



**North East
Learning Trust**

Second in Science
Ashington Academy
Applicant information pack

Second in Science

Required September 2021

Full time, Permanent

MPR/UPR plus TLR 2.3 (£4,783)

We are seeking to appoint a motivated and ambitious Second in Science with the highest personal and academic standards to support our Science Department, someone who is an outstanding practitioner, with high expectations and a record of achieving the best outcomes from their students. We are looking for a someone with drive, energy, a genuine love for teaching and learning and a passion for Science, someone who has the vision and determination to ensure all our students receive excellence every day.

The successful candidate will:

- Ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school
- Driving forward the quality of teaching and learning in the department
- Monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.
- To coordinate the delivery of syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, and within the designated area.
- Working alongside a dedicated Head of Science to construct interventions that impact on pupil outcomes

If you are passionate about the students with whom you work, have high expectations with regards to standards and behaviour and a commitment to ensuring that every student achieves their full potential, we look forward to your application.

Deadline: Monday 8 March 2021

Shortlisting will take place Tuesday 9 March with interviews taking place week commencing 15 March 2021.

How to apply:

Application packs can be downloaded from the website.

Letters of application should be no more than two sides of A4 and should be returned with application forms to jade.hutton@bedlingtonacademy.co.uk or by post to Jade Hutton, Support Services Manager, Bedlington Academy, Palace Road, Bedlington, NE22 7DS.

Job description

Post title:

Second in Science

Responsible to:

Head of Science

Job purpose:

You will be required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document.

Duties and responsibilities:

Generic Responsibilities:

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
- To support the Head of Department and to deputise when and where appropriate.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To develop and enhance the teaching practice of others.
- To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

Strategic Responsibilities:

- To coordinate the delivery of syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, and within the designated area.
- The day-to-day management, control and operation of one curriculum area provision within the department.
- To assist in monitoring and following up student progress.
- To assist in the implementation of school Policies and Procedures.
- To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To assist in the management of the business planning activities of the department reflect the needs of the students and the aims and objectives of the school.
- To support the application of ICT in the Curriculum area.

Curriculum:

- To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.
- To support curriculum development within the whole department with particular emphasis on the relevant curriculum area.

- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To liaise with Head of Department to maintain accreditation with the relevant examination and validating bodies.
- To assist with the promotion and development of appropriate extra-curricular and community activities within the department.

Staffing:

- To work with Head of Department/SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To contribute to Personal Development Review and to act as reviewer for a group of staff within the designated department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective efficient deployment of classroom support.
- To participate in the school's ITT programme.

Quality Management:

- To ensure the effective operation of quality control systems.
- To assist in the process of setting targets within the department and to work towards their achievement.
- To help establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum areas within the department.
- To contribute to the school procedures for lesson observation.
- To implement school quality procedures and to ensure adherence to those within the department.
- To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria.
- To implement modification and improvement where required within the relevant curriculum area.
- To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system.
- To assist in the use of analysis and evaluation of performance data.
- To help produce reports within the quality assurance cycle.
- To assist in the production of reports on examination performance.
- To assist in the identification of exam entries within the department.

Pastoral Support:

- To monitor and support the overall progress and development of students within the curriculum area
- To help to monitor student attendance together with students' progress ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description.
- To contribute to SMSC according to the school policy.
- To assist in the implementation of the Behaviour Management system in the department so that effective learning can take place.

Other specific duties:

- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To actively engage in the staff, review and development process.
- To undertake any other duty as specified by STPCB not mentioned in the above.

The above list of duties is extensive but not exhaustive and may not identify each individual task which may reasonably be requested of the post holder. 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.

This job description is current at the time of post, but, in consultation with you, may be changed by the head of school to reflect or anticipate changes in the job commensurate with the grade and job title.

Person specification

	Essential	Desirable
Education/training	Qualified Teacher Status First degree or equivalent in Science Recent and relevant Continual Professional Development	Good Honours Degree in Science
Experience	Recent and successful teacher experience in the relevant subject area at both KS3 and KS4 Proven track record of delivering excellent outcomes for students of all abilities A commitment to extra-curricular activities Sound working knowledge of National Curriculum for Science at KS3 and KS4 An up to date knowledge and understanding of current issues relating to the Science curriculum, assessment, reporting and recording	Recent and successful teaching experience in Science at KS5 Experience of organising and participating in extra-curricular activities Experience of leading or managing developments in the curriculum area Experience of making a significant contribution to improving student outcomes at departmental level Involvement in the successful delivery of a whole school initiative
Aptitude and skills	Excellent communication skills both verbal and written Excellent classroom teacher Ability to work under pressure Ability to lead, motivate, challenge and inspire staff and students Ability to initiate and successfully implement change	Experience in the use of new technologies to improve teaching and learning
Personal qualities	Reliable and conscientious Desire and ability to learn new skills High expectations of all students Caring and supportive Enthusiastic team player Organise, plan and prioritise effectively Flexibility, adaptability and creativity	

References:

Any relevant issues arising from references will be taken up at interview.

DBS and pre-occupational health:

The North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications with disabilities will be granted an interview if the essential job criteria are met.