Leodis Academies Trust

WELCOME TO LEODIS ACADEMIES TRUST

FORGING YOUNG FUTURES







Teacher of Science - Physics
Woodkirk Academy

Information Pack

12 February 2021

Leodis Academies Trust

Woodkirk Academy
&
The Sixth Form @ Woodkirk Academy

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Welcome



Dear Candidate

Thank you for your interest in applying for a role working at Woodkirk Academy, which is part of the Leodis Academies Trust family of schools. We hope the information provided will encourage you to seriously consider becoming part of one of the most successful and vibrant schools in Leeds.

Woodkirk Academy is a popular, successful and oversubscribed school where we have a very proud record in academic, intellectual, social, musical, sporting and community developments

Woodkirk prides itself on its friendly atmosphere and excellent behaviour. Students enjoy learning with support and encouragement from a committed and ambitious staff, who put children at the heart of all they do. Students are supported by a talented pastoral team, who emphasise the pro-active rather than the re-active. A very successful positive behaviour policy, ensures that students are rewarded for good behaviour and that disruption is very rare.

Examination results have been consistently high over a number of years. Although we view examination results as important we are primarily dedicated to educating the whole child so that they are fully prepared for citizenship in the 21st century. To this end we offer a vast number of extra-curricular opportunities, including many trips and visits aimed at maximising experiential learning. We also offer the only school based Sixth Form locally which attracts large numbers due to its success.

We have a well-qualified, experienced and enthusiastic staff who have a strong team approach in all its endeavours. Staff work hard and are dedicated to devoting their energies to providing the best opportunities for all students in the school. Ofsted noted that 'Across the school, teachers are very conscientious and highly committed. They create excellent relationships in lessons so that students enjoy their learning.'

A fully embedded and comprehensive induction programme for teaching and non-teaching staff new to the school, ensures that colleagues are given appropriate support to make a successful transition to our school. Each member of staff is greatly valued and we are eager to recruit a colleague who is committed, enthusiastic and has a shared vision for the education of the next generation.

More detail on the role itself is contained in the Job Description later in this document.

I hope that the information provided is of use. If you require any further information or would like to speak to someone about your application, you will find some contact details in the 'Application Process' section of this document.

We look forward to receiving your application.

Mrs Joe Barton
CEO Principal

Mr Tim Jones
Associate Principal

Leodis Academies Trust

Leodis Academies Trust was established in April 2016 to formalise the collaborative working of four high performing schools within close proximity of one another. In September 2018, Blackgates Primary Academy joined the Trust cementing our place at the heart of the Tingley and Ardsley Community. Leodis offers young people the opportunity to experience consistency and security in their education from 2 to 18 years old; from the start of nursery to the end of sixth form and into adulthood.

Leodis Academies Trust and our individual Academies are committed to 'Forging Young Futures'. To do this, each Academy has its own ethos and identity and has the freedom to develop individually as well as working collaboratively to secure high quality outcomes for all its young people. By providing an extensive curriculum both within and beyond the classroom we cater for the wide range of talent and ability that our students have to offer. We work tirelessly to improve the life chances of all our young people and support them to make a positive contribution to their community.

Whilst Leodis consists of schools closely geographically located, the Trust works collaboratively with a wide range of partner organisations both locally in Morley and south Leeds as well as further afield with our Initial Teacher Training partnerships, Universities and employers.

Our positive outlook and excellent reputation enables us to attract and sustain high quality staff teams led by exceptional leadership teams. We value our staff and the experience that they can bring to the Trust so that we can continue to build on our strengths. Those we recruit need to demonstrate that they want to be part of the collaborative working culture upon which we pride ourselves. We want to be the employer of choice in the area and working for the Trust, you will be able to access the many staff benefits on offer.





Values and Aims

At Leodis Academies Trust we are committed to developing every young person's full learning potential through a wide variety of educational experiences in an environment that fosters positive relationships based on mutual respect.

Every individual part of the whole:

Each of our schools have their own identity and ethos that reflects their specific community and the needs of the young people within them. However they are all underpinned by a strong sense of purpose, order and control which in turn produces confident and enthusiastic young people who value education and the opportunities it affords them.

Building on excellence together:

Not content with focusing on academic excellence we all work hard to shape our young people into fully rounded individuals, ready to face the demands of a rapidly changing society. We access a comprehensive range of support and development services, in-house and externally, to ensure barriers to learning are tackled and their impact on attainment is reduced to allow every young person to make significant progress.

Our positive outlook and excellent reputation enables us to attract and sustain high quality staff teams lead by exceptional leadership teams. Our tireless focus on quality first teaching secures a safe, happy and high achieving learning environment for all our young people. We value every success and celebrate the achievements of all our young people through events, newsletters and our websites.

Looking outwards to strengthen within:

With collaboration at the heart of our work as a Trust we are able to share good practice, resources, and a philosophy that secures high quality teaching and learning across our schools. We focus on the breadth of curriculum; and value and provide enrichment opportunities for our young people to develop their talents and to find new skills and interests.

Whilst we focus on working together across the schools we recognise that we cannot grow, develop and fulfil our vision for every young person without strong partnerships. Central to this is the relationship between home and school; strong communication and open, honest dialogue ensuring we know our young people well and can work together to meet their needs.





Staff Benefits & Wellbeing

At Leodis Academies Trust we pride ourselves on our collaborative approach to working together. We look for individuals who can contribute to this and make a difference to the academies that form our Trust. In return we can offer:

- Attractive salaries and annual leave entitlements.
- Free parking on site.
- Enhanced maternity, paternity and adoption leave.
- Auto-enrolment into an attractive pension scheme (West Yorkshire Pension Fund for support staff and Teachers Pension Scheme for teaching staff).
- Access to an Employee Assistance Programme providing confidential support 24 hours a day, 7 days a week.
- Access to job related learning and development opportunities.
- Access to an expanding range of lifestyle benefits including Simply Health cash plan, free flu vaccinations and a cycle to work scheme.



Job Description

Job Title: Teacher of Science - Physics

Grade: MPS/UPS with TLR for suitable candidate

Contract: Permanent

Line Manager: Director of Science

Any Special Conditions of Service: No smoking policy

Purpose of the Role:

- To facilitate and encourage learning which enables students to achieve high standards
- To share and support the corporate responsibility for the well-being, education and discipline of all students.

The Job Description should be read alongside the range of professional duties of Teachers as set out in the Teachers' Pay and Conditions Document. The postholder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the General Teaching Council for England.

Main Duties:

Teaching and Managing Pupil Learning

- Ensure effective teaching of whole classes, groups and individuals so that teaching objectives are met, momentum and challenge are maintained, and best use is made of teaching time.
- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, clear presentation and good use of resources.
- Set high expectations for pupils' behaviour, establishing and maintaining a good standard of discipline through well-focused teaching and through positive and productive relationships.

Planning and Setting Expectations/Pupil Achievement

- Identify clear teaching objectives, content, lesson structures and sequences appropriate to the subject matter and the pupils being taught.
- Set appropriate and demanding expectations for pupils' learning and motivation. Set clear targets for pupils' learning, building on prior attainment.
- Help in the process of Identifying pupils who have special educational needs, and know where to get help in order to give positive and targeted support. Implement where appropriate and keep records on Individual Education Plans (IEPs).

Assessment and Evaluation

- Assess how well learning objectives have been achieved and use this assessment for future teaching.
- Mark and monitor pupils' class and homework providing constructive oral and written feedback, setting targets for pupils' progress.

- When applicable, understand the demands expected of pupils in relation to the National Curriculum, KS4 and post-16 courses

Relationship with Parents and the Wider community

- Prepare and present informative reports to parents.
- Provide opportunities to develop pupils' understanding by relating their learning to real and work-related examples, recognising that learning takes place outside the school context.
- Where appropriate liaise with agencies responsible for pupils' welfare.

Manage Own Performance and Development

- Take responsibility for their own professional development and to keep up to date with research and developments in pedagogy and in the subjects they teach.
- Share corporate responsibility for the implementation of school policies and practices.
- Set a good example to the pupils they teach in their presentation and their personal conduct.
- Evaluate their own teaching critically and use this to improve their effectiveness.

Managing and Developing Staff and Other Adults

- Establish effective working relationships with professional colleagues including, where applicable, associate staff.

Managing Resources

- Select and make good use of textbooks, ICT and other learning resources which enable teaching objectives to be met.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. It will be subject to review through annual Performance Management.

Leodis is a Multi Academy Trust comprising of four founding members East Ardsley Primary, Hill Top Primary and Westerton Primary and Woodkirk Academy and one additional academy Blackgates Primary. The post holder is based at Woodkirk Academy and may be required to work across a number of sites.

Department Information

Science is the largest department in the Academy, there are 18 well qualified teachers supported by three equally knowledgeable technicians.

There are 13 very well equipped laboratories, most of which have been recently refurbished. All the laboratories have active boards and is well equipped with ICT equipment.

Key Stage 3

Students complete Key Stage 3 in two years, following a scheme written by the department for Years 7 and 8 in reference to the National Curriculum. At Key Stage 3, students develop a broad base of science knowledge, understanding and skill.

Year 7 students are taught in mixed ability sets.

Year 8 students are separated into two half year groups and are set based on ability.

Key Stage 4

At Key Stage 4, students follow the AQA Combined Science (Trilogy) course or the AQA separate science GCSEs in Biology, Chemistry and Physics.

Key stage 4 Science courses begin in September of Year 9 and students are set, according to their ability. GCSE classes are taught by subject specialists.

Key Stage 5

AQA A Levels in Applied Science, Biology, Chemistry and Physics are offered and they are popular options.

Enrichment Activities

At Key Stage 3 (Years 7 to 9) our science club runs weekly and is attended regularly by a number of enthusiastic students. The Science club students are working on individual projects which they will showcase during National Science and Engineering week in March.

For Key Stage 4 we have a STEM (Science, Technology, Engineering and Mathematics) group for students with an interest in careers in these subjects. The STEM group has regular guest speakers from Universities and representatives from industry as well as participating in a variety of visits and competitions.

The successful applicant will be a well-qualified person with drive, imagination and an ability to contribute to Departmental planning and curricular innovations. We are looking for someone who is capable of teaching throughout the age range and to all abilities. The successful candidate will show initiative in promoting Science within and beyond the classroom.

January 2021

Person Specification

		Essential/ Desirable	Evidence
Qualifications:	• A Science specialist with a good honours degree.	E	AC
	• A qualified teacher or about to gain qualified teacher status.	E	AC
	• Evidence of further professional study	D	AC
Experience:	• Successful teaching/teaching practices in Secondary School at Key Stages 3 & 4.	E	AR
	• Evidence of pastoral work/training, e.g. form tutor responsibilities.	E	AR
	• Ability to teach Key Stage 5	D	AR
	• Successful teaching/teaching practices at Key Stage 5	D	AR
	• Ability to teach physics to GCSE level	D	AR
	• Evidence of contribution to extra- curricular activities	D	AR
CPD:	• Recent CPD to support this position	E	ARI
	• Evidence of providing training and development opportunities to other staff	D	AI
Personal Commitment:	• Candidates should be able to commit themselves to actively support the ethos of the school and department.	E	ARI
	• Evidence of commitment to previous employer/training	E	ARI
Professional Competencies:	• Wide knowledge and understanding of subject specialism.	E	ARI
	• A knowledge of current educational issues.	E	AI
	• Ability to teach at all levels of ability.	E	ART
Skills & Attributes:	• Excellent communicator with drive and determination	E	ARIT
	• Passion for teaching Science	E	ARIT
	• Ability to motivate and relate to students.	E	ARIT
	• Capacity to develop and maintain values and standards by example.	E	ARI
	• Good time management and ability to meet deadlines.	E	ARI
	• Ability to reward achievement and use positive behavioural management techniques.	E	RIT
	• Ability to communicate effectively with students, staff, senior staff and parents.	E	ARIT
	• Ability to work as part of a team.	E	ARI

Application Procedure

For a discussion on this vacancy please contact Marisa Jacques on 0113 887 3600

Please apply using the online application form - click here. In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Closing date: 9am Monday 15 February 2021
Interviews: Week Commencing 22 February 2021

Shortlisted candidates will be contacted with details of the interview process. We will contact everyone who has submitted a correctly completed application form to let you know whether you have been successful or not. If you have not been shortlisted, unfortunately, due to the number of applications that we receive, we are unable to comment and give feedback on your application.

Safer Recruitment

The schools within Leodis Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
We therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure.

Equal Opportunities

Leodis Academies Trust is an equal opportunities employer and welcomes applications from all sectors of the community. At Leodis Academies Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

Please click here to view the Privacy Notice for Applicants.

Recruitment Process

Leodis Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

APPLICATION FORM (online process)

You are expected to complete an online application form as the first part of our recruitment process – please click here to access the application form.

DISABLED APPLICANTS

If you are a disabled person and may not be able to meet some of the job requirements because of your disability, please specify this in your application. If you meet all other criteria, you will be shortlisted, and we will discuss with you if there are ways in which the post can be modified to meet your needs.

EQUAL OPPORTUNITY EMPLOYER

Leodis Academies Trust is an equal opportunity employer committed to the elimination of discrimination throughout its employment practices. Selection criteria procedures will be reviewed frequently to ensure that individuals are selected and treated based on their merits and abilities. All information is treated in confidence and personal information submitted as part of the Equal Opportunities questions will not form part of your application; the shortlisting panel do not have access to this information.

REHABILITATION OF OFFENDERS

The post you are applying for requires you to have a Disclosure & Barring Service check. Prior to your interview you will be required to disclose details of your criminal history as appropriate in line with the Rehabilitation of Offenders Act 2013. Guidance about what you are required to disclose can be found here. Having a criminal record is not necessarily a bar to obtaining a post. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly.

Failure to disclose required information will result in any offer of employment being withdrawn. A DBS check will be carried out for successful applicants – this check for disclosure of criminal history will include spent convictions, pending prosecutions/current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the Trust. Any information given will be completely confidential and will be considered only in relation to this application. We have a written policy on the recruitment of ex-offenders, which can be found here.

CANVASSING

You must not try to influence any current employee or member of the school governing board or Trust, to act in your favour as this will disqualify you. If you are related to a current employee, governor or Trust member, you must indicate this in the relevant section of the application form.

REQUIREMENTS FOR REFERENCES

At least one of the references should be your current employer. If you are not currently working with children, but have previously done so, then you must include a referee from the last post where you worked with children. If you have not been in recent paid employment, referees should be appropriately qualified to provide confirmation of your suitability for employment. Referees will normally be contacted before interview where possible. You should be aware that your referees will be asked if, in relation to you, they are aware of any Child Protection allegations or issues of a similar nature.

SHORTLISTING & INTERVIEWS

Applicants who meet the requirements will normally be shortlisted for interview, however, places for interview will need to be limited to a manageable number. In addition, the school may conduct tests and/or written exercises in appropriate circumstances and you may be asked to undertake such exercises as part of the selection process. At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate how you meet the requirements of the post. This is also your opportunity to ask questions relating to the job. You will also be asked for your views on the importance of safeguarding children and provide evidence of your suitability to work with young people through your responses to interview questions.

SALARY SCALES & INCREMENTS

Administrative, Professional, Technical & Clerical (APT & C) Grades relating to Operational Staff – Progression on the salary scale is by annual increment until the maximum within the grade is reached, subject to at least 6 months service in the grade and a satisfactory performance review and levels of attendance by that date.

PRE-APPOINTMENT CHECKS

Permission to Work in the UK
Please note that we can only consider applications from British citizens, EU citizens with settled status (in line with right to work guidelines after Brexit) and those holding valid UK visas.

At Interview
Under the Asylum and Immigration Act 1996, we must ensure that you have permission to work in the United Kingdom. No offer of employment can be made without verification of proof of identity. During the period 1 January to 30 June 2021, employers can continue to use European Economic Area (EEA) and Swiss passports and national identity cards as evidence of an individual's right to work in the UK**.**

As evidence of your right to work in the UK, you will need to submit one of the original documents included in List 1 below, or two original documents specified in List 2 below. Alternatively you can provide your right to work share code to us so that we can check online your right to work in the UK.

List 1

- A passport showing that the holder is a British citizen, or has a right of abode in the United Kingdom.
- A document showing that the holder is a national of a European Economic Area country or Switzerland. This must be a national passport or identity card. EEA and Swiss nationals who are in the UK before 31 December 2020 have until 30 June 2021 to apply for either settled or pre-settled status, which will give them the right to work in the UK.
- A resident permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- A Biometric Residence permit or current passport endorsed to show that the holder can stay indefinitely in the United Kingdom or has no time limit on their stay.
- A passport or other travel document endorsed to show that the holder can stay in the United Kingdom; and that this endorsement allows the holder to do the type of work you are offering if they do not have a work permit.
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

List 2
- First Combination of two documents

- A document giving the person's permanent National Insurance Number and name. This could be a P45, P60, National Insurance card, or a letter from a Government agency.
- Plus, one of the following documents:
  - A full birth certificate issued in the United Kingdom, which includes the names of the holder's parents; OR
  - A birth certificate issued in the Channel Islands, the Isle of Man or Ireland; OR
  - A certificate of registration or naturalisation stating that the holder is a British citizen; OR
  - A letter issued by the Home Office to the holder which indicates that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
  - An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay indefinitely in the United Kingdom, or has no time limit on their stay; OR
  - A letter issued by the Home Office to the holder which indicates that the person named in it can stay in the United Kingdom, and this allows them to do the type of work that you are offering; OR
  - An Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the person named in it can stay in the United Kingdom, and this allows them to do the type of work that you are offering.

- Second Combination of two documents

- A work visa or other approval to take employment that has been issued by the UK government. Plus, one of the following documents:
- A passport or other travel document endorsed to show that the holder is able to stay in the United Kingdom and can take the employment in question; OR
- A letter issued by the Home Office confirming that the person named in it is able to stay in the United Kingdom and can take the employment in question.

QUALIFICATIONS

At Interview
Evidence of qualifications relevant to the post and proof of Qualified Teacher Status (if applicable) will also be required. We can only accept original certificates. If you cannot produce original documents or certified copies, written confirmation of your relevant qualifications must be obtained from the awarding body.

PROOF OF IDENTITY

At Interview - In accordance with Keeping Children Safe in Education, we must see proof of your identity and evidence your name, date of birth, address and see some form of photographic identity.
At Appointment - In accordance with Safer Recruitment guidelines designed to protect young people, we will check your suitability to work with children. You will need to undertake an Enhanced Disclosure via the Disclosing and Barring Service (DBS), involving completing an electronic application for this purpose and provide original supporting documents. A copy of the DBS Code of Practice can be made available on request.

MEDICAL CLEARANCE

At Appointment - Verification of your medical fitness is required and again you will be asked to complete a form. You will not be able to start work, for insurance purposes, until medical clearance has been received.

Policy Statement on the Recruitment of Ex-Offenders

- The Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of any protected characteristics (e.g. age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, religion or belief, sex, sexual orientation, race/colour/nationality/ethnic origin, disability) or their responsibilities for dependants or their offending background.

- This policy will be made available to all applicants at the outset of the recruitment process.

- The Trust actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

- A DBS check is usually required for most positions in the Trust. For positions requiring a DBS check, all application forms, job adverts and recruitment briefs will contain a statement that a satisfactory DBS check is an essential condition of employment with the Trust.

- A DBS check will be requested after an offer of employment has been made, and the person has accepted the offer of employment. Therefore, any offer of employment is subject to receipt of a satisfactory DBS check.

- Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. Applicants called for interview should provide details of their relevant criminal record by completing the self-disclosure form which will be sent to them when they are invited for interview. This form should be given to the Chair of the interview panel. This is to ensure that only those who are entitled to see the information are privy to it. If you are unsure what constitutes a relevant criminal record, please refer to this document for clarification.

- Failure to provide details of a criminal record or information that is directly relevant to the position sought could lead to the offer of employment being withdrawn or dismissal if the successful candidate has already commenced employment in the post.

- The Trust will take advice from a suitably trained person (usually the Trust's HR Manager or Legal Adviser) to identify and assess the relevance and circumstances of offences.

- At interview, or in a separate discussion, the Trust will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

- The Trust makes every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

- The Principal (or designated senior manager) and the HR Manager will be made aware that all information in relation to previous convictions given by applicants must be treated in the strictest confidence.

- The Trust undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

- The Trust will comply with its obligations under the Data Protection Act 2018 in its storage, handling, use, retention and disposal of disclosures and disclosure information.