

Welcome from Richard Brown, Principal Bicester Technology Studio

Dear Applicant,

Thank you for your interest in a teaching role at BTS. We are a member of Activate Learning Education Trust and are building on their considerable expertise in Further Education and notable successes with UTCs in Reading and Didcot. The School is now into its second full year with 130 students. We started with 80 students in September 2016, a mix of year 10 and 12 studying toward GCSE, A level and BTEC courses. These students have now been joined by a fresh crop of Year 10's and 12's who have settled well. We have capacity for 340 students when full in 2020.

The School is in the centre of an exciting multi-million pound eco-technology and enterprise investment in the Bicester area. Bicester itself is planned to double in size and aims to become a centre of excellence for sustainable technologies and logistics and we are delighted to be placed at the centre of this initiative.

Studio Schools are a new, innovative approach to learning. Focusing on career and higher education success, supporting employment destinations for students when they leave, BTS specialises in Engineering, Business and Sustainability, supporting career pathways in the exciting development opportunities in Bicester. These specialisms are dovetailed with the core subjects alongside Humanities and Technology subjects

This is an exciting opportunity to be part of a new School, helping to develop our culture from the outset. At BTS, we are striving for excellence in everything we do and we are looking for a committed and enthusiastic teacher to help us build the right culture to breed success. In order to have the required impact, successful candidates will have to be ambitious, creative, hard working and inspiring. We aim to continually appoint staff that add to a strong teaching team that forms an excellent balance of experience, developing teachers and also recent entrants to the profession. Our team will form a cohesive and supportive unit; willing to try new things, go the extra mile and actually enjoy work will be our strength.

Our aim is to provide an outstanding education to all of our students through innovative teaching methods, active and project based learning, first class facilities and personalised support. It is a stimulating place in which to learn and to work and one I feel privileged to be given the opportunity to lead.

It is key that as a member of our team, you are able to enjoy working with colleagues who are adaptable and open to change with a positive mind-set. I am looking to appoint committed, enthusiastic and inspirational teachers with a real passion for improving the lives of young people, who can make a significant contribution to raising standards. These posts offer an ideal opportunity for experienced colleagues, but also for a teacher in the earlier years of their teaching career, or potentially a teacher with industry experience, who can deliver lessons with a practical, real life focus. You will be able to demonstrate the ability and aspiration to become, or already are an outstanding teacher.

We look forward to receiving your application.

Richard Brown
Principal, Bicester Technology Studio

Successfully shortlisted candidates will be contacted via telephone and email with details of the interview process. If you have not heard from us within 2 weeks of the closing date, please assume your application has been unsuccessful.

Additional Information

If you would like any additional information about this post, or to have an informal chat with the Principal, please contact Richard Brown by email Richard.Brown@bicestertechstudio.org.uk If you would like to arrange a visit, please contact Samantha Thompson at: Sam.Thompson@bicestertechstudio.org.uk

Questions

If you have any questions regarding your application or the application process please contact Activate HR at: hradvisors@activatelearning.ac.uk

ACTIVATE LEARNING EDUCATION TRUST

TEACHER JOB DESCRIPTION

Purpose of role:

- To plan and deliver high quality imaginative and inspirational teaching, learning and assessment according to our Learning Philosophy which meets the needs of all our students on a range of programmes.
- To ensure all our students make rapid progress and as a result successfully complete their qualification and achieve positive value added outcomes.
- To motivate and inspire all students to promote their achievement and develop their skills to enable progression onto higher levels of study or into relevant, sustainable employment.
- To work collaboratively and proactively with managers and colleagues across Activate Learning to design, develop, manage and review programmes in the faculty requirements, in light of stakeholder feedback.
- To fully engage with the Activate Learning Mission and Values, ensuring that these are at the heart of working practices.

Principal Accountabilities

Teaching, Learning and Assessment

- Deliver high quality teaching, learning and assessment to meet the needs of all our students
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation, coaching and pastoral support functions of the Studio School
- Use technology creatively to engage, extend and enhance all students learning and equip them with strategies for staying safe on the internet and social media
- Develop all our students mathematics and English skills and work creatively to overcome barriers to their learning
- Enable students to share responsibility for their own learning and assessment, negotiating personalised targets that stretch and challenge
- Apply well planned, appropriate and fair methods of assessment and provide constructive, specific and timely feedback to support our students progression and achievement
- Drive and inform the design and development of programmes to add value to our students knowledge and skills
- Ensure assignment briefs and all forms of assessment are internally verified prior to the start of the programme and that assessment is varied and meets the needs of all individual students
- Ensure all assessed and marked work is returned in a timely manner clearly identifying areas for development
- Act as a positive role model and maintain an environment of high expectation and engagement, inspiring all our students to achieve the best possible outcomes
- Ensure all our students have equality of opportunity through well-planned, personalised learning

and that diversity is celebrated through embedding a range of examples in learning

- Take responsibility for the support of students and provide appropriate and timely feedback, information and guidance to enable them to succeed
- Actively evaluate all aspects of the curriculum delivery, with colleagues, making appropriate in year and end of year changes to increase positive added value for students
- Take responsibility for the progression of our students through active monitoring of student progress and evaluation of learning outcomes with a focus on improving our students value and added and destination
- Ensure completion of student goals and targets as required to support academic progress and development of skills
- Deliver tutorial activities to engage students, check progress and encourage students to take responsibility for their own learning, using appropriate benchmarking tools to ensure that our students progress is 'adding value' to their previous achievements
- Positively seek out benchmarks and other measures of success and actively work towards where possible exceed individual achievement objectives and success measures
- Take responsibility for seeking out methodologies and resources in support of high quality teaching, learning and assessment
- Be responsible for moderation and verification at key times throughout the year
- Complete administration associated with the role for example RAG rating and interventions, accurately maintaining relevant tracking documentation and providing reports as required
- Ensure accurate attendance records with follow up on attendance and punctuality
- Ensure our student information is captured correctly, at enrolment and throughout the year, including learning aims, achievement and changes to our students information including student withdrawal, transfer and programme completion
- Deliver feedback on progress to students and other relevant stakeholders
- Be active in the marking and promotion of curriculum provision including contributing to marketing materials and attending promotional events
- Deliver effective interview and initial assessment activities which ensure student's suitability for courses; giving impartial and professional advice, which meets their educational and vocational needs
- Work with other professionals to refer students for support including Transition Workers, Progression Workers, technicians, mentors, coaches, etc.
- Contribution to organisational development and quality improvement through collaboration with others
- Actively participate in monitoring and reviewing courses development activities, work with colleagues to improve and develop new courses and supervise support staff connected to programmes

Safeguarding and Welfare

- Ensure a learning environment in which students feel safe and supporting and be accountable for own safety and that of colleagues/ visitors to the workplace
- Keep our students safe by equipping them with strategies to avoid extremism, radicalisation and grooming and create an environment in which British values are celebrated
- Be responsible for ensuring that the activities under your control are conducted in accordance with the Safeguarding and Health and Safety requirements of Activate Learning's current policies and procedures
- Ensure you promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with

Environment and Culture

- Establish a well organised, purposeful and motivating learning environment where students feel safe, secure, confident and valued and where they can evaluate and make decisions about their learning
- Establish and maintain procedures with students which promote and maintain appropriate behaviour, communication and respect for others, while challenging discriminatory behaviour and attitudes both within and outside the classroom
- Use opportunities to highlight the potential for learning, to positively transform lives and contribute to effective citizenship identifying transferable skills and linking these to employment opportunities. Work in collaboration with employers to maximise the student experience and prepare students for a professional working environment, acting as a positive role model
- Maintain a visible and approachable presence, fostering productive relationships with students, staff, parents and external agencies
- Actively recruit students by taking part in Open Days and marketing activities to raise the profile of Activate Learning Education Trust, interview, advise and enrol students as required

Continuous Professional Development (CPD) Professional Learning and Development

- Engage in your own learning and development in line with Activate Learning Education Trust's policy and competency framework to maintain your subject or vocational currency and practitioner pedagogy skills
- Self-evaluate and reflect critically on own teaching practice, materials and strategies used and how your performance can be improved
- Actively contribute to your annual performance review/ appraisal and the continuous improvement of yourself and others in your team.

Summary of terms and conditions of employment

Working Hours

Whilst the limit of 1265 hours of 'directed time' is recognised as a significant benchmark, and staff work-life balance is considered an important consideration for the School, the School will not be bound by the 1265 hour limit. The member of staff is expected to take part in the School's enrichment programme and work such hours as may be needed to enable the effective discharge of the member of staff's professional duties and to meet the educational needs of the students. The normal working day for a full time post will be 8.15am to 5.15pm on Monday to Thursday with a 4.45pm finish on a Friday. Hours of work for part-time posts and other working arrangements will be set by the Principal.

You will be expected to work for a total of 205 days each academic year (1st September to 31st August). This will be made up of 190 Teaching Days during the published term time, 5 days of whole staff training and 10 further days to be agreed annually with the Principal.

Salary

Qualified Teacher range: £23,294 - £33,179 pro rata for 0.4 appointment.

Salary on appointment will be dependent on experience.

Probation Period

The first six months of your employment will be a probation period, during which your suitability for the position to which you have been appointed will be assessed. The Trust reserves the right to extend your probation period if, in its opinion, circumstances so require. During your probation period, or at the end of it, your employment may be terminated either by you or by The Trust in writing by giving one month's notice.

Leave Entitlement

The School's holiday year runs from 1st September to 31st August.

All holidays must be taken outside of the School term time.

Professional Appearance & Conduct

Activate Learning Education Trust seeks to maintain the highest professional standards at all times. All staff are required to ensure both their appearance, dress and conduct reflects the professional standards expected by Activate Learning Education Trust.

Pension Arrangements

You are entitled to participate in the Teachers' Pension Scheme ("TPS") subject to its terms and conditions from time to time in force. The TPS is contracted out of the State Second Pension Scheme. It follows that, if you choose to participate in it, a contracting out certificate under the Pensions Scheme Act 1993 will be in force in respect of your employment. Should you choose not to join the TPS, the Corporation will comply with the employer duties under Part 1 of the Pensions Act 2008 in respect of you and it will automatically enrol or re-enrol you into a pension scheme as and when required by law.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.