



Arts & Media School
ISLINGTON

Teacher of Humanities Recruitment Pack



Closing Date: 12 noon, Wednesday 21st June 2017



Arts & Media School
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Arts & Media School ISLINGTON

June 2017

Dear colleague

Thank you for your interest in the post of Humanities teacher at Arts & Media School Islington, the vacancy has arisen due to promotion of the current teacher. Ideally the post holder will be able to teach Geography to KS4 and some History and RE to KS3; however the main emphasis will be on the Geography specialism working closely with the head of faculty to continue to build and maintain the progress seen in this faculty. This is post is suitable for NQTs or teachers who are not yet post threshold.

I would welcome a mindset that was open to collaborative and creative thinking as we all work together to realise the school's vision of 'every child a scholar'. In a nutshell, can you demonstrate:

- Teaching skills that are consistently good when delivered
- A record of pupil progress in Humanities
- A secure understanding of the Geography syllabus and curriculum

I welcome your application especially as it is a quick turnaround so that we can start at best, start working together in September. Please take a look at our website as it will give you a real flavour of the wonderful school that we are!

I am looking for a colleague to join us and bring enthusiasm and creative ideas. You can be assured of a full commitment to your development within our school community.

Yours sincerely,

Susan Service
Head teacher



Arts & Media School
ISLINGTON

General Background information

Humanities information

We are a very successful department with an emerging trend of success that needs to be built on and exceeded. Our summer 2016 examinations resulted in 44% of students achieving A*- C grades in Geography and 51% A*-C in History. The performance for our most able students was realised with 16% A*- A in Geography and 21% in History.

The expected progress for our students has been above average for the subjects and we are continuing this work of preparing our students, starting from KS3 to progress confidently. Hard work, dedication and a relentless focus on teaching and learning is evident in the faculty. We are a supportive department who continually collaborate to ensure we secure the best student outcomes at the end of Key Stage 4.

About the school

We are a diverse community of learners and our school is an exciting place to be. We serve a local area that features a wide range of ethnic and social backgrounds and are committed to ensuring that our pupils enjoy a creative and rich educational experience, as well as one that prepares them for further education. Our creative school curriculum is rooted in an academic core.

We previously completed an £18m building project with a brand new building and theatre in addition to our refurbished facilities. Creative arts form our specialism; this means that staff and pupils are regularly engaged in innovative and exciting teaching and learning processes. Ofsted graded the school "Good with many outstanding features" in our last inspection.

Our vision centres on four core values that inform the decisions that we make:

- **Confidence:** we secure and embed our strength and resilience and challenge ourselves to develop further
- **Aspiration:** in all areas we actively hold the highest expectations
- **Respect:** every member of the community is celebrated
- **Reflection:** we stop and think regularly about what we are doing and why

Our website, prospectus, and Ofsted report give further insight into our community; the staff are extremely hardworking, selflessly giving their time and commitment to the students success and are in regular communication with parents and carers. The students are extremely receptive to good teaching and thrive on the curriculum and pastoral care provided.

We welcome your application.

Susan Service
Head teacher



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ISLINGTON

How to apply

- Complete the application form carefully, ensure there are no gaps within your career timeline (account for all of the years of employment within education upon completing first degree)
- Detail carefully on 2 -3 sides of A4 how you meet each area of the essential criteria within the person specification

For example...

- ***At least 3 years teaching successful experience at KS3 / KS4 in relevant subject areas***
- ***Track record of success in examination results for personal teaching classes.***

Tell us what you have taught, key positive features of your teaching, the actual results you obtained for your personal classes (e.g. 80% A – C, class of 30, set 2). Strategies you employed to ensure success, strategies you led or shared with others and the results of this collaborative work. The impact of your results, your teaching and effort upon the department or school.

For example....

- **Successful leadership experience of initiatives / courses in subject area**

Tell us what the initiative was, what the result of the initiative was and what impact this had on the pupils, department or school as a whole. Include numerical data or facts in your results rather than long descriptions or feelings.

From your personal statement we should be able to easily match what you have done with a majority of the requirements on the person specification, a good statement will take some time to write and it should be checked by another colleague to ensure it is free from error and grammatically correct.

Overall

It should contain actual numbers and trends to give hard evidence of success in your current role (that relates to the job you are applying for), try to relate the following bullet points to as many of the aspects in the person specification as you can, it leads to concrete examples in your statement.

- What did you do?
- What was the result?
- What was the impact upon others or upon the school as a result of your work?



Arts & Media School
ISLINGTON

Teacher of Humanities (Geography / History)
From September 2017
Full time, permanent contract
M1 – M6 £28,379 - £38,623 (depending on experience)

Arts & Media School Islington is a popular and thriving comprehensive school situated in North London; a vacancy has arisen for a Humanities teacher within our community. The post holder will be able to teach primarily Geography to KS4, and some History and RE to KS3.

We are a ***good school with many outstanding features*** and the opportunity is now available for another colleague to join us on our journey to outstanding in all areas.

Closing date for applications: Wednesday 21st June 2017 12 noon

Interviews: Monday 26th June 2017

School visits are welcome; please contact the reception to arrange a time. Applications should be emailed to the head teachers PA, Hayley King, on kingh@artsandmedia.islington.sch.uk

For more information please visit our [website](#)

We do not accept CVs via agencies

Arts and Media School Islington Job Description

Humanities Teacher

All appointments at Arts & Media School Islington are made in accordance with the agreed School's Equal Opportunities Employment Policy.

All employees are expected to adhere to the agreed School Policies as set out in the Staff handbook

Responsible to: Head of Faculty

SECTION 1 - GENERAL TEACHING DUTIES

To maintain and build upon the standards achieved in the award for QTS (Secondary) as set out by the Secretary of State.

Teaching & Learning

1. To manage pupil learning through effective teaching in accordance with the Department's schemes of work and policies.
2. To ensure continuity, progression and cohesiveness in all teaching.
3. To use a variety of methods and approaches (including differentiation) to match curricular objectives and the range of pupil needs, and ensure equal opportunity for all pupils.
4. To set homework regularly, (in accordance with the School homework policy), to consolidate and extend learning and to encourage pupils to take responsibility for their own learning.
5. To work with SEN staff and support staff (including prior discussion and joint planning) in order to benefit from their specialist knowledge and to maximise their effectiveness within lessons.
6. To work effectively as a member of the Department team to improve the quality of teaching and learning.
7. To set high expectations for all pupils, to deepen their knowledge and understanding and to maximise their achievement.
8. To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

Monitoring, Assessment, Recording, Reporting, and Accountability

1. To be immediately responsible for the processes of identification, assessment, recording and reporting for the pupils in their charge.
2. To contribute towards the implementation of EHCPs as detailed in the current Code Of Practice particularly the planning and recording of appropriate actions and outcomes related to set targets.
3. To assess pupils' work systematically and use the results to inform future planning, teaching and curricular development.
4. To be familiar with statutory assessment and reporting procedures and to prepare and present informative, helpful and accurate reports to parents.
5. Keep an accurate register of pupils for each lesson. Unexplained absences or patterns of absence should be reported immediately in accordance with the School policy.

Subject Knowledge & Understanding

1. To have a thorough and up-to-date knowledge and understanding of the National Curriculum programmes of study, level descriptors and specifications for examination courses.
2. To keep up to date with research and developments in pedagogy and the subject area.

Professional Standards & Development

1. To be a role model to pupils through personal presentation and professional conduct.
2. To arrive in class, on or before the start of the lesson, and to begin and end lessons on time.
3. To cover for absent colleagues as is reasonable, fair and equitable.
4. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
5. To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, Citizenship, Literacy, Numeracy and ICT.
6. To establish effective working relationships with professional colleagues and associate staff.
7. To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures.
8. To be involved in extra-curricular activities such as making a contribution to after-school clubs and visits.
9. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children.
10. To liaise effectively with parent/carers and with other agencies with responsibility for pupils' education and welfare.
11. To undertake any reasonable task as directed by the Head of Department.
12. To be aware of the role of the Governing Body of the School and to support it in performing its duties.
13. To train in basic first aid.
14. To be familiar with and implement the relevant requirements of the current SEN Code of Practice.
15. To consider the needs of all pupils within lessons (and to implement specialist advice) especially those who:
 - have SEN;
 - are most able;
 - are not yet fluent in English.
16. To perform agreed statutory break duties as part of assigned Duty Team.

N.B: Every subject teacher will be expected to have pastoral responsibilities for a form group

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Person Specification Humanities teacher Arts & Media School Islington

Qualifications and Experience

Essential

- A good honours degree or equivalent and PGCE.
- Evidence of further subject-based professional development.

Teaching

Essential

- Evidence of good classroom practice.
- Good understanding of effective and engaging teaching methods.
- The ability to engage, enthuse and motivate students.
- Experience in teaching Geography at KS3 & KS4 (some experience of RE / History desirable)

Assessment

Essential

- An understanding of the use of assessment to inform planning.
- Evidence of improved student outcomes.
- The ability to monitor student progress through the use of ICT.

Planning

Essential

- The ability to plan lessons and sequences of lessons with clear objectives to ensure progression for all students.
- The ability to set consistently high expectations for all students' through class work and homework.
- A willingness to be involved in extended curriculum opportunities in the subject area.
- The ability to manage time effectively and prioritise work.

Professional Attributes

- Are enthusiastic and always positive.
- Stimulate and spark others through working in teams.
- Use critical thinking, creativity and imagination.
- Are able and willing to scrutinise their own practice and to make their practice accessible to others
- Believe they can improve on their previous best.
- Are highly motivated.
- Respond well to a challenge.
- Maintain high professional standards.
- Have excellent communication skills.
- Have a commitment to own professional development.

Please give clear evidence of the above within your personal statement on no more than 2 sides of A4.



Guidance for candidates applying for a job with Islington Schools

Please read this carefully BEFORE you start to complete the application form.

General

The application form plays a crucial part in the selection process, both in deciding whether you will be invited to an interview and at the interview itself. It is vital that you complete the form as fully and accurately as possible. We will not make any assumptions about your experience, knowledge, skills and abilities to do the job.

Read the advertisement, job description, person specification and other accompanying information carefully before you start. All parts of the application form must be completed. Failure to provide information requested may lead to your application being rejected.

Personal Details

Complete this section fully and clearly. If you do not know your national insurance number, you can obtain it from your Inland Revenue National Insurance Contributions office or DWP office and they'll tell you what to do. All successful applicants will be required to produce documentary evidence of their eligibility to work in the UK*. Verification of identity is required before confirmation of appointment.

*A copy of the Asylum and Immigration Act 1996 (Section 8) is available from Schools Human Resources team including a list of the accepted documents.

Relatives and Other Interests

If this applies to you, please give the name of the employee, the department/school that they work in and the relationship (e.g. husband, daughter).

Education, Qualifications and Training

Ensure you give all the information requested, including dates, establishment where you studied and make clear the level of any examinations e.g. GCSE, GCE 'O' Level or 'A' Level or equivalents etc. and the grades you obtained. Also include here any skills training you have had. You will be required to produce original documentary evidence of any qualifications relevant to the job, and these will be detailed on the Person Specification. Proof of qualification is required before the appointment is confirmed.

Employment record

Please list in chronological order, starting with your current or most recent job including employment other than teaching. You have to list details of employment since leaving full-time education. Failure to provide full account of your employment record may lead to your application being rejected.

Gaps in Employment

If there are any periods of time that have not been accounted for in your application, e.g. periods spent raising a family or extended travel, please give details. Please ensure that there are no gaps in the history of your education, employment and other experience.

Personal Statement

This statement is an important part of the application form. This is where you should describe your experience, skills and abilities. You must demonstrate competence in all areas listed in the Person Specification by giving short examples. Describe how you match the requirements of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information given is well organised, relevant and brief. You may find it helpful to list each person specification requirement as a separate heading to explain how you meet that requirement.

If you do not send us this statement, you will not be considered for short listing. CVs are not be accepted.

References

All appointments are subject to verification of employment and suitability of the candidate for the post applied for. References may be taken up immediately after shortlisting. Please note:

- It is your responsibility to ensure that all named referees, including Parish Priests, where applicable, have consented to providing a reference.
- You must provide the **professional email address** for references coming from an employer.
- One reference must be from your present or most current employer.

- If your last post did not include working with children, a reference will be sought from the employer by whom you were most recently employed to work with children.
- We reserve the right to approach any of your previous employers for a reference.
- Candidates for Headship are advised to seek a reference from their Local Authority.
- Schools/Colleges of a Religious Character are permitted, to give preference to applicants who are practising Catholics. Therefore, it is recommended that one referee should be your Parish Priest/the Priest of the Parish where you regularly worship, if applicable. Most Senior Leadership posts require you to be a practising Catholic and, therefore, one referee must be your Parish Priest/the Priest of the Parish where you regularly worship.
- If you are successful, a further post-offer reference will be requested, seeking information on attendance and sickness records.

All offers of appointment depend on receiving references satisfactory to the school. You must give two referees that have had managerial/supervisory responsibility for you, one of whom must be your current/most recent employer. If you have not worked before, give the name of someone who can comment on your ability to do the job, e.g. a teacher or tutor. Further advice on who is suitable as a referee is available from HR. The school reserves the right to ask for substitute or additional referees, if the one you have provided is not deemed to be suitable.

You may ask to see these references, however, some of the information may relate to a third party, e.g. authorship. This type of information cannot be disclosed to you unless:

- the third party has consented for it to be released, or
- your right to know this information and its source outweighs the right of privacy of the third party.

Disclosure & Barring Service / Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013 provides that certain spent convictions and cautions are "protected" and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website, DBS filtering guide.

All school-based jobs are exempt from the provisions of the Rehabilitation of Offenders Act as the work brings employees into contact with children who are regarded by the Act as a vulnerable group. Therefore you will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act.

If you have been shortlisted and invited for an interview, you will be required to give full details of your criminal record, also be able to discuss any details with the selection panel as part of your interview. This information will remain strictly confidential and will only be seen by those responsible for the recruitment decision. The information will be shredded in line with our policy on the handling and storage of information relating to criminal record disclosures. Disclosure of a criminal record will not necessarily debar you from employment with Islington Schools, this will depend upon the nature of the offence(s), frequency and when they occurred.

The application for an enhanced disclosure with barred list information will be verified before your first day of work. Please read the policy on the recruitment and employment of ex-offenders. If you have any queries, please call Islington Human Resources helpdesk on 0207 527 2875.

Childcare (Disqualification) 2009 Regulations

If this post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulations, you will be required to complete a declaration form to establish whether you are disqualified under these regulations.

Additional Information for people considered to have a disability under the Equality Act

If this applies to you, please let us know the help you require and we will ensure that reasonable adjustments are made where possible.

Declaration

Under the Data Protection Act 1998, we must ask you to freely give your explicit consent to the processing of information on this application form in accordance with London Borough of Islington's registration under that same Act for personnel and payroll purposes, equal opportunities monitoring and to fulfil statutory requirements.

Equal Opportunities Monitoring Information

All job applicants are expected to complete the monitoring details of the form in order to assist us in complying with statutory requirements. All successful applicants are expected to support the policy actively. Copies are available from Islington Schools Human Resources on 0207 527 2875.

Before you submit your application form, please read it thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.



Policy on the recruitment and employment of ex-offenders

Background

London Borough of Islington uses the Disclosure & Barring Service (DBS) to help assess the suitability of applicants and volunteers for positions of trust. We do this in compliance with the DBS's Code of Practice (copies are available from Islington Schools Human Resources or on the internet at www.direct.gov.uk). This policy on the recruitment of ex-offenders is made available to all applicants and volunteers to jobs that require a disclosure.

Policy

The Code of Practice requires us to treat all our job applicants and volunteers who have a criminal record fairly and not to discriminate unfairly against staff and applicants on the basis of a criminal record or other information revealed by a disclosure.

London Borough of Islington is committed to equality of opportunity for all staff. A diverse workforce benefits and adds value to the services we provide. We will be proactive in removing barriers that deny equality to people based on race, gender, disability, ethnic origin, religious beliefs, sexual orientation, age or offending background. Having a criminal record will not necessarily bar you from working for Islington Schools. This will depend upon the nature of the position you have applied for and the background of your offences.

During the application process

When you apply for a job with Islington schools you will be informed if the job you are applying for is subject to a criminal record check. If it is, you will be asked about any criminal record you may have. You should include details of all cautions, reprimands, warnings and convictions. This information is kept confidential and is only seen by those who need to see it as part of the recruitment process. We select applicants for interview based upon their skills, experience and qualifications.

A failure to disclose a criminal record (including all cautions, reprimands, warnings and convictions, spent or otherwise) at the application stage will normally lead to the withdrawal of any subsequent job offer.

If you are offered a job at Islington Schools

The job offer will be made subject to satisfactory completion of a criminal record and other checks such as references, medical fitness for the post, proof of relevant qualifications and any other essential requirements for the post.

All employees/advisers involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences, or will seek appropriate advice before making a decision. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

In the event of the successful candidate having a criminal record, the candidate will have the opportunity of discussing the disclosure with a service manager. As a minimum, the following will be taken into account when deciding whether to confirm the appointment:

- ✓ Whether the conviction or information was disclosed during the application stage;
- ✓ Whether the conviction or information revealed is relevant to the job;
- ✓ How long ago the offence(s) took place;
- ✓ The candidate's age at the time of the offence(s);
- ✓ The number and pattern of offences;
- ✓ Any other relevant circumstances.

All staff/advisers in a position to make recruitment decisions are trained to identify and assess the relevance and circumstances surrounding a criminal record or will seek appropriate advice before making a decision. No decision will be made until your explanation and the above issues have been considered.

Appeal

You should appeal to the DBS if you believe that the disclosure information is not accurate.

Islington Schools Human Resources will decide whether the nature of the inaccuracy is such that a decision on whether to appoint should be postponed until the appeal is completed.

Policy on handling disclosure information

All disclosure information is kept securely and will only be seen by those who need to use it to carry out their duties. After a period of six months, it is securely disposed of. The disclosure forms are never kept on personal files.

Islington Schools Human Resources has a policy statement on the secure storage, handling, use, retention and disposal of Disclosures and Disclosure information which is available from Islington Schools Human Resources on request.



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