



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY



SCIENCE TEACHER

with responsibility for Biology
(Permanent)

Application Pack



Castle Newnham School

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Dear Applicant

February 2018

Science Teacher with responsibility for Biology

Thank you for your interest in this exciting post with our all-through federation.

I hope this application pack, alongside our website, will give you a flavour of the wide and growing range of opportunities our pupils enjoy and participate in. Our senior leaders, teachers and support staff are a committed and dedicated team and our pupils are a source of great pride in their enthusiasm, courtesy and care for others. They demonstrate our 'traditional values' of hard work, good behaviour and kindness on a daily basis. We encourage strong links with families, with our local partners and, increasingly, with international partnerships in France, Germany, Denmark and Finland.

We are keen to recruit a Science Teacher with responsibility for leading Biology as our secondary provision expands with our Year 10 cohort beginning in September 2018. We seek teachers who will enthuse pupils to learn with a combination of great subject knowledge, energy, dedication and warmth of approach. The roles will involve working collaboratively and enthusiastically as part of the extremely supportive team.

We are forward looking in that we embrace innovation and research-based practice with a strong emphasis on training and development and would welcome applications from colleagues with a similarly outward-looking approach.

Also included within this application pack:-

- Background Information about the school
- Job Advertisement
- Job description and personnel specification

I hope this information will encourage you to submit an application. We accept applications via the post or emailed to office@castlennwham.school by the closing date mid-day on Monday 12 March 2018.

Yours sincerely

Mrs Ruth Wilkes
Federation Principal

Contextual Information

About the federation

Castle Newnham is a federation of two excellent schools where ambition and care for each of our pupils are at the heart of everything we do. We came together as Castle Newnham, formerly Castle Lower School and Newnham Middle School, in January 2016 to develop all-through schooling in the community from reception right up to 16 with our first cohort of Year 10 pupils in September 2018. Our aim is to serve the need of our local community for high standards and a coherent and smooth transition throughout each child's 'one journey'. We are well on the way to creating this coherent journey which we believe has huge advantages for all pupils. Knowing pupils throughout their time in education and close working with families is a central component of our vision. Both our schools are well thought of in the community and are over-subscribed. We are the lead school in a very well-reputed teacher training partnership with the University of Bedfordshire.

Both school sites are set relatively close to the centre of Bedford in a pleasant suburb. Pupils who attend come from the immediate local area, as well as from further away in Bedford. Our federation also includes Hazeldene School, whose pupils will join our federation for the secondary phase of their education from September 2019. Our pupils will experience a seamless journey through primary and secondary education.

The school sites

The South site is situated in a listed Victorian building on Goldington Road. On this site are classrooms leading off two main halls, offices, a dining room and a new building housing the nursery and care club.

The North site is a short walk away near the university on Polhill Avenue. Most classrooms are in the main building which includes the four storey towers. There is a separate primary block which will house Years 5 and 6, a brand new classroom block, a new sports hall and a new science lab. Plans for a new drama teaching area, music hub and 3G pitch are well underway, all of which will be available for use by pupils and staff across the federation.

Staffing

The teams of senior leaders, teachers and support staff across both sites total over 120 and include administrators who work in such areas as HR, finance, communications, support for senior leader's admissions, pupil attendance and managing pupil data. There is a team of site and cleaning staff on each site.



Castle Newnham School

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Science Teacher

With responsibility for Biology

MPS + TLR2 – Permanent

Full time to start in September 2018

We are keen to recruit a teacher of science with responsibility for leading biology to a permanent post as our secondary provision expands with our first Year 10 cohort beginning in September 2018.

We are seeking a teacher who will enthuse pupils to learn with a combination of great subject knowledge, energy and dedication and warmth of approach. The role will involve working collaboratively and enthusiastically as part of the extremely supportive team.

As well as a supportive team and strong professional development Castle Newnham offers:

- well-behaved, happy, confident and enthusiastic pupils who are keen to learn;
- a school highly valued and supported by parents and the community;
- a nurturing, enthusiastic and committed staff, who can rise to a challenge;
- great opportunities to make your mark and to be part of something exciting and unique

School tours are available, please contact Miss Tomei on 01234 303403 to arrange an appointment.

Closing Date: Monday 12 March 2018 (Mid-day)
Interviews: Wednesday 21 March 2018

For further details of this post and an application pack please go to the school's website www.castlenewnham.school/vacancies

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children
The position requires an enhanced criminal records bureau (DBS) disclosure



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Job Description

Post:	Biology Subject Leader
Responsible to:	Head of Science
Grade:	MPS + TLR 2A (subject to review)
Key relationships:	Federation senior leadership team; relevant teaching and associate staff; LA representatives; partner professionals; parents; local community; professional association
Location:	Castle Newnham – principally the North site on Polhill Avenue
Working pattern:	Full-time and as described in the School Teachers' Pay and Conditions Document or part-time by agreement with the Federation Principal.
Disclosure level:	Enhanced
Job purpose:	To lead and teach in the subject area to ensure that the standards of teaching and learning across the federation and particularly in secondary are high by being at the cutting edge of development in the subject, modelling and sharing good practice. To develop the federation as a centre for excellence for the subject.

Responsibilities:

Teaching, learning and assessment:

- Set appropriate and demanding expectations for pupils' learning, motivation, and presentation of work based on a sound knowledge of their prior attainment;
- Work collaboratively as part of a subject or phase team to plan consistent and effective sequences of lessons and associated resources;
- Set and mark work for pupils absent from school for health or disciplinary reasons;
- Set and make clear high expectations for pupils' behaviour by establishing a purposeful working atmosphere in accordance with federation strategies;
- Ensure positive relationships with pupils based on warmth and respect;
- Follow the behaviour policy in monitoring, recording and acting to improve any incidents of poor behaviour;
- Deliver teaching which develops the skills and knowledge required in order to succeed in the subject area(s);
- Provide regular guidance to pupils on the work they have done and how to improve it in accordance with federation policy on feedback and marking;
- Attend the appropriate parents' evenings to keep parents informed about the progress of their child;
- Be familiar with the code of practice for identification and assessment for Special Educational Needs and Disabilities (SEND) as well as federation practice in this area and contribute to / make use of appropriate documentation;
- Support all pupils to achieve regardless of their SEND or stage of learning English or home disadvantage;
- Work in collaboration with support staff attached to any teaching group;
- Set clear targets for pupils' learning building on and ensuring mastery of knowledge and skills;

- Use teaching methods which keep pupils engaged, including stimulating pupils' intellectual curiosity, effective questioning and response, with clear presentation and good use of resources;
- Set and monitor pupils' homework providing constructive oral and written feedback;
- Secure progress towards challenging pupil targets. Praise effort and improvement and acknowledge achievement using guidance from the federation;
- Recognise that learning takes place outside the federation context and provide opportunities to develop pupils' understanding by relating their understanding to real-life examples.

Care and guidance

- Undertake responsibility for a tutor group or for any other arrangement for the care and guidance of pupils as is required by the federation, including tutor, pupil, interviews and coaching and mentoring;
- Be the first point of contact for parents of this group;
- Monitor the social, personal, academic and vocational progress of individuals in their designated group;
- Be prepared to undertake responsibility as required for the delivery of the PSHCE programme;
- Promote good attendance and monitor in accordance with the federation's attendance policy;
- Understanding the need to liaise with partner professionals responsible for pupils' welfare, care and guidance.

Professional standards

- Support the ethos, vision, principles and values of the federation;
- Treat colleagues, pupils and all members of the community, with respect and consideration;
- Treat all pupils fairly, consistently and without prejudice;
- Set a good example to pupils in terms of appropriate dress, standards of punctuality and attendance;
- Support the aims of the federation through attendance at and participation in events such as open evenings, option evenings and the like (as appropriate to responsibilities);
- Support the ethos of the federation by upholding the behaviour policy, uniform rules, etc;
- Take responsibility for own professional development and participate in arrangements as adopted by the federation for the assessment of own performance and that of colleagues;
- Reflect on own practice as well as the practices of the federation with the aim of achieving excellence in every area of our work;
- Read and adhere to the various policies of the federation and implement federation improvement plans;
- Participate in the development and management of the federation by attending various team and staff meetings;
- Ensure that all deadlines are met as published in the school calendar;
- Be proactive and take responsibility for matters relating to health and safety;
- Promote lifelong learning and promote enrichment and extension activities within the federation;
- Participate actively in the review and setting of appraisal objectives agreed annually;
- Support and contribute, as required, to the federation's programme for Initial Teacher Training and to the programme of teaching and learning briefings.

Knowledge and understanding

- Demonstrate a clear and well thought-out understanding of current educational issues, theory and practice;
- Have a detailed knowledge of the relevant aspects of the National Curriculum and other statutory requirements;
- Have a secure knowledge and understanding of a specialised subject(s) or phase, including subject knowledge and sound knowledge of GCSE science courses and assessment arrangements;
- Understand progression in biology;
- Cope securely with subject-related questions which pupils or parents raise and know about pupils' common misconceptions and mistakes as related to the specialised subject.

Leadership and development

- Lead and be accountable for standards of teaching and pupil outcomes in the subject(s);
- Monitor and evaluate standards according to the federation's annual cycle;
- Advise and support the Head of Science on matters pertaining to standards in the subject area, devising, taking and monitoring appropriate action as required;
- Ensure that schemes of work are regularly updated and match the aspirations of the federation and its pupils;
- Enable and contribute to the sharing of good practice across the federation and with other high-performing institutions;
- Lead the subject team, playing the key role in its drive to become a leading edge, innovative and high performing federation;
- Ensure that opportunities are sought and developed for high-quality and extensive enrichment activity pertaining to the subject;
- Ensure that the highest standards in teaching and learning are continually modelled to all staff to help improve their personal classroom performance;
- Support, train and coach staff in the development of resources and pedagogical approaches in the subject;
- Be an active member of the subject leaders' group contributing to the development of high-quality and successful provision in the secondary phase;
- Advise and support the senior leadership team on matters pertaining to recruitment and resources in the subject;
- Contribute fully to the federation's options process, promoting the subject area and guiding pupils as to the most appropriate courses for them to take;
- Ensure that staff contributing to teaching in the subject are well supported and helped to improve and progress as professionals;
- Organise and administer as required the internal assessments and public examinations in this subject.

Safeguarding children

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Terms and Conditions.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description and person specification may be renegotiated by the Federation Principal if changing circumstances arise.

Post Holder:



Castle Newnham Federation

Personnel Specification

Biology Subject Leader

Areas of Assessment	Essential	Preferred
1. Qualifications	<ul style="list-style-type: none"> • First Degree • Qualified Teacher Status • Evidence of Professional Development 	<ul style="list-style-type: none"> • A good honours degree • Higher degree
2. Skills & Experience	<ul style="list-style-type: none"> • Successful teaching in KS3 science and KS4 biology • Evidence of impact of good teaching on pupils' outcomes • Experience of assessment and pupil tracking up to GCSE • Experience with safeguarding procedures. • Ability to be able to teach biology to GCSE and general science to KS3. 	<ul style="list-style-type: none"> • Experience of leadership within the subject • Ability to teach a second science subject to GCSE
3. Management & Leadership	<ul style="list-style-type: none"> • The ability to create a dynamic and highly effective team • A flexible, approachable leadership style • Leadership skills including the interpersonal skills to inspire and enthuse staff and to maximise pupil progress • Ability to listen to and act upon advice • Ability to express own ideas and motivate both staff and pupils • Ability to make decisions and know when to consult senior staff 	<ul style="list-style-type: none"> • An appreciation of the need to handle staff sensitively, yet motivating them • The potential for further professional progress as the school expands
4. Teaching & Learning	<ul style="list-style-type: none"> • High expectations of pupil attainment and behaviour • Up to date knowledge of the curriculum at Key Stage 3 and Key Stage 4 • Good knowledge of the most innovative practice in teaching • Maintaining a challenging and supportive class environment and effective deployment of TAs within the class • A good knowledge of assessment and evidence of high pupil achievement in your classes. • A thorough understanding of data and its use in target setting and evaluating performance 	<ul style="list-style-type: none"> • Understanding of how to monitor school performance, using data and observing teaching • Understanding of how to use TAs to raise attainment • Understanding of the need for personalisation in the curriculum

Areas of Assessment	Essential	Preferred
5. Philosophy	<ul style="list-style-type: none"> • Self-motivated and self-reliant • Commitment to the post and a commitment to excellence • Commitment to innovation and change • Commitment to the achievement of vulnerable pupils 	<ul style="list-style-type: none"> • Understanding of how pupils learn • Enthusiasm across the federation • Totally inclusive philosophy

	<ul style="list-style-type: none"> • Commitment to extra-curricular activities • Enthusiasm for the development of language within the school and international links 	
6. Other Factors, Skills & Knowledge	<ul style="list-style-type: none"> • Good communication skills • The resilience to overcome setbacks and persevere with determined optimism • The willingness to innovate and experiment and to then evaluate, review and amend practice. • A commitment to the whole-school philosophy • Good understanding of best practices in equality of opportunity and safeguarding 	<ul style="list-style-type: none"> • Involvement in the life of the federation