



ALDRIDGE
SCHOOL

Achieving Excellence Together



Application Pack

Faculty Leader for Business Communication Faculty

Aldridge School
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THE MERCIAN TRUST

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Dear Applicant

Thank you for taking the time to find out more about Aldridge School. This pack is intended to give you information about this role and our school's broader vision and ethos. Further background information is available in our Prospectus and Sixth Form Prospectus on our website.

We are a comprehensive school of over 1500 students situated near the centre of Aldridge village. We believe that it is our responsibility to work to meet the needs of every individual student, challenging them to achieve their best, supporting them to become responsible young adults and preparing them for their next steps into the world of work or further education.

Aldridge School is a good school (Ofsted 2017). It is a school which is proud of its traditions and successes which have been achieved through hard work and high expectations. particular, we encourage our students to be **Respectful**, **Responsible**, **Resilient** and **Ready** to learn in order that they will be happy and successful at school and in the wider world beyond.

Aldridge School has a dedicated, talented and conscientious team of staff who work together to provide a high standard of teaching, excellent pastoral care and professional support services. Our broad curriculum is designed to meet national expectations, be relevant and interesting, support our students in achieving the best possible standards in external examinations and to equip them with the skills they need to be successful in adult life.

At Aldridge School we have a popular and thriving Sixth Form. We are very proud of our students' success with over 80% securing places at some of the top Universities and on Higher Apprenticeships last year. We offer a very broad range of both academic and vocational courses at level 3, ensuring that Aldridge School Sixth Form is an option for a wide range of students.

We also enjoy strong links with surrounding primary schools, working with students in Years 5 and 6 including work in Science, Maths, English, Performing Arts and Enterprise. We are proud of our community and we work hard to promote this pride in all our partnerships, so that we can make sure that future students from these schools enjoy an easy, enjoyable transition to Aldridge School.

Students at Aldridge School are friendly, polite and respectful. Strong relationships between staff and students contribute significantly to ensuring that students are happy and feel safe.

If you would like to find out more, please contact us to arrange a visit to see our school at work. We look forward to meeting you.

Ian Bryant
Head teacher

Benefits of Working at Aldridge School



- Teachers are all provided with a laptop and iPad to support their teaching
- 21/25 periods of teaching per week maximum, less as an NQT
- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading (outstanding, good etc.)
- No need to write lesson plans of any kind
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations
- A clear system of sanctions which is applied consistently so staff don't have battles with students
- Senior Leadership are very visible
- Excellent pastoral support offered through House Offices
- Simply Health, healthcare package provided for all staff
- CPD tailored specifically to staff needs, based on their feedback
- Time for staff to put new things into action
- Non-hierarchical approach to professional development - there are things a senior leader can learn from an NQT and vice versa
- Targeted support plans for teachers who are struggling
- Regular Staff, Faculty and Pastoral briefings to support good communication
- Comprehensive support for NQTs with dedicated mentors and regular meetings
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally. We begin with the assumption that everyone eligible will achieve pay progression unless they haven't done all they can to achieve good student outcomes
- We are constantly streamlining all systems and processes so they take less time
- Open door Senior Leadership Team - no concern is ever too small
- Countless opportunities to get involved with the wider life of the school - Duke of Edinburgh, school performances, sports teams, music
- Contributions of staff recognised through 'Above and Beyond' draws each half term

About the Business Communications Faculty



The Business Communication faculty is one of the more diverse faculties at Aldridge School, offering a range of subjects and qualifications including: Business Studies, Computer Science, Health and Social Care, Modern Foreign Languages, Psychology and Sociology. Formal qualifications range from GCSE and A Level to BTECs and Cambridge Nationals/ Technicals, all of which are particularly aimed at skills for employment in the 21st century.

There are currently 23 members of the faculty. It is led by a faculty leader who leads and manages four TLR post holders – Deputy faculty leader, head of MFL, head of business studies and head of Computer science. All teachers in the faculty are subject specialists.

We embrace ICT throughout the school, with all classrooms equipped with data projectors and wireless access. We also have four dedicated computer suites, which usually means a 1:1 student-to-computer ratio in computer science lessons. We are part of the Microsoft Open Value Subscription, which enables us to install new Microsoft applications shortly after their release, and ensures that we keep students up to date with the latest software. We enjoy running trips abroad to France and Germany so that language learning can be used in a more practical context. We offer extra-curricular opportunities in other languages and have run taster courses in Spanish, Italian and Russian in the last three years.

Key Stage 3 Curriculum

Students study computing throughout Key Stage 3, with 1 lesson each week. All students study French in Year 7, with the top sets having the opportunity to study an additional language.

Key Stage 4 Curriculum

At Key Stage 4, we offer a range of academic and vocational courses for all students. We also cover Enterprise Education in the faculty, with whole days for students in Year 10, as well as a strong liaison with local primary schools. We are fortunate to have regular visits from local businesses and celebrities to encourage enterprise at the school, and students regularly take part in competitions for business and enterprise, having won more than their fair share of awards in recent years. Computing students have the opportunity to study both academic and vocational subjects in both Computer Science and IT. We offer a GCSE in Computer Science or a more vocational IT qualification if the students are not particularly interested in a career in the IT industry but still want to gain skills and knowledge that will help them in their future aspirations. Students have the opportunity to study Health and Social Care. This course is aimed at students interested in working with people in a variety of contexts. French and German are also offered at GCSE.

Key Stage 5 Curriculum

At Key Stage 5, we again offer a broad range of subjects and qualifications. These are a family of qualifications that carry directly on from the Key Stage 4 ones we offer and are amongst the most popular in our school. Qualifications offered include:

MFL – This is taught at A-level (AQA) between all 5 MAT schools and is currently taken at Queen Mary's High School.

Business Studies – Offers both A-level (AQA) and vocational qualifications (BTEC) and is very well subscribed to.

IT – Offers a vocational pathway (Cambridge Technical) and regularly gets 15+ students applying.

Health and Social Care – Offers a single vocational award (Cambridge Technical) and for the first-time next year a collaboration with Shire Oak Academy where we will teach a double award in both schools.

Psychology/Sociology – Offers full A-levels (AQA) and is very well subscribed with 20+ students regularly opting for the subject at post 16.

The Mercian Trust



Aldridge School operates as an Academy Trust, and now as a founder member of the Mercian Trust.

The Mercian Trust is a new and exciting development for education in Walsall. It brings under one banner five successful schools to work together as a Multi-Academy Trust or MAT.

The five schools are unique in their identity and united by their ambition to offer the best possible future for their students.

The five Schools are:

- Aldridge School
- Queen Mary's Grammar School
- Queen Mary's High School
- Shire Oak Academy
- Walsall Studio School

Each School has its own distinct ethos and approach, but we have this over-arching aim in common: we prepare all our students to enjoy life to the full by inspiring them to:

- Realise their potential as learners
- Thrive in the world of work
- Make a positive contribution to the local, national and international community

The Mercian Trust respects the autonomy of its member schools but, through collaboration, fosters strengths that are greater than the sum of its parts. Working together as a Multi Academy Trust provides a framework for sharing expertise and enthusiasm, resources and ideas.

We also enjoy strong links with surrounding primary schools, working with students in Years 5 and 6 including work in Science, Maths, English, Performing Arts and Enterprise. We are proud of our community and we work hard to promote this pride in all our partnerships, so that we can make sure that future students from these schools enjoy an easy, enjoyable transition to Aldridge.

Job Description



POST: Faculty Leader

Responsible to:

Headteacher (and operational links with a member of SLT)

Responsible for:

Subject leader, R&R incentive post holders as appropriate, teaching staff

Working time:

18 hours per week with 7 hours planning and leadership & management time.

TLR

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Job purpose

- To raise, and be accountable for, standards of attainment and achievement within the faculty and to monitor and support student progress
- To develop and enhance the teaching practice of others
- To ensure the provision of a suitable, broad, balanced and differentiated curriculum for students within the faculty
- To be accountable for leading, managing and developing the whole faculty
- To effectively manage and deploy teaching/support staff, financial and physical resources within the faculty.
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Principal Responsibilities

Teaching and Learning:

To monitor, evaluate and develop:

- Overall standards of teaching and learning within the faculty
- Standards of achievement and attainment for all groups of students within the faculty
- Use of performance data for target setting and progress monitoring
- Provision of educational enrichment activities

Operational/Strategic planning and Quality Assurance

- The day to day management, control and operation of course provision within the faculty, including effective deployment of staff, money and physical resources, to act as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To establish short, medium and long term plans for the development and resourcing of the faculty.
- To actively monitor and follow up student progress
- To implement school policies and procedures, including Health and Safety and ensuing risk assessments are in line with national requirements.
- To ensure effective operation of quality assurance systems and to monitor and evaluate the faculty in line with school procedures.
- To produce examination analysis reports, evaluate performance data and take appropriate action on issues arising from the data.
- Contribute to the school SEF and maintaining a faculty version
- Contribute to the SIP and coordinate the Faculty Improvement Plan (FIP) with this to reflect the needs of students.

Curriculum Provision and Development

- To be accountable for the delivery and development of the subjects within the faculty
- To liaise with Deputy Headteacher to ensure delivery of an appropriate and cost-effective curriculum programme which complements the SIP and FIP
- To actively monitor, keep up to date with, and respond to curriculum developments and teaching methodology at national, regional and local levels.
- To work with colleagues to actively develop cross curricular links and support the functional skills of English, Maths and ICT



Staff Development, Recruitment and Wellbeing

- To promote teamwork and effective communications
- To support, guide, motivate and inspire team members and support staff
- To ensure staff development needs are identified and supported
- To undertake Performance Management reviews and to act as a reviewer
- To assist the Headteacher with appointment of faculty colleagues

Communications:

- To ensure all members of the faculty are familiar with its aims and objectives
- To ensure effective communication/consultation as appropriate with students and parents (student and parent "voice")
- To liaise with partner schools, Higher Education, Industry, Awarding Bodies and other relevant external bodies
- To represent the views and interests of the faculty

Care Guidance and Support:

- To monitor and support the overall progress and development of students within the faculty
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To take a leading role in contributing to the delivery of the school's Code of Conduct, Behaviour Policy and Rewards and Consequences Policy including taking part in the rota for after school detentions.
- To ensure the Code of Conduct is implemented in the faculty so that effective learning can take place.
- To act as a Form tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To undertake an appropriate programme of teaching.

General Duties

- You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and conditions document currently in operation.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Person Specification



Qualification Criteria

- Qualified to degree level or above
- Possesses QTS status or equivalent

Experience

- Evidence of successful practice as a teacher in a secondary school
- Experience of excellent leadership at subject level
- Experience of leading, coaching and managing staff
- Experience of raising attainment
- Experience of continually improving teaching practice to increase student achievement and progress
- Evidence of continually improving the teaching and learning of their subject through assisting with schemes of learning and extra-curricular/enrichment activities

Knowledge

- Up to date knowledge in the curriculum area (Inc. A Level/GCSE specifications)
- Understanding of the teaching strategies needed to establish high aspirations with regards to results and behaviour
- Evidence of working with educational research to facilitate learning
- Knowledge of the current legal requirements, national and school policies and guidance on the safeguarding and promotion of the well-being of children and young people

Leadership

- An ability to lead by example
- Effective team worker and leader
- Possesses high expectations for accountability and consistency
- Motivation to continually improve standards and inspire excellence
- Possesses an empathy and the ability to listen
- Commitment to the safeguarding and welfare of all students

Teaching and Learning

- Effective and adaptable ICT skills
- Numerate so that data analysis can be facilitated
- Effective communication skills
- Possesses energy, enthusiasm, resilience and perseverance
- A commitment to educational research in order to facilitate learning
- Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Thinks strategically about classroom practice and tailoring lessons to student's needs
- Understands and interprets complex student data to drive lesson planning, achievement and progress
- Excellent planning and organisational skills
- The ability to produce correspondence/documents, appropriate for a specific audience and in well-written English, ensuring the tone is appropriate to the purpose

How to Apply



Salary

TLR 1a £ 7853

Closing Date

3.30pm 4th March 2019

Start Date

01 September 2019

Visits to School

Visits to school are welcome and encouraged. For further information, please contact the school either by email info@aldrigedgeschool.org or by telephoning Mrs C Welch on 01922 743988 ex 224

Applying

Apply through TES application system.



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