



**EGGBUCKLAND**  
COMMUNITY COLLEGE  
*Everyone can*

## Recruitment

Assistant Team Leader for Science

*Everyone can...*  
**be exceptional.**

## Dear Candidate

I am delighted that you are interested in applying for the role of Assistant Team Leader for Science at Eggbuckland Community College.

Eggbuckland is a wonderfully caring and positive College who put students at the centre of everything we do. We have extremely high expectations of our students and pride ourselves in our 'Everyone Can' ethos. We firmly believe that every student deserves a great education, regardless of their starting point and are committed to enabling all students to flourish academically and develop into exceptional young people.

At Eggbuckland, we have extremely strong systems and routines, coupled with excellent pastoral care; this enables our students to thrive. In lessons, students are encouraged to develop a love of learning, to think for themselves and to work hard so they maximise their full potential. As part of Westcountry Schools Trust, we work collaboratively within our family of schools to ensure that all students and staff have to best possible experiences and opportunities. I look forward to reading your application.

Yours faithfully

Heather Lilley



*Heather Lilley  
Principal*



# Our Mission, Vision and Values

## Our Mission

At Eggbuckland, we will foster:

A climate where *effort* prevails, above all else;

A curriculum which inspires *curiosity*: accessible and ambitious for all;

A community where *difference* is celebrated and *character* is shaped.

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## Our Vision

***To be recognised as a great school where students receive a great education, regardless of their starting point.***

***Graduates of Eggbuckland will have the power to understand themselves and the world around them and have the confidence to realise their ambitions; they will be exceptional.***

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## Our Values



### Tenacity

*"I have a goal and work hard to achieve it"*

*"I seek challenges to improve myself"*

*"I view setbacks as an opportunity for learning"*



### Integrity

*"I am strong and stand up for what is right"*

*"I am honest"*

*"I am guided by strong moral principles"*



### Compassion

*"I allow the voice of others to be heard"*

*"I accept people for who they are"*

*"I relish opportunities to improve the fortune of others"*



### Knowledge

*"I am committed to instilling knowledge to my long term memory"*

*"I value the link between knowledge and increasing my learning and life chances"*

*"I utilise all opportunities to increase my wider knowledge"*



## From the Trust

Welcome to Westcountry Schools Trust (WeST); a tight-knit family of schools based around natural geographical proximity in the South West.

Initially formed as a small multi academy trust of only two schools in 2011, the Trust has experienced several iterations of growth and change.

In essence, WeST as we recognise it today, was launched in September 2017 with the ambition of delivering exceptional education for 2-19 years olds with the additional ability to provide postgraduate study through The WeST Training Institute (WTI).

The WeST family now extends to 31 schools of which 8 are secondary and 23 primary. All 23 primary schools naturally transition children into a WeST secondary school, an area of work we wish to further strengthen as our work matures.

WeST holds a firm belief in giving each child every opportunity to learn and succeed in all that they do.

Whilst we are a family of schools who share common values and beliefs, all our schools are unique and hold their own identity. We believe that by working collectively, sharing what works well and jointly developing best practice, we are stronger together and can provide the very best education for our children in our geographical area.

We have a pride in our schools, staff and children, and thrive on the constant challenge to do better. All our children are our collective responsibility.



Nat Parnell  
Chief Executive Officer  
Westcountry Schools Trust

## Trust Vision, Mission and Values

While all our schools retain their own identity, we are a united family who share a common Vision, Mission, and Values. We believe that by working collectively, we are stronger and can provide the very best education for our children.



### **Vision**

Every child achieving in a great school



### **Mission**

Empowering children to impact positively on society



### **Values**

Collaboration, Aspiration,  
Integrity, Compassion



### **Respect**

We value diversity, listen to our  
communities, and treat every  
individual with dignity



**WESTCOUNTRY**  
SCHOOLS TRUST

**WESTCOUNTRY SCHOOLS TRUST  
JOB DESCRIPTION**

<b>Job Title:</b>	Assistant Team Leader for Science
<b>Location:</b>	Across the Trust (based at Eggbuckland Community College currently)
<b>Grade/Salary:</b>	MPR/UPR plus TLR 2a (currently £3,527 – with relevant management time)
<b>Hours:</b>	1.0 FTE
<b>Reports to:</b>	Curriculum Team Leader for Science
<b>Responsible for:</b>	Supporting the Curriculum Team Leader in the effective management of the Science Department
<b>Key relationships:</b>	Curriculum Team Leader for Science, Teachers of Science

**Introduction**

The Science department benefits from 10 specialist labs and 2 prep rooms, and is supported by a team of 3 specialist technicians. We are well resourced both within the department and across the College site of over 30 acres. The Science team are a close knit group of enthusiastic teachers and technicians, who work hard to ensure some of the best outcomes across the College for our students. We currently offer AQA Double Award Science at Key Stage 4 as well as Biology through AQA and Physics and Chemistry through OCR at Key Stage 5 each year.

This job description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties/ specific tasks may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed. This will allow flexibility for the College to respond to changing priorities and also support and enhance individual professional development.

Terms and conditions for staff employed on teaching contracts are detailed in the current School Teachers' Pay and Conditions document.

**Purpose**

The Post holder will provide support and assistance to the Curriculum Team Leader for Science in leading the department.

Under the direction of the Curriculum Team Leader for Science, the Assistant Team Leader will be responsible for ensuring the continued delivery of high quality teaching and learning in across the subject area.

The Assistant Team Leader post will challenge and support all colleagues within the Science Department to do their best and enable students to achieve their potential by:

- Inspiring trust and confidence
- Building team commitment
- Engaging and motivating
- Taking positive action to improve the quality of teaching

## Job Description

### Key elements and responsibilities

- Play an important part in the leadership, support, and organisation of the Science team in their fulfilling of their responsibilities as teachers.
- To have high expectations of all students and staff and lead by example.
- Assist in making and implementing appropriate plans based on an annual evaluation of Teaching and Learning in your curriculum / student performance / cross curricular area.
- Assist in the effective management of the budget, resources, equipment and rooms of your curriculum / student / cross curricular area.
- Assist in providing professional leadership ensuring that the College meets its statutory and non-statutory duties for all aspects of Science and promote the subject to all our stakeholders.
- Assist the Curriculum Team Leader for Science with the development of Schemes of Learning and curriculum design for the department.
- Oversee the assessment of and monitor the progress of students across your Key Stage/course.
- Implement support for those students identified, monitor key lines of enquiry, and evaluate the impact of these interventions.
- Support staff with challenging students in all Key Stages.
- Ensure effective communication with Parents and Carers is undertaken as appropriate.
- Assist in Performance Management in the Science department by effectively managing and developing colleagues under the direction of the Executive Director of Science.
- Effective mentoring of colleagues within the Science department.
- Deliver appropriate staff training opportunities
- Observe all College policies / procedures / working practices / regulations and in particular to comply with the College's Equality and Diversity Policy, Health and Safety Policy, Financial Regulations, Safeguarding Policy and the Code of Conduct.
- This is not an exhaustive list, and the Assistant Team Leader will be expected to respond to changing priorities.

### Applicable to all roles:

- Preparing and contributing to Trust wide development by sharing best practice and professional feedback.
- To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role.
- To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
- To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

*This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery.*

*Emphasis on specific accountabilities and indicators of success will be agreed as part of your PDR.*

Signed: .....

Date: .....

Signed: .....

Date: .....

Principal

## PERSON SPECIFICATION

E = Essential, D = Desirable

<b>Method of Assessment</b>	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview (or other selection activity)</b>
The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.			
<b>QUALIFICATIONS:</b>			
Degree, teaching qualification in the specified curriculum area	E	✓	
Recent record of appropriate CPD being undertaken	E	✓	
Higher Level Degree, further educational qualifications	D	✓	
<b>EXPERIENCE:</b>			
Successful leadership experience across 11-18 age range in Science, with supporting data demonstrating good student progress against targets at all levels	E	✓	✓
Evidence of using data effectively to support improvement to attainment and progress across student groups	E	✓	✓
Proven experience of the delivery of teaching to promote learning and achievement across Key Stages	E	✓	✓
Have a clear understanding of what highly effective evidence-based pedagogy and practice looks like	E	✓	✓
Experience of being a team player, with good people skills and evidence of the impact of these on raising student performance	E	✓	✓
Experience of being a highly effective teacher with strong subject knowledge and classroom practices	E	✓	✓
Experience of taking positive action to improve the quality of your students' learning	E	✓	✓
Proven experience in maintaining a thorough and up-to-date knowledge of the teaching of your subjects, taking into account of wider curriculum developments	E	✓	✓
Supporting Extra-curricular activities	D	✓	✓
<b>SKILLS AND ABILITIES:</b>			
An obvious and infectious passion for learning and in particular, supporting students to meet their individual needs within your subject area	E	✓	✓
Ability to coach and support other staff to develop a variety of teaching strategies	E	✓	✓
Understanding more complex performance data and application of a range of effective intervention strategies	E	✓	✓
Self-critical, awareness of own strengths and development targets, and professional development requirements	E	✓	✓
Inspire trust and confidence in students and colleagues	E	✓	✓

Ability to enthuse and direct students and staff towards raising expectations and levels of achievement	E	✓	✓
Ability to build team commitment amongst your students and colleagues	E	✓	✓
Ability to think both analytically and creatively	E	✓	✓
Strong organisational skills and the ability to consistently meet deadlines	E	✓	✓
Ability to work independently and be a team player	E	✓	✓
Ability to relate effectively to students, colleagues and parents	E	✓	✓
Confident and competent in the use of ICT to enhance learning, monitor progress and communication with others	E	✓	✓
Commitment to the College's vision and values – desire to make a difference	E	✓	✓
Be a role model, promoting both the College's and the Trust's values	E	✓	✓
<b>PERSONAL QUALITIES</b>			
Professional, enterprising, personal impact	E	✓	✓
Outgoing, warm personality, approachable, inclusive	E	✓	✓
Positive, adaptable	E	✓	✓
Energetic, enthusiastic	E	✓	✓
Self-motivated, self-confident	E	✓	✓
Calm under pressure, emotionally intelligent	E	✓	✓
Sensitivity, fairness, tact, discretion	E	✓	✓
Reliable, committed	E	✓	✓

<b>VALUES-BASED BEHAVIOURS</b>			
<b>Collaboration</b>			
We are "Stronger Together," sharing expertise across the trust to lift every school	✓		✓
<b>Aspiration:</b>			
We refuse to accept that geography or disadvantage dictates destiny	✓		✓
<b>Integrity:</b>			
We act ethically, transparently, with financial propriety	✓		✓
<b>Compassion</b>			
We recognise need and act with positive intention to support wellbeing	✓		✓
<b>Respect</b>			
We value diversity, listen to our communities, and treat every individual with dignity.	✓		✓

## Additional Information

Westcountry Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out, references will be sought and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

## Equal Opportunities

In fulfilling its aims and objectives, Westcountry Schools Trust actively seeks to achieve equality of opportunity and treatment for all members of the school community.

We will continuously strive to ensure that everyone is treated with respect and dignity. Each person in our school will be given fair and equal opportunities to develop their full potential regardless of their gender, ethnicity, cultural and religious background, sexuality, disability or special educational needs and ability. The school works actively to promote equality and foster positive attitudes. WeST is committed to combatting all forms of discrimination by implementing positive policies and practices in compliance with the Equality Act 2010.

## Procedures

All appointments are subject to pre-employment checks. That means:

- We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A copy of our Child Protection Policy & Safeguarding Policy is available at: <https://www.westst.org.uk/attachments/download.asp?file=2101&type=pdf>
- Your identity will be confirmed by sight of original, official documents such as a Birth Certificate, Passport etc. in line with the Asylum and Immigration Act 1996
- Original documents relating to all the qualifications you have listed on your application form must be supplied
- Your employment history will be thoroughly examined, and clarification will be sought where there are gaps or other discrepancies arising from information provided either by you as the candidate or your referee
- References will be used to check dates of employment and your relevant experience. A minimum of two written references will be taken up, and these references will be requested before the interview. References should cover the last 3-5 years' work history, as a minimum
- An online search of shortlisted candidates will be conducted in accordance with Part Three 'Safer Recruitment' of Keeping Children Safe in Education statutory guidance.
- The identity of referees and information relating to disclosures will be verified
- You will be required to provide details of any relevant unspent or spent convictions in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) (Amendment) Order 1986
- An enhanced Disclosure and Barring Service (DBS) check will be requested. This check will be cross referenced against the Protection of Vulnerable Adults list (PoVA), the Protection of Children Act (PoCA) list and List 99. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. Please note that it is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children. Applicants will be challenged where inconsistencies exist. Please be aware that a firm offer of appointment will only be made after receipt and verification of all satisfactory checks. Westcountry Schools Trust will carry out these checks and should you fail these checks, our offer of employment will be withdrawn. For information of how we use your data please click on this link— [Westcountry Schools Trust Recruitment Information](#).



