

**Recruitment Pack**

Vacancy for

Teacher of Science

MPS1 – UPS3

Closing Date: Tuesday 21st May at 9am

Interviews: Friday 24th May 2019

**In the interests of economy, we regret that we are unable to acknowledge all applications. If you have not received an invitation to attend an interview by Thursday 23rd May please accept this as an indication that you have been unsuccessful on this occasion.**

# A Message from the Headteacher

Dear Applicant,

Thank you for downloading this application pack and for your interest in becoming our Teacher of Science at Birches Head Academy, in Stoke-on-Trent.

This is an exciting time at Birches Head Academy as the academy has made dramatic improvements and seen a complete culture change in recent years resulting in rapidly growing numbers of children applying for places .

The Academy works in partnership with a number of schools both locally and nationally. We also work closely with many of our local Secondary schools as well as our primary feeder schools and colleges to ensure all students have the very best opportunities and outcomes.

The Academy has excellent facilities and has undergone extensive building work under Building Schools for the Future.

I have very high aspirations for the young people at Birches Head Academy. I want the very best for them. I want them to ‘Aspire to be More’. If you feel you can make a contribution to this important enterprise and help our children to be the best that they can be, then I look forward to receiving your application.

If you would like to discuss this vacancy or visit the school please contact Mrs J Bracegirdle , Head’s PA and Office Manager by email jbracegirdle@bircheshead.org.uk

Yours faithfully

Ms K Dixon

Headteacher

Our Academy Vision

We seek to build a community where our students have the social, intellectual and cultural capital to have:

* Unlimited ideas and dreams
* A vision of what they want to achieve in life and how to achieve it
* A strong sense of duty and of service to others
* Care and compassion for each other
* Choice filled lives and be good people

Above all else, we want our students to experience fullness of life, where the sort of person that they become is of paramount importance. This is articulated in our motto “Aspire to be More”

We want to be the best school in the city and one of the best in the country, so that all our pupils have the best education and pupils to model positive behaviours based on mutual respect and social integrity. Our community has a consistent culture of high expectations so that everyone can achieve their full potential. By doing this we will instil into our pupils a desire and the means to be the best and make a positive difference in our world.

**Science Department Information**

The science team are working hard to ensure that improvements made in recent years are used as the foundation for further improvements in student achievement and progress. The team is supportive and works collaboratively, sharing good practice to provide good quality learning and teaching that engages and enthuses our students. The successful candidate will benefit from the positive, professional working relationships within the Science department. The department is in a strong position yet is passionate about developing further.

Following a re-organisation the team will comprise of:

* Head of Science
* Second in Science
* 8 science teachers (not all work full-time in science)
* Senior lab technician

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**Facilities**

In April 2013 the Science department moved into a purpose built suite of rooms that provide flexible teaching spaces, including a resource and small group work room. The teaching spaces are spacious, light and modern. The successful candidate will have their own classroom. The area is fully supported by ICT, with all rooms equipped with interactive whiteboard and data and electrical outputs that enable individual and collaborative work using digital media. A bank of laptops are based in the area to enable use of ICT and to enable personalised learning. As with all other teams in the school, there is further access to portable devices, including ipads, digital cameras, a learning gateway and technical support through our central resource.

**Curriculum**

The KS3 curriculum follows our own Schemes of Work with students assessed every half term through a range of different assessments. This information is used to monitor progress and inform necessary interventions. Students are set according to ability. At KS4 the department at present offers GCSE Core & Additional Science.

**Our key next steps are:**

* To provide appropriate challenge and effective feedback to pupils to ensure sustained progress.
* To ensure that achievement and progress continue to improve under the new constraints of linear examination.
* To continue the improvement of learning and teaching, ensuring the engagement and motivation of all students.
* Increase our offer to students.

The Context

The City of Stoke-on-Trent is in the West Midlands and has a population, of 249,000, which is predominately white British but with a significant minority ethnic community. Ambitious plans are underway to transform and renew the City through major investment in health, housing, economic development, and education. The ‘Potteries’ as Stoke-on-Trent is affectionately called is renowned for its world class ceramics industry and industrial heritage. The Midlands power house is driving economic growth and renewed prosperity.

The City boasts a strong cultural tradition with its ceramics heritage and Performing Arts tradition.

With a 10% increase in the number of children, education is of critical importance to the future prosperity of the City, and the BSF programme has established excellent facilities for our young people.

# Our Academy Values

**As a student of Birches Head:**

• I will have self-belief and the social skills to continue to succeed in an ever-changing world

• I will take pride in my efforts and have the confidence to celebrate my successes

* I will embrace challenges and opportunities; I will make a positive contribution with honesty and integrity

**Staff of Birches Head will:**

• Inspire you to grow in confidence, resilience, self-respect and with a sense of responsibility

• Foster a sense of pride in you and celebrate your successes

• Expand your horizons, challenge you to reach your full potential and realise your aspirations

Job Description

**Teacher of Science**

Birches Head Academy wishes to appoint a Teacher of Science to support the work of the Academy. Birches Head Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Purpose of Post

1. **TEACHING**

* Plan work in accordance with subject schemes of work and National Curriculum programmes of study.
* Liaise with relevant colleagues on the planning of units of work for collaborative delivery.
* Work in collaboration with Inclusion Support Assistants attached to any teaching group.
* Take account of students' prior levels of attainment and use them to set targets for future improvements and plan curriculum provision
* Set work for students absent from school for health or disciplinary reasons.
* Maintain good classroom management by adherence to the advice given to staff in the staff handbook and elsewhere.
* Set high expectations for students' behaviour by establishing a purposeful working atmosphere in accordance with the school's behaviour policy.
* Set appropriate and demanding expectations for students' learning, motivation and presentation of work.

1. **ASSESSMENT, RECORDING & REPORTING**

* Maintain notes and plans of lessons undertaken and records of students’ work.
* Mark, monitor and return work in line with school policy and provide constructive oral and/or written feedback and clear targets for future learning as appropriate.
* Carry out assessment programmes (e.g. reports) as agreed by the school policy.
* Attend the appropriate parents’ evenings to keep parents informed as to the progress of their child.
* Be familiar with the Code of Practice for identification and assessment of Special Educational Needs and keep appropriate records on Individual Education Plans for students.

**3. PASTORAL WORK**

* Undertake responsibility for a tutor group as required including tutor/student interviews.
* Be the first point of contact for parents of students in the tutor group.
* Monitor the social and academic progress of individuals in the personal tutor group.
* Be prepared to undertake responsibility report writing, references and other forms of record for personal tutor group and support the application process to post 16.
* Promote good attendance and punctuality and monitor in accordance with the school's attendance procedures.

**PROFESSIONAL STANDARDS**

* Support the aims of the school to promote a “learning community".
* Treat all members of the community, colleagues and students, with respect and consideration.
* Treat all students fairly, consistently and without prejudice.
* Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
* Promote the aims of the school by attendance at and participation in events such as open evenings. (as appropriate to their responsibilities).
* Support the ethos of the school by upholding the behaviour policy, uniform regulations etc.
* Take responsibility for own professional development and participate in staff training when provided.
* Reflect on own practice as well as the practices of the school with aim of improving all that we do.
* Read and adhere to the various policies of the school as expressed in the School Development Plan, the staff handbook, subject and team documentation etc.
* Participate in the management of school by attending various team and staff meetings as published in the school calendar.
* Undertake duties as prescribed within school policies.
* Ensure that all deadlines are met as published in the school calendar.
* Undertake professional duties that may be reasonably assigned to them by the headteacher.
* Be proactive and take responsibility for matters relating to health and safety

**Person Specification**

**PERSON SPECIFICATION FOR Teacher of Science**

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| **MINIMUM ESSENTIAL REQUIREMENTS** | **MEASURED BY:**  **A)APPLICATION**  **B)TEST/EXERCISE**  **C) INTERVIEW** |
| **QUALIFICATIONS/TRAINING**  **It is essential that the post holder has:**   * Qualified Teacher Status. * Graduate status. * A balanced programme of relevant courses undertaken. | **A** |
| **EXPERIENCE/KNOWLEDGE:**  **It is essential that the post holder has:**   * Training and experience across the secondary phase in specialised subject area. * Experience of successful management of change. * Proven effectiveness as a teacher. * Experience in the practical application of learning. | **A & C** |
| **SKILLS AND ABILITIES:**  **It is essential that the post holder has:**   * Ability to support teaching across the Academy. * Ability in understanding of good assessment and its implications for planning and teaching. * Evidence of successfully implementing strategies for raising standards. * Knowledge of assessment across vocational and G.C.S. E. Specialist subject(s). * Ability to communicate effectively both orally and in writing. | **C** |
| **It is desirable that the post holder is/has :**   * A self-starter with vision and imagination. * Ability to take risks. * Strong awareness of Health and Safety issues. | **A & C** |
| **ADDITIONAL FACTORS:**  **It is essential that the post holder has:**   * Ability to lead and motivate staff and students. * High expectations personally for students and staff. * Commitment to equal opportunities policies. * Good organisational skills. * Ability to work to agreed targets and deadlines. * Ability to work under pressure and be flexible. * Integrity, loyalty, sensitivity and a good sense of humour. * A willingness to undertake appropriate training. * Awareness and sensitivity with regard to equal opportunities and race equality. * An ability to fulfil all spoken aspects of the role with confidence through the medium of English. | **C** |

# How to Apply

If you decide to apply for this post please complete an application form: curriculum vitae alone will not be accepted. Your formal letter of application (supporting statement) should be **no longer than 2 sides of A4** and should address:

* Why the post attracts you
* How your experiences and achievements match the job and person specification

Please return your completed application to: [jbracegirdle@bircheshead.org.uk](mailto:jbracegirdle@bircheshead.org.uk) (Office Manager)

Please note, it is the policy of Birches Head Academy to contact shortlisted candidates only.

## Key Dates

**Closing Date: 21st May at 9am**

**Interviews:** **Friday 24th May 2019**

# Academy Location

**Birches Head Academy:**

Birches Head Road

Stoke on Trent

ST2 8DD

01782233595

Email: info@bircheshead.org.uk

# Additional Information

Ofsted Reports: [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

Information about Stoke City council: [www.stoke.gov.uk](http://www.stoke.gov.uk)



**Reference Consent**

The School/Academy obtains references as part of the pre-employment process. As part of the reference details relating to your employment, our standard form asks for your absence record e.g. number of days and number of occasions in the last two years, details of any disciplinary records you might have on file and information on your conduct and performance.

Upon receipt of this data it would be reviewed by the appointing manager and HR will hold this information on your personal file for the duration of your employment, it would then be destroyed in line with current requirements.

In line with the new General Data Protection Regulation and Data Protection Act 2018, we require your consent to request this information from your referees.

In order to consent to the School/Academy requesting the information outlined above please sign and date the below to confirm that you are happy for us to proceed on this basis.

Name: …………………………………………....

Signature: …………………………………………….

Date: ……………………………………………..

Once completed, please return this form to:-

Office Manager