HORNDEAN TECHNOLOGY COLLEGE

Teacher of Science

Teacher of Science - MPR/UPR
Full time
Required for September 2021

Information for Applicants

Closing date: 12 noon, Tuesday 10 August 2021

The Science Department

Thank you for your enquiry regarding the post of Full time Teacher of Science, with effect from September 2021. We are looking for a dynamic and inspired Teacher who has a genuine passion for their subject. We would very much welcome applications from NQT's or experienced staff.

We have high aspirations for this key subject and work effectively as a team to provide the best education possible for our students. The Science team consist of nine full-time, one part time teaching staff and two technicians. We have well-appointed laboratories, as well as our own dedicated ICT suite.

On entry to the College, Year 7 students are placed in sets using a baseline assessment which takes place in the first few weeks. Students remain in sets throughout Key Stages 3 and 4, typically split across three bands. Our Most Able students are identified and given the opportunity to develop their abilities through an optional Triple Science pathway and multiple enrichment events. The College prides itself on the support provided to students with learning and physical difficulties and science is no exception. We have a range of specialist Learning Support Assistants who work alongside Teachers to support individual learning needs.

A variety of teaching resources and methods are used across the age range with the emphasis being on practical enquiry skills and interactive, real world, teaching. We operate a month-long Science Fair competition for Year 8. In Year 9 our students move onto the AQA Double Science GCSE (AQA Trilogy) at the start of the spring term and can chose the triple pathway in the summer (if they are selected by science staff).

If you are a highly successful and capable classroom practitioner, with aspiration and ambition, we have the skills and experience to help you further your career. Continued professional development of staff is seen as an important facet of the College and many staff move on to promotional positions. Staff new to the College are expected to take part in a comprehensive induction programme designed to foster the common ideals of the College's ethos and practices. Specifically, in Science this has previously involved working alongside the Institute of Physics and The Royal Society of Chemistry who lead CPD training sessions every term, and participation in curriculum development.

If you wish to consider joining a dynamic and exciting College then please apply by 12 noon, Tuesday 10 August 2021.

Post Title:	**TEACHER**
Purpose:	• To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students • To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. • To contribute to raising standards of student attainment. • To monitor and support the overall academic progress of students as a Teacher/ Form Tutor. • To support appropriate subject department(s). • To share and support the College's responsibility to provide and monitor opportunities for personal and academic growth. • To monitor and support the overall pastoral progress of students as a Teacher/Form Tutor
Reporting to:	Subject Leader, Year Leader/Tutor Leader
Responsible for:	The provision of a full and challenging learning experience for all students.
Liaising with:	Head/Deputies/Assistant Heads, Teaching/Support Staff, LEA Representatives, external agencies and parents.
Working Time:	195 days per year. Full-time
Salary/Grade:	MPR/UPR
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	• To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Department. • To contribute to the College Development Plan and Department Development Plan and its implementation. • To plan and prepare courses and interesting, challenging and motivating lessons. • To contribute to the whole College Professional Learning
Curriculum Provision:	To assist the Subject Leader, the Assistant Head responsible for Teaching & Learning, to ensure that the subject area provides a range of teaching which complements the College's strategic objectives.
Curriculum Development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the College's Mission and Strategic Objectives.
<u>Staffing</u> **Staff Development:** **Recruitment/ Deployment of Staff**	• To take part in the College's staff development programme by implementing the outcomes in the classroom • To participate in arrangements for further training and Continuous Professional Development as specified in the department's Professional Learning budget and identified need in Performance Management. • To continue personal development in relevant areas including subject knowledge and teaching methods.

	• To engage actively in the Performance Management process. • To ensure the effective/efficient planning for and deployment of classroom support • To work as a member of a designated team and to contribute positively to effective working relations within the College.
Quality Assurance:	• To help to implement College quality procedures and to adhere to those. • To contribute to the process of monitoring and evaluation of the department in line with agreed College procedures, including evaluation against quality standards and performance criteria. • To seek, implement and support modification and improvement where required. • To review on a continuum methods of teaching and programmes of work. • To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the College.
Management Information:	• To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMs, registers, profiles etc. • To complete the relevant documentation to assist in the tracking and monitoring of students. • To track student progress and use information to inform teaching and learning in order to pre-empt and challenge underachievement.
Communications:	• To communicate effectively with the parents of students as appropriate. • Where appropriate, to communicate and co-operate with persons or bodies outside the College. • To follow agreed policies for communications in the College.
Liaison:	• To take part in liaison activities such as Open Evenings, Parents' Evenings and liaison events with partner schools. • To contribute to the development of effective subject links with external agencies.
Management of Resources:	• To contribute to the process of the ordering and allocation of equipment and materials. • To assist the Subject Leader to identify resource needs and to contribute to the efficient/effective use of physical resources. • To co-operate with other staff to ensure sharing, safe and effective usage of resources to the benefit of the College, department and the students.
Pastoral System:	• To be a Form Tutor to an assigned group of students. • To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole. • To liaise with the Year Leader and Tutor Leader to ensure the implementation of the College's Pastoral System. • To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of College life.

	• To evaluate and monitor the progress of students and keep up-to-date student records as may be required. • To contribute to the preparation of Action Plans and other reports. • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved. • To communicate as appropriate, with the parents of students and with persons or bodies outside the College concerned with the welfare of individual students, after consultation with the appropriate staff. • To contribute to the Tutorial Programme, PSHE, Citizenship and Enterprise according to College Policy. • To apply the Relationship Management Policy so that effective learning can take place.
Teaching:	• To teach, students according to their educational needs, including the setting and marking of work to be carried out by the student in College and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students. • To ensure that ICT, Literacy, Numeracy and College subject specialism(s) are reflected in the teaching/learning experience of students • To undertake a designated programme of teaching. • To ensure a high quality learning experience for all students which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with College procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and P2I. • To undertake assessment of students as requested by external examination bodies, departmental and College procedures. • To mark, grade and give written/verbal and diagnostic feedback as required in line with the College Assessment Policy.

Other Specific Duties:

• To play a full part in the life of the College community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
• To support the College in meeting its legal requirements for worship.
• To promote actively the College's corporate policies.
• To be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
• To continue personal development as agreed.
• To comply with the College's Health and Safety Policy and undertake risk assessments as appropriate.
• To undertake any other duty as specified by STPCB not mentioned in the above.

PERSON SPECIFICATION

QUALIFICATIONS

Essential:
Graduate Honours degree in a Science, or closely related subject

Desirable:
Evidence of continuing professional development.

EXPERIENCE

Essential:
Experience of teaching science throughout KS3 and KS4 at all ability levels.
Experience of assessment and recording procedures.
Use of ICT in Science.

Desirable:
Experience of target setting.
Experience of monitoring, evaluation of review of department procedure and practice.

SKILLS, KNOWLEDGE, APTITUDE

Essential:
Excellent classroom practitioner.
Ability to use a wide range of teaching and learning styles.
Good class control and management of resources.
Ability to motivate and interest students across the whole ability range.
Thorough knowledge of KS3 strategy.
Health and Safety in Science.
High level personal IT skills.

PERSONAL QUALITIES/SOCIAL SKILLS

Essential:
Sense of humour!!
Good communicator.
Good inter-personal skills.
Leadership qualities.
Capable and efficient administrator.
Ability to motivate others.
Flexibility, initiative, enthusiasm.

OTHER

Interests applicable and the willingness to contribute towards the extra-curricular ethos of the College community.

Procedures

"Horndean Technology College and Hampshire County Council are committed to safeguarding children and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service check along with other relevant employment checks."

1.   Job Description

        The Job Description gives an outline of the broad responsibilities and lists the main tasks involved in order to undertake the post successfully.

2.   Person Specification

        Every vacancy advertised is based on a person specification which describes the skills, experience and qualifications required. Please read this carefully so that you know what we are looking for. **Candidates should be able to meet all the essential elements and it would be to their advantage to have at least some of the desirable elements.**

3.   Post and Recruitment Details

        These will outline the general conditions of service and salary applicable to the post, the closing date for applications and the interview date. Additional information about the vacancy will be enclosed in respect of the particular faculty, section or work area as appropriate.

4.   Filling in the Application Form

        After reading the role profile and person specification, think carefully about your application and consider to what extent you have gained the skills and experience necessary for the post. Consider all the points in the job description and person specification when replying. Include evidence to support your application. Please send your completed application to Mrs Heathcote, Horndean Technology College, Barton Cross, Horndean, Waterlooville, PO8 9PQ. **It has come to our attention that some applications sent using Royal Mail are not reaching us by the required closing date, this is due to the incorrect postage amount being paid**.

        Please note that canvassing in any form will disqualify the applicant.

5.   Long Listing/Short Listing

        This is the initial process of matching applicants against the relevant criteria in the person specification. The long or short listing panel will make judgements based upon the evidence presented in the application as to those candidates who best meet the criteria. References will normally be sought at the long listing stage. These will help us to develop a short list of candidates to be invited to interview. This also applies to internal candidates.

6.   The Interview Panel

Normally, the interview panel will consist of two, three or four people. Other members of the panel will represent various levels of management associated with the advertised post.

7.   The Day Structure

Candidates will be expected to furnish themselves with information and answers to most of their questions through the structure of the day. Candidates will nevertheless be asked if they have any final questions/points they wish to raise after the Panel have asked their questions.

Typical day structure:

0815	Arrive, refreshments, meet the Leadership Team
0830	Tour of the College and Discussion with students
0925	Teach a lesson
1020	Coffee in Department
1040	Time in Department
1130	Presentation if appropriate
1220	Lunch
1240	Final shortlist
1250	Interviews
	Panel announces decision
	Debriefs offered to unsuccessful candidates

(Timing will, of course, be variable according to the number of candidates being interviewed).

Each candidate will be asked the same core questions; however, members of the panel may ask relevant supplementary questions arising from your initial answer under the overall direction of the Chair.

All questions will be relevant to the job and will be as open as possible, thus allowing candidates to give evidence of their suitability. The level and complexity of questions will relate to the level of the post.

Members of the Panel will usually take notes during the course of the interview; these will be used to assist the Panel in making its final decisions.

8.   Facilities at Interviews

Every effort will be made to provide appropriate facilities for candidates at interviews. Please contact the Recruitment Officer, Mrs J. Heathcote, should you have any special requirements in order to facilitate your attendance at the interview.

9.   The Decision

The decision to appoint will be taken on the basis of the evidence that has been made available to the panel throughout the recruitment and selection process in

relation to the criteria as stated in the person specification. Information gathered through earlier parts of the selection process can lead to a decision not to proceed with further interview. You will be notified as to the outcome.

10.   References

The appointment of external candidates will be subject to the receipt of two satisfactory references, as requested at the long listing stage.

Your present or most recent employer must be given as one of the two referees. This person will normally be the head of the organisation for which you currently or most recently worked. The other reference should be from someone who knows you, your work and ability. **Normally, references will be requested prior to interview**.

References will be used to supplement the Panel's decision or, if the Panel requires further evidence, to distinguish between candidates. The Chair of the Panel may request that further enquiries are made to either the referee and/or the candidate, where there is information or an omission in the reference giving rise to doubt or concern.

References will not be disclosed to the candidate.

All appointments will be subject to medical records. It may be necessary in some instances to refer a health questionnaire to an independent Medical Officer for a report.

In the event of you being appointed, it will be necessary for the College to check with the police as to whether you have a criminal record. Your authority to do so is given on the application form.

Proof of qualifications will be required in the form of original certificates.
Photographic proof of identification will be required, a passport or driving licence.
Please bring with you, if selected for interview.

11.   Feedback to Unsuccessful Candidates

The College does not give reasons for non-appointment. It will invariably be that in the judgement of the panel there was a better candidate available or that no candidate met the College's requirement. Internal candidates will be offered a debriefing interview by an appropriate member of the panel. Any external candidate who requires feedback on their interview performance will also be offered constructive advice about their interview performance.

12.   Interview Expenses

The College will pay travel and subsistence expenses (within UK only) as set out on the claim form provided to short-listed candidates on the day. These will not normally be granted to candidates who withdraw before the selection process is completed. HCC procedure for Mileage Claims states all mileage claims must be

submitted with a VAT petrol receipt that is dated prior to the mileage claim. There is no exception to this rule. No petrol VAT receipt = no claim!

13.   No Smoking Policy

For Health and Safety reasons, the College has been designated a no smoking area and the successful applicant will be expected to comply with this policy.

14.   Asylum & Immigration Act 1996

Under the Asylum and Immigration Act, we must require all candidates for employment to produce a document to prove that they are entitled to live and work in the UK. Please bring with you to the interview one of the following (not a copy):

- a documented National Insurance Number (eg. P45, P60 tax form, previous pay slip).
- a valid Passport from any European Economic Area state.
- a British Birth Certificate.
- a Certificate of Registration or Naturalisation as a British Citizen.

No offer of employment should be made until proof has been seen and checked carefully. A copy of the document for the successful candidate must be retained on the personal file.

These rules apply to all employees including staff employed on any type of casual contract.

15.   Equal Opportunities

In line with our 'Vision Statement' and national legislation, Horndean Technology College is committed to seeking to ensure that all staff, both present and future, have equal opportunities, in the context of both national legislation and College objectives, irrespective of gender, ethnic origin, age, disability and other identities.

The successful candidate will be given full opportunities to develop professionally through a comprehensive induction and staff development programme which includes appraisal.

Thank you for expressing an interest in our College. I hope that these details will help you to make the best of any application. If you are unsuccessful in obtaining a post on this occasion, I wish you the all best in future applications you may wish to make.

Mrs Julie Summerfield
Headteacher