



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



SCIENCE LEAD TEACHER

Christ at the Centre, Children at the Heart



Proud to be a part of the
DIOCESE OF **Hexham & Newcastle**

JOB DESCRIPTION

Post Title: Science Lead Teacher

Reporting to: Head of Department

Liaising with: Headteacher/ Deputy Headteacher & other senior staff, teaching/support staff LA representatives, external agencies and parents.

Responsible for: The provision of a full learning experience and support for students.

Job Purpose:

- a. To implement a high quality inclusive curriculum for students.
- b. Drive whole school initiatives.
- c. To monitor and support the overall progress and development of student support pastoral care as a Form Tutor.
- d. Model excellence in teaching while also securing hearts and minds as a leader.
- e. Establish excellent relationships with colleagues, parents and students.
- f. Implement intervention and support strategies.
- g. Analyse data and implement interventions.
- h. To contribute to raising standards of student attainment.
- i. To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- j. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

Core Duties:

Operational/Strategic Planning

- a. Provide motivational leadership for the improvement of teaching to enable all students and staff to achieve their highest potential.
- b. Be accountable for continuous improvements in the quality of teaching across the school.
- c. Work in close partnership with, and be accountable to, the relevant Assistant Headteacher/ Deputy Headteacher.
- d. To contribute towards our teaching and learning, sharing ideas and participating in all aspects of school and Trust CPD.
- e. Contribute to the development of a clear strategic vision and direction for the continued development of quality teaching by contributing to relevant sections of the Whole School Development Plan.
- f. Advise and work with SLT on the formulation of relevant policies and their implementation.
- g. Actively promote and deliver on areas of professional development for all staff.
- h. To contribute to the whole school's planning activities.

Curriculum Provision

- a. To assist the Curriculum Leader and the Deputy Headteacher Curriculum to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.
- b. 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 school's Mission and Strategic Objectives.

Staffing

- a. To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- b. To continue personal development in the relevant areas including subject knowledge and teaching methods.
- c. To engage actively in the Performance Development Review process.
- d. To ensure the effective/efficient deployment of classroom support.

JOB DESCRIPTION

Staffing

- e. To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- a. To help to implement school quality procedures and to adhere to those.
- b. To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school/trust procedures, including evaluation against quality standards and performance criteria.
- c. To seek/implement modification and improvement where required.
- d. To review from time to time methods of teaching and programmes of work.
- e. 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 school.

Management Information

- a. To maintain appropriate records and to provide relevant accurate and up to date information for MIS, registers etc.
- b. To complete the relevant documentation to assist in the tracking of students.
- c. To track student progress and use information to inform teaching and learning.

Communications

- a. To communicate effectively with the parents of students as appropriate.
- b. Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- c. To follow agreed policies for communications in the school.

Marketing and Liaison

- a. To take part in marketing and liaison activities such as Open Evenings, Parents Evenings, Academic Mentoring Days and liaison events with partner schools.
- b. To contribute to the development of effective subject links with external agencies.

Management of Resources

- a. To contribute to the process of the ordering and allocation of equipment and materials.
- b. To assist the Curriculum Leader to identify resource needs and to contribute to the efficient/effective use of physical resources.
- c. To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

Pastoral System

- a. To be a Form Tutor to an assigned group of students.
- b. To promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.
- c. To liaise with a Pastoral Leader to ensure the implementation of the school's Pastoral System.
- d. To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- e. To evaluate and monitor the progress of students and keep up to date student records as may be required.
- f. To contribute to the preparation of Action Plans and progress files and other reports.
- g. To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- h. To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- i. To contribute to PHSEE and citizenship and enterprise according to school policy.
- j. To apply the Behaviour Management systems so that effective learning can take place.

Teaching

- a. To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.

JOB DESCRIPTION

Teaching

- b. To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- c. To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- d. To ensure that ICT, Literacy, Numeracy are reflected in the teaching/learning experience of students.
- e. To undertake a designated programme of teaching.
- f. To ensure a high quality learning experience for students which meets internal and external quality standards.
- g. To prepare and update subject materials.
- h. To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- i. To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- j. To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- k. To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties

- a. To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage and ensure staff and students follow this example.
- b. To support the school in meeting its legal requirements for worship.
- c. To promote actively the school's corporate policies.
- d. To continue personal development as agreed.
- e. To comply with the school's Health and Safety Policy and undertake Risk Assessments as appropriate.
- f. To undertake any other duty as specified by STPCD not mentioned in the above.
- g. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- h. 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.
- i. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- j. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by Senior Management to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

| ESSENTIAL CRITERIA | CRITERIA NO. | ATTRIBUTE | STAGE IDENTIFIED |
|---------------------------------------|--------------|--|------------------|
| PERSONAL | E1 | Christian Values & willingness to support the Christian ethos of the College | AF, I, R |
| | E2 | Team player | R |
| QUALIFICATIONS & EDUCATION | E3 | QTS | AF, C |
| | E4 | Good degree in relevant subject | AF, C |
| | E5 | Engaged in recent CPD | AF, C |
| EXPERIENCE & KNOWLEDGE | E6 | Understanding of current teaching methodologies | I, R, L |
| | E7 | Strong, sustained academic outcomes in the classroom | I, R, L |
| | E8 | High expectations for academic outcomes and pastoral care | I, R, L |
| | E9 | Excellent behaviour management skills and broad experience of pastoral care | I, R, L |
| | E10 | Excellent relationships with colleagues, parents and students | I, R, L |
| | E11 | Experience of intervention and support strategies | I, R, L |
| | E12 | Experience of leading enrichment and assemblies | I, R, L |
| SPECIAL REQUIREMENTS | E13 | Committed and dedicated to the demands of teaching | R, I |
| | E14 | Awareness of general curriculum trends | AF, R |
| | E15 | Ability to form and maintain appropriate relationships and personal boundaries with children | R, D, I, L |
| | E16 | Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | R, L |
| | E17 | Comfortable with analysing data and implementing interventions | R, L |
| | E18 | Ability to motivate and encourage | R, L |
| | E19 | Excellent written and verbal communication | R, L |
| | E20 | Collaborative and self-motivated | R, L |

PERSON SPECIFICATION

ESSENTIAL CRITERIA

| ESSENTIAL CRITERIA | CRITERIA NO. | ATTRIBUTE | STAGE IDENTIFIED |
|-----------------------------|--------------|--|------------------|
| SPECIAL REQUIREMENTS | E21 | Able to make a contribution to the extracurricular life of the college | R, I, L |
| | E22 | Suitability to work with young people | R, D, L |
| | E23 | Application form completed fully and legibly | AF |
| | E24 | The ability to converse at ease with pupils/public/public bodies and provide advice in accurate spoken English is essential for the post | R, I, L |

DESIRABLE CRITERIA

| DESIRABLE CRITERIA | CRITERIA NO. | ATTRIBUTE | STAGE IDENTIFIED |
|---------------------------------------|--------------|--|------------------|
| PERSONAL | D1 | Practising Roman Catholic | AF |
| QUALIFICATIONS & EDUCATION | D2 | Good IT Skills | C, I, L |
| | D3 | NPQ / other qualification/ leading others / involvement in whole school strategies | AF, C |
| EXPERIENCE & KNOWLEDGE | D4 | Experience and/or desire to teach at Post-16 | AF, I, R |
| | D5 | Middle leadership experience / training/ professional development | AF, I, R |

Key – Stage identified

| | |
|-----------|------------------|
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| L | Lesson |



BISHOP HOGARTH

We are
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Thank you for your interest in our vacancy



www.bhcet.org.uk



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