning |
| 11 | Excellent classroom teacher, or has the capacity to become one |
| 12 | The ability to deliver engaging and  motivating lessons to students across both Key Stages |
| 13 | Ability to develop appropriate learning resources and to contribute to the departments Schemes of Work |
| 14 | Effective and systematic behaviour management |
| 15 | Strategic thinker who tailors lessons to student needs |
| 16 | Understands and interprets complex data to drive student attainment |
| 17 | Genuine passion and a belief in the potential of every student |
| 18 | Promote positive relationships in order to fulfil the potential of every student |
| 19 | Good communication, planning and organisational skills |
| 20 | To work as a team supporting department members in developing and sharing good practice |
| 21 | Pleasant and friendly manner |
| 22 | Polite and punctual |
| 23 | Reliable |
| 24 | A commitment to working as part of the whole academy team and supporting the vision and aims of the academy |
| **A** | **DESIRABLE** |
| 25 | Further higher qualifications |
| 26 | The awareness of the assessment, recording and reporting of student’s attainment and its use to further student’s learning |
| 27 | Experience of reflecting on and improving teaching practice to increase student achievement |

**Part B: Assessment Stage**

All items of the application stage criteria and the criteria below will be further explored at the assessment stage:

|  |  |
| --- | --- |
| **A** | **ESSENTIAL** |
| 1 | Teaching or teaching practice across a range of age and ability |
| 2 | Use of a variety of teaching styles and approaches |
| 3 | Up to date knowledge in the curriculum area |
| 4 | Understanding of the strategies needed to establish consistently high aspirations and rates of progress |
| 5 | A knowledge of the Teaching Standards |
| 6 | Knowledge of strategies that promote a positive climate for learning |
| 7 | To make use of ICT as a tool for teaching and learning |
| 8 | Excellent classroom teacher, or has the capacity to become one |
| 9 | The ability to deliver engaging and  motivating lessons to students across both Key Stages |
| 10 | Ability to develop appropriate learning resources and to contribute to the departments Schemes of Work |
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| 15 | Promote positive relationships in order to fulfil the potential of every student |
| 16 | Good communication, planning and organisational skills |
| 17 | To work as a team supporting department members in developing and sharing good practice |
| 18 | Pleasant and friendly manner |
| 19 | Polite and punctual |
| 20 | Reliable |
| 21 | A commitment to working as part of the whole academy team and supporting the vision and aims of the academy |
| **A** | **DESIRABLE** |
| 12 | Further higher qualifications |

**The following methods of assessment will be used:**

* Technical Assessment of application against criteria
* Activities designed to provide evidence to assess against Person Specification
* Presentation
* Interview

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

|  |  |
| --- | --- |
| 1 | Enhanced DBS Certificate |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | Medical clearance |
| 4 | Qualifications essential to the post |
| 5 | Two references from current and previous employers (or education establishment if applicant not in employment) |

**Chief Executive: Mr R Tarn**

Northern Education Trust

c/o Thorp Academy

Main Road

Ryton

NE40 3AH

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**Email:** public.enquiries@northerneducationtrust.org

**Web:** www.northerneducationtrust.org