



BICESTER LEARNING ACADEMY

TEACHER OF SCIENCE

Fixed-term maternity cover

Based at The Cooper School, Churchill Road, Bicester OX26 4RS



Bicester Learning Academy, The Cooper School, Churchill Road, Bicester, Oxfordshire OX26 4RS
Telephone: 01869 242121 Email: recruitment@bicesterlearningacademy.co.uk

ABOUT BICESTER LEARNING ACADEMY



Bicester Learning Academy was formed on 1st July 2014 and is a multi-academy trust currently comprising of The Cooper School and Glory Farm Primary School. The academy is run by a board of Trustees, with a separate Academy Committee (LGB) for each individual school. Both schools operate as a separate entity, retaining their own identity, uniform and ways of working. The academy is independent of the Local Authority (LA) and is funded directly by government. It has greater freedom to make decisions that reflect its particular circumstances and ethos.

The ambitions for the schools remain high: that we should provide to all our pupils a first-class and improving education that enables them, in all aspects of their lives, to make the progress

and achieve the standard that reflect their ability. This reflects in our ethos as schools which service its community.

Our two schools already benefit from a strong partnership and we will use this opportunity to increase impetus in striving to gain even higher standards of pupil achievement and additional funding, previously retained by the Local Authority, will allow our academy the freedom to develop new and improved technologies.

We work with local schools, primary and secondary as our aim is to work together for the greater good of the young people in Bicester and its surrounding villages, both present and future.



ABOUT THE COOPER SCHOOL

Choosing the right school to work in can be a minefield. The current political climate has resulted in there being a huge variety of types of schools to select from and not all types are right for everyone.

At The Cooper School, we pride ourselves on being forward thinking in terms of curriculum decisions which support our students; focused on improving learning through the use of new technologies and determined to continuously refine our approaches to teaching and learning. Investing in the Media Suite reflects a small part of our approach to making learning engaging, relevant and active for our students.

Joining us as a member of staff at The Cooper School means being able to see the big picture for the students here. It means that whilst we always strive for academic excellence, we also place great value upon students becoming adaptable, resourceful and enquiring. These are the sort of skills that will enable them to become effective citizens, just as much as their academic results will. As such, we encourage independent learning, enrichment initiatives, teamwork and co-operation.

Working here is an opportunity to flourish as a professional. We 'grow our own' leaders. Many new staff have taken on additional responsibilities which is a mark of their quality and commitment to making progress in their own careers as well as their desire to become part of a successful and positive organisation.

We received a fantastic Ofsted report! (June 2017)

Our school was praised because:

- We "are driven by a desire to raise the aspirations of all pupils and have maintained and developed the culture of school improvement".
- "There is a caring, nurturing and inclusive ethos that permeates the school".
- "The climate for learning is very positive and the level of pupil engagement is high".
- we "have placed high importance on the development of staff and there is a rich and varied programme of professional training, which is helping teachers to improve their practice".

Please have a look at the full Ofsted report which can be found here:

<http://www.bicesterlearningacademy.co.uk/wp-content/uploads/2017/09/The-Cooper-School-ofsted17-PDF-final.pdf>

The school was delighted by the success of its Year 11 students in 2019, with 67% of students obtaining 5 or more 4+ grades, including Maths and English at GCSE.



THE VACANCY

The Cooper School is currently seeking to appoint a dynamic and passionate **Teacher of Science** to join our highly successful Science department from January 2020 or earlier if available. **This is a fixed-term appointment until 31st August 2020 to cover a period of maternity leave.**

The applicant should be dedicated to raising the attainment of all students by developing a deep understanding and love of science. We are looking for applicants with experience of teaching science and a track record of leading students to achieve great results. They will share the academy's vision that all children can succeed and be reflective practitioners that contribute to a high performing team.

The successful candidate will have excellent teaching skills and the ability to inspire and motivate The Cooper School's students to achieve outstanding results.

We can offer you:

- the opportunity to work with experienced and value driven colleagues;
- an innovative and supportive working environment;
- caring, well behaved and motivated students;
- a genuinely happy and friendly academy community;
- a commitment to Continual Professional Learning and Development;
- strong links with and support from the wider academy;
- an energetic, vibrant and diverse environment where everyone is valued;
- the opportunity to use Google's GSuite for Education.

For an informal discussion of the post please contact Miss Harriet Hurdle, Head of Department by email hhurdle@thecooperschool.co.uk.

Visits to our school are warmly welcomed. Please contact Human Resources to make arrangements by telephone on 01869 362697 or email recruitment@bicesterlearningacademy.co.uk.



THE SCIENCE DEPARTMENT

The Science Department is committed to providing a stimulating, engaging and intellectually challenging learning environment for our students. It is a large and successful department composed of fifteen teachers, two specialist science HLTAs and three technicians. The department occupies a large block in a single storey building, having 11 well equipped laboratories surrounding a large pond, Peace Garden and greenhouse. There is also a large Team Room available at break and lunchtimes to help facilitate collaboration within the team. We have three well-equipped prep rooms with a wealth of equipment for all three disciplines. Our three technicians are very experienced, have completed extensive training with CLEAPSS and are always on hand to help support teaching staff with both practical work and preparation tasks, such as photocopying.

We have invested a significant amount of time developing our curriculums, designing our own schemes of work and lesson structures that run all the way through from Year 7 to Year 13. A large proportion of our resources are self-made and all are founded on pedagogical principles and current research in cognitive psychology. We are however always striving to improve and are constantly adjusting and updating our methods and practice so we can be the best we possibly can. Science is a very popular subject at A-Level and we currently have 2 sets of Biologists and Chemists at AS and A2, and 1 at AS and A2 for Physics. All follow the OCR A science specifications. Many of our students go on to science based subjects at universities and we are proud that many of our students still come back to see us and help out even after they have left.

We have high expectations of all of our students and try to set the bar as high as we can every single day. Every class is a mixed ability group, and we believe that every day every student should receive the best teaching possible to stretch them and drive them forward with their learning. We run an extensive support program; this is delivered through targeted termly intervention through small group work with our specialist HLTAs. We also run many enrichment activities for our scholars outside of lessons, as well as part of everyday practice in the department. At A-Level we also run several trips to Oxford University, and support students in attending extra-curricular events, such as the 'Defence against the Dark Arts' immunology event.

At Key Stage 3, students follow a tailor-made scheme designed to fulfil the National Curriculum and extend our students beyond it. We aim to provide a grounding in Biology, Chemistry and Physics as well as an introduction to scientific problem solving and the use of evidence to develop theories.

In Year 9, students begin following the GCSE AQA specifications. They are taught Biology, Chemistry and Physics as separate disciplines and follow our in-house schemes, which build on those at KS3. All students begin on the separate science (triple) pathway, but can opt for combined in Year 11. In Year 10 students are taught by specialist subject teachers and at the end of this year decide whether to pursue triple sciences or move to combined. Consequently, all students have the choice to pursue their love of science regardless of their prior attainment. In Year 11 students are taught by specialists in combined or triple groups, which are all mixed ability. Those who select triple receive 12 hours of science a fortnight as opposed to 9 for combined.

This is an exciting time to join the department at The Cooper School. Having developed high quality curriculum for all year groups, our focus is now on ensuring excellence in teaching and learning for all age groups, integrating the current best practice from educational research with the needs and experience of the department. We are eager to deliver high quality and enriching learning for all students, and welcome all individuals who would like to join us on this journey.



JOB DESCRIPTION

Job title:	Teacher of Science
Working hours per week:	Full time
Permanent/Temporary:	Fixed-term, maternity cover
Principle place(s) of work:	The Cooper School
Immediate line manager:	Head of Department
Staff managed:	None
Job Purpose:	To support the Department in developing the teaching and learning of Science in accordance with school policies and in pursuit of the highest standards of student achievement.

Main Duties/Responsibilities:

- prepare and deliver lessons to a range of classes of different ages and abilities
- mark work, give appropriate feedback and maintain records of pupils' progress and development
- research new topic areas, maintaining up-to-date subject knowledge, and devise and write new curriculum materials
- select and use a range of different learning resources and equipment, including podcasts and interactive whiteboards
- prepare pupils for qualifications and external examinations
- manage pupil behaviour in the classroom and on school premises, and apply appropriate and effective measures in cases of misbehaviour
- undertake pastoral duties, such as taking on the role of form tutor, and supporting pupils on an individual basis through academic or personal difficulties
- communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events
- liaise with other professionals, such as learning mentors, careers advisers, educational psychologists and education welfare officers
- undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional learning (CPL).

Additional duties:

- To be aware of their responsibilities for health and safety for themselves and others.
- A commitment to safeguarding the welfare of children.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.



PERSON SPECIFICATION

This post offers an opportunity for a committed teacher to be part of our strong and successful department.

Job Title: Teacher of Science

Job Purpose: To support the Department in developing the teaching and learning of Science in accordance with school policies and in pursuit of the highest standards of student achievement.

Responsible to: Head of Department

	Essential Criteria	Desirable Criteria
Education/ training	<ul style="list-style-type: none">Well-qualified graduate with appropriate degreePGCE/Qualified Teacher Status	<ul style="list-style-type: none">Recent, relevant INSET
Relevant experience	<ul style="list-style-type: none">Curriculum development workExperience across the age and ability range	<ul style="list-style-type: none">Enrichment/ extra-curricular initiativeExperience of teaching at KS5
Relevant skills and aptitudes	<ul style="list-style-type: none">Ability to work in a teamExcellent classroom skillsCreativity and flexibility	<ul style="list-style-type: none">Keen sense of progression of own careerInterest in current educational research
Special requirements	<ul style="list-style-type: none">Commitment to developing teaching and learningCommitment to raising attainment	<ul style="list-style-type: none">A willingness to support the wider life of the school
Other	<ul style="list-style-type: none">An awareness of responsibilities for health and safety of themselves and others.Successful and satisfactory background check received from the Disclosure and Barring Service (DBS) after interview and before appointment.A commitment to safeguarding children.	



BICESTER LEARNING ACADEMY

HOW TO APPLY

Further details and an application form are available on the Academy website www.bicesterlearningacademy.co.uk

or please contact Human Resources by telephone on (01869) 362697 or email recruitment@bicesterlearningacademy.co.uk

Closing date for receipt of applications: Monday 18th November 2019, 9am

Bicester Learning Academy have the right to interview and appoint at any time throughout this recruitment process. All candidates are advised to refer to the job description and person specification before making an application.

Applicants must hold a UK recognised teaching qualification i.e. QTS. Applicants from outside the EU will need to demonstrate their eligibility to work in the UK.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.



BICESTER LEARNING ACADEMY

Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy			<u>Written By:</u> E Le Brun
<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter J MacLachlan	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2020 (Every 3 Years)

Bicester Learning Academy is a Multi-Academy Trust which incorporates The Cooper School and Glory Farm Primary School. It is a company limited by guarantee, registered in England and Wales with registered company number 09053713 and its registered address at Churchill Road, Bicester, Oxon, OX26 4RS.

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.



BICESTER LEARNING ACADEMY

Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy			<u>Written By:</u> E Le Brun
<u>Applicable to:</u> ALL STAFF	<u>Accountable Officer:</u> B J Baxter J MacLachlan	<u>Date Adopted:</u> July 2014	<u>Date To Be Reviewed:</u> July 2020 (Every 3 Years)

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As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, 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 disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy 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. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

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

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.