



Job Application Pack

Job Title: **Science 2nd in Department,**
Salary: **MPS/UPS + TLR 2(Level to be agreed)**
Contract Details: **Full Time Permanent**
Closing Date: **1st February 2019 (For September or April start)**



Letter from the Head of School

Dear Candidate

Thank you for expressing an interest in a vacancy here at Meden School, on behalf of the whole community I extend you a very warm welcome.

As Head of School my priorities are: excellent examination outcomes, impeccable behaviour, great teaching and the widest possible range of extra-curricular experiences for all students. With a clear focus and lots of hard work, these things are all achievable and will deliver what I think most parents want – happy children who leave school well-equipped to cope with the world outside and with a range of options open to them.

There has never been a more exciting time to be a part of Meden staff. We are currently setting out a new vision and mission for the school as we aim to move from Good to Outstanding. The educational landscape is changing beyond recognition and this provides us with new challenges. However, these challenges can be met, and staff and students alike can thrive if we hold at the core of our work the belief that every child can succeed. Everything we do is in service of the children who have trusted their future's to us. This is a big responsibility and one that I know we all take very seriously. I am absolutely certain that standards at Meden can be driven ever higher through high expectations, excellent teaching and a pastoral system that provides our students with the support and challenge they need.

I want all staff to enjoy coming to work, to feel fulfilled, challenged as a professional and supported as a member of staff. Only in these conditions can any of us thrive. Our investment in staff is outstanding. Whatever the post, there is a clear professional development route map and we actively encourage leadership and risk taking at all levels.

I look forward to welcoming you into our school community.

Emma Sims
Head of School



Letter from the CEO

Dear Candidate,

I am delighted to be able to introduce you to Meden School and the tremendous opportunities this school offers the young people of Warsop.

Working in partnership with the local governing body, we have raised aspirations and improved outcomes for the students we serve.

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 Meden School, and we look forward to receiving your application.

John Tomasevic
CEO of the Nova Education Trust



Application Details

Thank you for your interest in the Teacher of Science vacancy at Meden School. 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

Should you wish to apply for the post, please complete an online application form, which includes a covering letter addressed to Ms. Sims. This should clearly demonstrate your suitability for this role.

The online application form for this role is located on the current vacancies page of the school website www.medenschool.co.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 5pm. on the closing date of Monday 4th February.

Interview:

Interviews for the role will be held on a date to be confirmed. 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. Please note, early interviews will be available to suitably qualified candidates.

Safeguarding

Meden School 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 – Science 2nd in Department

Reports to: Head of Department

Key purpose of the job

To provide support to the Head of the Department.

In addition to the requirements of a class teacher, areas of responsibility and key tasks include:

- **Supporting the HOD with Strategic direction and development of the department including**
 - Develop and implement policies and practices which reflect the school's commitment to high achievement through effective teaching and learning.
 - To have an enthusiasm for the subject which motivates and supports other staff and encourages a shared understanding of the contribution the subject can make to all aspects of pupils' lives.
 - Use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of pupils.
 - Develop plans for the subject which identify clear targets, time-scales and success criteria for its development and/or maintenance in line with the school development plan.
 - Monitor progress and evaluate the effects on teaching and learning by working alongside colleagues, analysing work and outcomes.
 - Chair meetings of subject staff (including provision of agenda and minutes) and provide other briefings as necessary.

- **Supporting the HOD with teaching and learning across the department**
 - Use your own class as an example of high quality teaching and learning in the subject.
 - Ensure continuity and progression in the subject by supporting colleagues in choosing the appropriate sequence of teaching and teaching methods and setting clear learning objectives through an agreed scheme of work, developed in line with the school development plan.
 - Establish clear targets for achievement in the subject and evaluate progress through the use of appropriate assessments and records and regular yearly analysis of this data.
 - Evaluate the teaching and learning of the subject by the monitoring of teachers' plans and through work analysis, identify effective practice and areas for improvement, and take appropriate action to improve further the quality of teaching.
 - Develop effective links with the local community including parents, business and industry.
 - Ensure that teachers are aware of the implications of equality of opportunity which the subject raises.
 - Assist in the efficient organisation of internal assessments ensuring that assessments are started, changed and finished in accordance with the schools assessment policy.
 - Ensure that entries for all external examinations are submitted to the examinations officer by specified deadlines.



- **Supporting the HOD with leading and managing staff**
 - Enable all teachers to achieve expertise in planning for and teaching the subject through example, support and by leading or providing high quality professional development opportunities.
 - Ensure that the Head of School, S.L.T. and governors are well informed about policies, plans, priorities and targets for the subject and that these are properly incorporated into the school development plan.

- **Supporting the HOD with effective deployment of resources**
 - Support the Head of School by maintaining efficient and effective management and organisation of learning resources, by developing or identifying new resources including ICT applications to the subject.
 - To be aware of and respond appropriately to any Health and Safety issues raised by materials, practice or accommodation related to the subject.
 - Support the Head of School by maintaining efficient and effective management of the expenditure for the subject.
 - Help colleagues to create a stimulating learning environment for the teaching and learning of the subject.
 - Take on any additional responsibilities, which might from time to time be determined.

- **Requirements of a classroom teacher**
 - Teach pupils within allocated classes, enhancing their learning and providing the opportunity for achievement for all pupils.
 - Planning and preparing tasks which challenge pupils and ensure high levels of interest during lessons.
 - Monitor the academic progress of pupils within allocated classes and implement appropriate strategies to address underachievement.
 - To assess, record and report on the progress and attainment of all pupils within allocated classes.
 - To register the attendance of pupils in class.
 - To set appropriate homework.
 - To mark pupil'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 school premises, and apply appropriate and effective measures in cases of misbehaviour.
 - Communicate with parents and carers over pupils' progress and participate in departmental meetings, parents' evenings and whole school training events.
 - Undergoing regular observations and participating in regular in-service training (INSET) as part of continuing professional development (CPD).
 - 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 pupils within the tutor group.
- To check uniform and general appearance on a daily basis.
- To monitor the behaviour of pupils in the tutor group.

- **Performance Management responsibilities**

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

- **Other professional requirements**

- Have a working knowledge of teachers' professional duties and legal liabilities.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Contribute to the corporate life of the school through effective participation in meetings and management systems necessary to coordinate the management of the school.



Person Specification:

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



Overview of the Trust

The Nova Education Trust is a dynamic and growing Multi Academy Trust Group based in the East Midlands. Our Trust Group is committed to providing high quality education to all of our students, regardless of their backgrounds.

With a range of schools in the trust serving a variety of different communities, opportunities for career progression and wider professional experiences are extensive. We have outstanding CPD provision across our schools, supported by our Teaching School Alliance, which links 23 schools together, sharing effective practice and developing new models for staff development. We also have a unique programme designed to provide middle and senior leaders with all the skills required to develop their careers.

As an employer we offer an enhanced benefit package to all staff that includes help with healthcare and a fully-funded MA programme for all teaching staff. We can also offer help with relocation in certain circumstances. The Trust also has a policy of wider engagement for main-scale, middle and senior staff. In recent years, employees have visited schools in America, Canada, Finland, Singapore and South Africa as part of their professional development.

Overview of the School

Meden School is situated in Market Warsop, Nottinghamshire. The school delivers an 11-18 curriculum and has around 800 pupils on roll.

In November 2017 Ofsted rated the school as 'good' and we now seek to consolidate this position and to work towards 'outstanding'.

Since the Trust began working at Meden School, results have significantly improved and the school was placed in the top 10 most improved schools nationally in 2012. Meden School is now well placed to begin the next phase of its journey to becoming an outstanding school.

Achievement

Meden School's primary focus over the last four years has been to raise achievement and aspiration.

There has been consistent improvement in the English and Maths headline figure and the Progress 8 figure is also positive. Nevertheless we believe that our students can be even more successful and are determined to ensure that every child is successful.

Staffing and Leadership

Meden School has a young staff profile and all appointments have been made with a clear focus on raising achievement.



The Senior Leadership Team is experienced and pro-active. The team has been critical in raising achievement and developing an ethos of aspiration amongst students and staff.

The school day begins at 8.30am, lessons are 50 minutes long with a morning break and a 35 minute lunch at 12.20pm. The school day ends with a 50 minute Study Period 4 days a week (3.30pm) and at 2.35pm on a Friday.

Pastoral Structure

Meden School moved to a year based pastoral system in September 2017. The benefits of focused year based system, is proving to be a big success here at Meden School.

Location and Site

Market Warsop is a small town on the outskirts of Mansfield, Nottinghamshire. Situated on the north Nottinghamshire coal field, Market Warsop has reinvented itself as a commuter suburb since the local mine closed.

Meden School is situated on a large site at the edge of Market Warsop. The school benefits from extensive buildings and grounds, and a programme of renovation has resulted in significant improvements to the building stock and teaching areas. The school has access to excellent sporting facilities.

Governance

Meden School has an active and engaged group of Governors who's strong loyalty to the school and a good understanding of the local community have helped to shape and support the work of Meden School in raising achievement and aspirations. The Torch Academy Gateway Trust Directors continue to take a strong interest in Meden School, providing support and advice as necessary.



Extra Curricular

Meden School runs a wide range of extra-curricular course, trips and enrichment activities.

Securing Success

Our vision is to build capacity for sustained improvement. There are a number of short-term strategies that can be initially used to enhance outcomes but it is our view that these need to be supplemented by a process that configures a school for long term improvement.

This work is centred on transforming a school using our 'Pillars of Success' improvement model. Transformation is achieved through the combination of a number of changes and improvements to each of these pillars within a school:

- Leadership
- CPD
- Curriculum
- Learning Organisation
- Care, Support, Guidance
- Performance Management
- Tracking and Intervention

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 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.