**INFORMATION PACK FOR APPLICANTS**

**HEAD OF SCIENCE**

**Atherton Community School**

Dear Applicant,

Thank you for your interest in teaching at our school. Atherton Community School is a state funded secondary school which aims to provide outstanding teaching and learning, allowing each child to be the best that they can be. The school opened in September 2012 with just Year 7 students and has grown year-on-year up to Year 11.

Atherton Community School offers an enhanced curriculum and enables students to thrive; it enriches the lives of local families and enhances community life. In developing the school, which blends traditional and innovative approaches to learning, Chapel St and our community partners are creating an educational hub that opens doors of change, relationships, and opportunity for our students.

We are looking to appoint an enthusiastic and outstanding Head of Science to join our team in September 2019. **The successful candidate will be innovative, forward thinking and a strong team player whose philosophy mirrors our own ethos. This is your opportunity to join a school which is oversubscribed and offers small year groups and small class sizes.  You have the chance to join a dynamic staff in this growing school where there are many career development opportunities.**

**We value our staff and believe that big or small, all teams deserve the best.  All employees at Atherton Community School have access to comprehensive wellbeing initiatives.**

We encourage applicants to come and see our school and you are welcome to make an appointment to visit us. Please contact Stella Holland on 01942 885500 or [s.holland@atherton-cs.org](mailto:s.holland@atherton-cs.org)

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

If you have a disability and require any reasonable adjustments that will enable you to apply for this position, please let us know.

I look forward to receiving your application.

Yours faithfully,

**Vicky Povey Ben Layzell**

**Executive Head Teacher Head of School**

[www.athertoncommunityschool.com](http://www.athertoncommunityschool.com)

[www.chapelst.org](http://www.chapelst.org)

HEAD OF SCIENCE application details

**Apply by: 12 noon 22nd May 2019**

**Interviews: 24th May 2019**

**Job start:** September 2019

**Salary:** To be negotiated

**Location:** Atherton,Manchester

**Contract:** Full time, Permanent

Job Description

**HEAD OF SCIENCE**

**Responsible to: SLT**

To carry out the professional duties of Head of Science and maintain high standards of curriculum delivery, teaching and learning, marking, monitoring and assessment and communication with parents/carers. In addition, accept reasonable additional responsibilities as assigned by the Head of School from time to time.

| **Main duties and activities** |
| --- |
| * To take responsibility for ensuring that school and Chapel Stpolicies, in relation to effective learning, are successfully implemented to secure a well-ordered and disciplined teaching and learning environment that leads to students making outstanding progress. |
| * To take responsibility for designing and delivering student learning, ensuring that provision is made for students of all abilities, that they are effectively taught and that learning and achievement over time are evident. Work with other staff in contributing to the total learning of students including extension and enrichment activities. |
| * To follow the principles of the school’s curriculum planning and development framework in preparing, delivering and developing with others (staff and partners from industry and commerce) aspects of the curriculum. Ensure that the curriculum incorporates contextual learning, using a range of educational and business partners which engage and enthuse students. |
| * To be responsible for setting and maintaining high standards, expectations and aspirations for students, ensuring that they are treated with dignity and respect, and that they receive appropriate guidance, support and recognition. |
| * To ensure the preparation, planning and delivery of the agreed learning programmes, utilising flexible approaches to learning including the application of E learning. |
| * To contribute to the delivery of exciting and innovative project-based learning through developing schemes of work and delivering curricular content. |
| * Through mentoring and support of students, coupled with a deep knowledge of their family and background, develop every student as an individual who is part of this unique family. |
| * To act as form tutor and personal mentor to students to ensure they review and reflect on their learning needs in the broadest sense. Teach Personal, Social Education, Careers Education and Guidance and other appropriate learning to form groups. Use Developmental Assets as a basis for tutor time to enhance students’ skills and attributes. |
| * To achieve effective relationships and communications are developed and maintained with all stakeholders including parents and carers. |
| * To be responsible for promoting and safeguarding the welfare of children and young persons who you are responsible for or come into contact with. |
| * To support the vision and ethos of the school at all times and contribute to the wider school community including supporting school events and extra-curricular clubs. |
| * To achieve and maintain good relationships with colleagues, working as part of the team in all aspects of school development in a professional manner. |

Person Specification

**HEAD OF SCIENCE**

**Responsible to: SLT**

E = Essential D = Desirable

| **Specification** | E | D |
| --- | --- | --- |
| **Knowledge/Qualifications**  Qualified Teacher status  A good degree in an Science subject  Leadership in a school  Educated to Degree level or equivalent, ideally in another related subject  Other qualification/Continuous Professional Development specific to secondary school teaching  High standards of attainment and achievement in classes they have taught | E  E  E | D  D  D |
| **Skills/Abilities**  A thorough understanding of and commitment to safeguarding children and young people  Excellent professional knowledge and understanding of national and examination curricular requirements of the subject  Good ICT skills and ability to plan lessons with clear objectives to ensure progression for all students  You can think ‘outside the box’  Established as an effective teacher across the age and ability range | E  E | D  D |
| **Experience**  Experience of successfully teaching Science lessons to KS3/KS4 students, with a clear understanding of the teaching provision required in Secondary schools.  Evidence of good or outstanding teaching and learning, especially in schools with large cohorts of FSM students  Evidence of students making good or better progress, tracking this and using the information to inform learning | E  E | D |
| **Personal qualities**  Ability to work as part of a team and communicate ideas and enthusiasm effectively  Proven ability to take the initiative and assume responsibility  Self-motivated, well organised with a positive attitude  Willingness to contribute to the life and work of the school, including extra-curricular activities  To contribute to the distinct ethos of the school which embraces grace, love and fellowship | E  E  E  E | D |

Application process

**Applications will only be accepted from candidates completing the enclosed application form. Please complete ALL Sections of the application form that are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed application form.**

**Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

1. Candidates should be aware that all posts at Chapel St schools will involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this application pack for further details.
2. Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

**Interview process**

After the closing date, short listing will be conducted by a panel who will match your skills/ experience against the criteria in the person specification. At this stage, two references will be taken on shortlisted candidates. You will be selected for interview entirely on the contents of your application form, so please read the job description and person specification carefully before you complete your application form.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children and young people, including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Attitudes to use of authority and maintaining discipline.

**Conditional offer pre-employment checks**

Any offer to a successful candidate will be conditional upon:

* A satisfactory enhanced DBS check
* Proof of qualifications relevant to post
* A teacher status check
* Two satisfactory references
* Evidence of right to work in the UK, in accordance with the Asylum and Immigration Act 1996
* An occupational health assessment
* Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance.

Please note provision of false information could result in your application being rejected or summary dismissal if you have been selected.