



## Job Application Pack **MFL Teacher**

MPS/UPS £23,720 - £39,406, pro rata, per annum  
0.6 FTE – Permanent  
Closing Date: 18<sup>th</sup> March 2019

## Letter from the Head of College

Welcome

Thank you for expressing an interest in a vacancy here.

I am delighted that you are considering a vacancy at Melton Vale. I am incredibly proud to lead such an outstanding college providing top class A level education for the students of Melton Mowbray and the surrounding area. Specialist A level teaching staff, superb purpose-built facilities, an academic curriculum and expert support are the cornerstones that we provide our young people with. However, look more closely and you will also see students who embrace the ethos of the college and participate in a whole host of extracurricular opportunities that are on offer.

Central to our vision, are exciting, engaging and inspiring lessons. The staff at Melton Vale Sixth Form College work very hard to ensure all students enjoy their learning experiences and secure high levels of progress. It is our core belief that every student has the innate ability to succeed. The outcomes for the college in recent years have been significantly above average and see us as one of the leading Sixth Form Colleges in Leicestershire and the surrounding area.

As an Outstanding college, we are not complacent. We know that Melton Vale Sixth Form College can be even better and over the next few years we will continue to transform the college so that it becomes an even better place to shape young lives.

I look forward to welcoming you into our community.

**Kirstie Black**  
Head of College

## **Letter from the CEO**

Dear Candidate

I am delighted to be able to introduce you to Melton Vale Sixth Form College and the tremendous opportunities this school offers the young people of Melton Mowbray and the surrounding area.

Melton Vale Sixth Form College is a member of the Nova Education Trust. As an outstanding school (Ofsted 2015) we aim to set the standard for all post 16 education schools within our trust.

We aim to be a 'great' college with recognition both nationally and internationally for the standard of education that we secure.

Critical to this, is the appointment of dynamic and innovative staff who can bring energy and initiative to the work of the school.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Melton Vale Sixth Form College, and we look forward to receiving your application.

**John Tomasevic**  
CEO Nova Education Trust

## **Application Details**

Thank you for your interest in the Teacher of Chemistry vacancy at Melton Vale Sixth Form College. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

## **How to Apply**

The online application form for this role is located on the current vacancies page of the school website [www.mv16.co.uk](http://www.mv16.co.uk). Wherever possible, please provide email addresses for your referees.

## **Closing Date**

Please ensure your application arrives by 9 am on the closing date of Monday 18<sup>th</sup> March 2019

## **Interview**

Interviews will be held on Monday 25<sup>th</sup> March. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

## **Safeguarding**

Melton Vale Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

## **Job Description - Subject Teacher**

Reports to: Head of Faculty

### **Key purpose of the job**

To teach students in allocated classes in order to ensure that their learning is of the highest quality.

### **Responsibilities of a classroom teacher**

- Teach students within allocated classes, enhancing their learning and providing the opportunity for achievement for all students;
- Planning and preparing tasks which challenge students and ensure high levels of interest during lessons;
- Monitor the academic progress of students within allocated classes and implement appropriate strategies to address underachievement;
- To assess, record and report on the progress and attainment of all students within allocated classes;
- To register the attendance of students in class;
- To set appropriate homework;
- To mark student's work and give appropriate and constructive feedback;
- To research new topic areas, maintain up-to-date subject knowledge, and devise and write new curriculum materials;
- Manage pupil behaviour in the classroom and on college premises, and apply appropriate and effective measures in cases of misbehaviour;
- Communicate with parents and carers over students' progress and participate in faculty meetings, parents' evenings and whole college training events;
- Undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD); and
- Undertake critical self-evaluation and then participate in continuous professional development designed to enhance the quality of teaching or other working practices.

### **Responsibilities of a form tutor**

- To address any issues concerned with the wellbeing, personal development and academic progress of students within the tutor group;
- To check general appearance on a daily basis; and
- To monitor the attendance of students in the tutor group.

### **Performance Management responsibilities**

- All members of staff are required to participate fully in the college's performance management system.



## Person Specification: Subject Teacher

Factor	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status - Degree or equivalent.</li> <li>• Good Honours degree (First or Second Class).</li> </ul>	<ul style="list-style-type: none"> <li>• Higher professional qualification.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Relevant teaching experience in the subject.</li> <li>• Experience of teaching a wide range of abilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of pastoral/tutor role.</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent teaching skills, including effective communication skills, ability to motivate students and the capacity to create good learning environments.</li> <li>• A clear understanding of the characteristics of high quality teaching and learning and achievement for all students.</li> <li>• Knowledge of current issues and recent developments in the curriculum area.</li> <li>• Capacity to use ICT as integral part of teaching.</li> <li>• Knowledge and understanding of the value added agenda, including levels of progress.</li> <li>• Ability to lead initiatives, support the process of change and work effectively in a team.</li> <li>• Secure commitment to a clear aim and direction for the subject.</li> <li>• Understanding of equal opportunities issues and their application to work.</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of particular needs of students with SEN.</li> <li>• Awareness of factors affecting language and learning across the curriculum.</li> <li>• Knowledge/involvement in other cross curricular initiatives/projects or whole school developments.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for the subject.</li> <li>• Ability to use own initiative.</li> <li>• A commitment to the vision of the college.</li> <li>• A commitment to inclusive education.</li> <li>• Ability to form good working relationships with students and staff.</li> <li>• High standards and expectations</li> <li>• Ability to use student assessment data to raise achievement.</li> <li>• Outstanding communication skills.</li> <li>• Reliability and integrity.</li> <li>• A commitment to safeguarding and promoting of welfare of children issues.</li> </ul>	<ul style="list-style-type: none"> <li>• A willingness to contribute to extra-curricular activities.</li> <li>• A vision for the development of the department.</li> <li>• A commitment to personal and professional development.</li> </ul>

## **Overview of the Trust**

Nova Education Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children.

## **Overview of the School**

### **Ethos**

Melton Vale Sixth Form College has a very clear and distinctive ethos. We believe that through continually reviewing and reflecting upon every aspect of our work we provide students with the very best educational opportunities.

We encourage staff to be creative, independent and ambitious. We expect them to challenge and inspire our students, providing them with the motivation and support necessary to achieve their full potential.

We value commitment, independence and courtesy from all our students. We demand the very highest standards from our students and in return we value and respect their ideas and opinions. Through our Student Ambassadors and the Student Voice Committee, students at Melton Vale Sixth Form College have an active and important role in developing and improving their college.

### **To Summarise**

- We have high expectations of students and staff;
- We believe every student can succeed;
- We ensure barriers to learning are challenged and overcome;
- We expect teaching to be well planned, varied and stimulating;
- We expect learning to be active, focused, social and engaging; and
- We insist on high standards of behaviour at all times.

## **Achievement**

At Melton Vale Sixth Form College we believe that examination success allows our students to make the very most of their lives and student achievement is at the very heart of everything we do.

We have developed a curriculum designed to challenge and engage students, offering them the very best preparation for examination success and the skills and confidence required to make full use of those qualifications.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and as a College we constantly strive to provide your child with the very best educational experiences.

Should a student require additional support Melton Vale Sixth Form College provides a range of support services that will ensure every student's success, whatever their individual educational needs.

Melton Vale Sixth Form College has an excellent track record with over 100% of students achieving A\* to E. Students regularly secure places at Oxford, Cambridge, Russell Group Universities, Higher Education colleges, Degree Apprenticeships and employment.

## **Pastoral**

At Melton Vale Sixth Form College we pride ourselves on the quality of care, guidance and support given to individual students. At Melton Vale students benefit from their own personal tutor who will monitor their progress, achievement and approach to learning on a regular basis offering one-to-one support. This system provides students with the care they need whilst allowing them to nurture friendships and develop a strong sense of community.

Students' progress through Melton Vale Sixth Form College and their attainment and well-being is closely monitored, ensuring that they are recognised and rewarded when they succeed but also supported when things are more challenging.

There are regular updates of students' progress through termly reports and Parents' Evenings.

Melton Vale Sixth Form College is a very caring community and the health, happiness and well-being of students underpins our overall ethos and philosophy.



## **Curriculum**

Melton Vale offers a wide variety of A level courses, ranging from the traditional facilitating subjects to courses not normally available in secondary school. In addition we offer a small number of BTEC courses. We have over 25 courses on offer and the flexibility to combine almost any subjects.

## **Student Voice**

Student voice is active within the school and they meet throughout the year.

Students are involved in all aspects of college life and contribute to the interview process for new staff and assist at college open evenings and events. They have also delivered feedback to staff on aspects of teaching and learning, such as marking.

## **Safeguarding and Child Protection**

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.