



## CANDIDATE INFORMATION PACK



To inspire young people to make their best better



Dear Candidate

Thank you for taking the time to apply for the Deputy Head of Science role at Sandown Bay Academy.

Sandown Bay Academy opened in September 2011 and is part of Academies Enterprise Trust, the largest nationwide, multi academy sponsor in the country.

Academies Enterprise Trust firmly believes that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Sandown Bay Academy has an exciting future and this appointment represents a great opportunity to secure positive outcomes for our learners.

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

The Talent Team

## **Sandown Bay Academy**

Sandown Bay is a large, 11-18 mixed academy set in attractive grounds with extensive sports facilities. It is located a short distance from the renowned beaches and is an attractive environment within which to live and work. The academy is currently restoring its previously good reputation and will provide high quality education to the children on the Isle of Wight. We have a high calibre and motivated staff.

The Management Board, staff and Principal share a passionate commitment to meeting the individual needs of all of our students and a determination that no one will be left behind. Academic success and the development of individuals is of paramount importance in order that students can leave the academy with the best possible academic qualifications and the skills to take advantage of all opportunities. Our curriculum is designed to allow all students to make good progress.

As a result of our efforts students leave as confident, socially responsible young people. They are encouraged to participate in the Duke of Edinburgh scheme and also other excellence academies in order to boost their prospects of doing well in life.

Sandown Bay Academy always aspires to make our best even better. We continually strive to raise the achievement of our students. We pride ourselves on being a vibrant learning community in which every one of us, students and staff, reflects on how well we perform with the aim to do even better.

Our academy is a calm, orderly place where students and staff work well together. We share high expectations of behaviour and presentation. We encourage students to continue to learn and develop beyond the timetabled curriculum and offer an extensive range of enrichment activities designed to appeal to every kind of student.

## **Academies Enterprise Trust**

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 64 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

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Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

### **Ethos Statement**

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

### **Values and Beliefs**

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

## Job Description

Second in Science (Vacancy) KS4 Science Leadership (Years 9 to 11)

Line Managed by...EHOF

### **Ethos and Values**

- Exemplify best practice in all aspects of pedagogy and be a good role model for others
- Promote a stimulating learning environment to engage students and encourage this in others
- Be committed to the development of others
- Be committed to raising achievement in ALL students
- Be committed to collaborative working
- Be committed to the safeguarding of young people
- To promote the academy to all stakeholders
- Respond quickly and professionally to requests from stakeholders  Evaluate own effectiveness taking responsibility for own professional development

### **Second in Department responsibilities**

- Act as Head of Science in the absence of the Executive Head of Faculty
- Support the Executive Head of Faculty to eradicate inadequate teaching and that which requires improvement and improve the overall teaching profile to mainly good and outstanding
- To work alongside the Head of Faculty to raise standard, achievement, attitudes towards science..
- To conduct half termly work scrutiny and learning walks reporting standards to Head of faculty taking appropriate action when performance becomes a concern
- To evaluate the effectiveness of action plans and adapt when appropriate in discussion with Head of Faculty
- Take an active role in the coaching and professional development of others
- Coordinate cover arrangements within the department
- To oversee departmental behaviour policies
- Prepare as required reports for external visitors eg Ofsted
- To be the named link for trainee teachers
- To contribute to the departmental development and action planning process
- to ensure areas of concern or difficulty are communicated to the executive head in a timely fashion so that appropriate support can be initiated
- Ensure all risk assessments are in place and adhered to
- Line manage the senior technician
- to undertake any reasonable duties as directed by the executive head and head teacher

### **KS4 Coordination:**

- Coordinate and implement the KS4 Science curriculum; creating and evaluating schemes of work and assessments so they are fit for purpose in SBA
- To contribute to the departmental meetings specifically focussing on KS4

pedagogy development

- Ensure that years 9, 10 and 11 assessments are fit for purpose, in place, standardised and analysed taking appropriate action when performance becomes a concern.
- to drive forward whole school improvement initiatives at a departmental level with the support of the executive head
- Ensure that appropriate schedules of delivery are in place for KS4
- To be accountable for standards of marking and feedback in KS4
- To be accountable for progress in KS4
- Attend necessary whole school evening events relevant to KS4
- Attend KS4 RAP meetings
- Oversee setting of students in KS4
- To performance manage staff
- To work collaboratively with the KS4 Progress Leader to ensure timely, robust interventions are in place for Ks4
- Attend AET and other national conferences as required to remain up to date on the latest developments in science
- to keep a link with the Head of English and KS4 Progress Leader to ensure student performance in year 11 is maximised

## Person Specification

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"> <li>• Good Honours Degree</li> <li>• Recognised Teaching Qualification</li> </ul>	
Experience	<ul style="list-style-type: none"> <li>• Have taught at all levels of ability up to at least the end of KS4</li> <li>• To be a good or outstanding practitioner</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within more than one school</li> <li>• Planning and implementation of strategies which impact on raising student achievement</li> <li>• Experience as a Form Tutor</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>• Have a detailed knowledge of National Curriculum requirements of their subject Able to plan lessons effectively, setting appropriate and demanding expectations for students' learning</li> <li>• Able to mark and monitor students' class and homework, provide constructive oral and written feedback, set targets for students' progress and provide informative reports to parents</li> <li>• Clear understanding about strategies to develop the quality of learning and student progress</li> </ul>	<ul style="list-style-type: none"> <li>• High level of ICT skills</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>• Displays energy, enthusiasm and commitment</li> <li>• Possess personal impact and presence</li> <li>• Is able to prioritise and work under pressure</li> <li>• Have a love for teaching and learning and sensitivity to young people</li> <li>• Communicates effectively with students, colleagues and parents</li> <li>• Is able to establish good working relationships with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Is able to contribute to extra-curricular activities outside their own subject area</li> </ul>
Management	<ul style="list-style-type: none"> <li>• Secures a good standard of</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to contribute to</li> </ul>

	<p>student behaviour in the classroom by establishing appropriate rules and high expectations</p> <ul style="list-style-type: none"><li>• Ensures effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained</li><li>• Maintains own professional development</li><li>• Ability to enable others to achieve success</li></ul>	<p>strategic planning for whole school development of Numeracy</p>
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## Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



## **Google for Education**

Google for Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

The latest innovation in an increasing number of our academies includes access to Chromebook Flip for all teachers with the ability to cast the screen from anywhere to the large format screen at the front of the classroom. Where students have access to Chromebooks, teachers can also allow students to cast their work to the screen as well to support with peer assessment, group projects and collaborative working!

Google in Education



A New and Open World for Learning

## Staff Benefits

### Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

### Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

### Financial

- JTRS Apple Product Store—Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

### Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.



## **Academies Enterprise Trust, Safe Recruitment Procedure**

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Disclosure and Barring Service**

A Disclosure and Barring Service Certificate will be required for all posts.

### **Shortlisting**

Only those candidates meeting the right criteria will be short listed.

### **Interview**

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### **Reference Checking**

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

### **Equal Opportunities**

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

### **Data Protection**

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.