



# BYRCHALL HIGH SCHOOL

LIVE TO LEARN LEARN TO LIVE

## TEACHER OF SCIENCE WITH LEADERSHIP RESPONSIBILITIES





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## CANDIDATE INFORMATION PACK

May 2018

Dear Applicant

### **Teacher of Science with Leadership Responsibilities**

Many thanks for your interest in this post. Please find enclosed the following documents:

- ◆ Job Description
- ◆ Person Specification
- ◆ Application Form
- ◆ Information about the School
- ◆ Information about the Science Department

Applications should be returned to the school office no later than the deadline of **Wednesday 16<sup>th</sup> May, 2018 at 12noon.**

If you have any questions about this post, or wish to visit the school, then please don't hesitate to contact Mrs D Fletcher, Assistant Headteacher.

Yours sincerely,

Mr A R Birchall

Headteacher



# BYRCHALL HIGH SCHOOL

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## GENERAL INFORMATION

Formerly the Ashton Grammar School, Byrchall High School is now an 11-16 co-educational Comprehensive School of 900 students. The school takes its name from Robert Byrchall, the original founder of the school in 1588.

The current Byrchall High School is a modern, forward looking establishment. We aim to be at the forefront of teaching and learning developments and are highly committed to CPD. Our emphasis on learning and achievement is allied to a strong moral and ethical dimension that reflects our founding principles.

Byrchall High School has a truly comprehensive intake, ranging from students who will go on to study at top universities to those who struggle with their learning. All students are valued equally. The latest Ofsted inspection in March 2015 described the school as a “good” school, where teaching is “good” and the students attain above average results in examinations. They also comment on how students appreciate their teachers’ efforts and respond by working hard and behaving well; they are welcoming and polite to each other and to adults.

The school is situated on a very pleasant site on the outskirts of the small town of Ashton-in-Makerfield in the Wigan Local Authority. The school is opposite Haydock Park Race Course and very close to the junction of the A580 and the M6 motorway; it is, therefore, easily accessible from any number of directions and within easy reach of Manchester and Liverpool.



# BYRCHALL HIGH SCHOOL

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## Science Department

The successful candidate will join a vibrant and forward thinking faculty.

The team of 8 full time teachers are passionate about bringing Science to life in the classroom.

The accommodation consisted of 8 well-resourced laboratories along with a Science learning resource centre equipped with 3D cinema.

The Science department are committed to developing the ethos of “building curiosity one atom at a time”. They work collaboratively to develop high quality teaching and learning resources that challenge and inspire students.

The department is well organised with a well-structured scheme of work following a five year progression pathway. Students go on to study either combined or separate Science at KS4.

In joining the team you will be given the opportunity to contribute to the wider development and enrichment of Science. Our students embrace a wide variety of STEM activities, clubs and workshops with industrial and college partners.

The position will suit a candidate with excellent subject knowledge; a genuine love of Science and a desire to deliver lessons that are of a high standard and engage and inspire our students.

The leadership role will utilise the individual strengths of the successful candidate to further develop the progress of the department.

To support the successful candidate we have a personalised and bespoke CPD program tailed to individual aspirations and needs.



# BYRCHALL HIGH SCHOOL

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## 1. INTRODUCTION

### MAIN PURPOSE

Under the reasonable direction of the Headteacher, carry out the professional duties of a school teacher as set out in the current School Teachers' Pay and Conditions Document (STPCD).

Implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and support a designated curriculum area as appropriate.

Monitor and support the overall progress and development of students as a teacher/ Form Tutor

Facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.

Contribute to raising standards of student attainment.

Share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

### Line Management:

Reporting to - Head of Department  
Responsible for - No line manager responsibility

### Liaising With:

Headteacher, senior leadership team, teachers and support staff, LA representatives, external agencies and parents.

### Salary Scale:

Classroom Teachers' Pay Scale

### Working Time:

Full time as specified within the STPCD

### DBS Disclosure Level:

Enhanced

## 2. TEACHING

- 2.1 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.
- 2.2 Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- 2.3 Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- 2.4 Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students
- 2.5 Undertake a designated programme of teaching.



# BYRCHALL HIGH SCHOOL

LIVE TO LEARN LEARN TO LIVE

- 2.6 Ensure a high quality learning experience for students which meets internal and external quality standards.
- 2.7 Prepare and update subject materials.
- 2.8 Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- 2.9 Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- 2.10 Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- 2.11 Mark, grade and give written/verbal and diagnostic feedback as required.
- 2.12 Some teaching outside the English Department may be required.

## 3. STRATEGIC/ OPERATIONAL PLANNING

- 3.1 Assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the curriculum area and department.

- 3.2 Contribute to the curriculum area and department's development plan and its implementation.
- 3.3 Plan and prepare courses and lessons.
- 3.4 Contribute to the whole school's planning activities.

## 4. CURRICULUM PROVISION

- 4.1 Assist the Head of Department and the Senior Leadership Team, to ensure that the curriculum area provides a range of teaching which complements the school's strategic objectives.

## 5. CURRICULUM DEVELOPMENT

- 5.1 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.



# BYRCHALL HIGH SCHOOL

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## 6. STAFFING

- 6.1 Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- 6.2 Continue own professional development in the relevant areas including subject knowledge and teaching methods.
- 6.3 Engage actively in the performance management review process.
- 6.4 Ensure the effective/efficient deployment of classroom support
- 6.5 Work as a member of a designated team and to contribute positively to effective working relations within the school.

## 7. QUALITY ASSURANCE

- 7.1 Help to implement school quality procedures and to adhere to those.
- 7.2 Contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.

7.3 Review from time to time methods of teaching and programmes of work.

7.4 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.

## 8. MANAGEMENT INFORMATION

- 8.1 Maintain appropriate records and to provide relevant accurate and up-to-date information for MIS, registers, etc.
- 8.2 Complete the relevant documentation to assist in the tracking of students.
- 8.3 Track student progress and use information to inform teaching and learning.

## 9. COMMUNICATIONS AND LIAISON

- 9.1 Communicate effectively with the parents of students as appropriate.
- 9.2 Where appropriate, communicate and co-operate with persons or bodies outside the school.
- 9.3 Follow agreed policies for communications in the school.



# BYRCHALL HIGH SCHOOL

LIVE TO LEARN LEARN TO LIVE

**9.4** Take part in liaison activities such as parents evenings, review days and liaison events with partner schools.

**9.5** Contribute to the development of effective subject links with external agencies.

## **10. MANAGEMENT OF RESOURCES**

**10.1** Contribute to the process of the ordering and allocation of equipment and materials.

**10.2** Assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.

**10.3** Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

## **11. PASTORAL SYSTEM**

**11.1** Be a Form Tutor to an assigned group of students.

**11.2** Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.

**11.3** Liaise with a Pastoral Leader to ensure the implementation of the school's pastoral system.

**11.4** Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.

**11.5** Evaluate and monitor the progress of students and keep up-to-date student records as may be required.

**11.6** Contribute to the preparation of action plans and progress files and other reports.

**11.7** Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.

**11.8** 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.

**11.9** Contribute to PSHCE and citizenship and enterprise according to school policy

**11.10** Apply the behaviour management systems so that effective learning can take place.



# BYRCHALL HIGH SCHOOL

LIVE TO LEARN LEARN TO LIVE

## 12. SCHOOL ETHOS

- 12.1 Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- 12.2 Support the school in meeting its legal requirements for worship.
- 12.3 Promote actively the school's corporate policies.
- 12.4 Comply with the school's health and safety policy and undertake risk assessments as appropriate.



# BYRCHALL HIGH SCHOOL

LIVE TO LEARN LEARN TO LIVE

## PERSON SPECIFICATION

### TEACHER OF SCIENCE WITH LEADERSHIP RESPONSIBILITIES

QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT	Essential	Desirable
Qualified Teacher Status	✓	
An Honours Degree		✓

KNOWLEDGE AND UNDERSTANDING	Essential	Desirable
Understanding of curriculum requirements for Science and requirements for assessment, recording and reporting of pupils' attainment and progress.	✓	
Cope securely with subject related questions pupils raise.	✓	
Understand how pupils' learning in the subject is affected by their physical, intellectual, emotional and social development. Developments in the National Curriculum / GCSE	✓	
Ability to use ICT effectively		✓
N understanding of Health & Safety requirements as they apply to the practical elements of Science teaching	✓	
Ability to identify, challenge and improve underperformance		✓

PLANNING; the ability to:	Essential	Desirable
Identify clear teaching objectives and content and specify how these will be taught and assessed.	✓	
Set tasks which challenge pupils and ensure high levels of pupil interest.	✓	
Set clear targets for pupils' learning.	✓	
Provide clear structures for lessons and for sequences of lessons, in the short, medium and longer term which maintain pace, motivation and challenge for pupils.	✓	
Make effective use of assessment information when planning.	✓	
Ensure effective coverage of examination syllabuses and NC programmes of study.	✓	



# BYRCHALL HIGH SCHOOL

LIVE TO LEARN LEARN TO LIVE

<b>TEACHING AND CLASS MANAGEMENT; the ability to:</b>	<b>Essential</b>	<b>Desirable</b>
Use teaching methods which sustain the momentum of pupils' work and keep all pupils engaged.	✓	
Monitor and intervene when teaching to ensure sound learning and discipline.	✓	
Set high standards of behaviour through well focused teaching and positive relationships.	✓	
Build a high profile in the department and across the school community	✓	

<b>MONITORING, ASSESSMENT, RECORDING, REPORTING; the ability to:</b>	<b>Essential</b>	<b>Desirable</b>
Mark and/or monitor pupils' assigned classwork and homework providing constructive feedback and setting targets for pupil progress.	✓	
Assess and record each pupil's progress systematically.	✓	
Prepare and present information reports to parents.	✓	
Assess pupils against attainment targets.	✓	
Participate in the performance management of teaching staff, including observations, book sampling and performance reviews		✓

<b>OTHER PROFESSIONAL REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>
Undertake duties as set out in the Teachers' Pay and Conditions document.	✓	
Understand teachers' legal liabilities and responsibilities.	✓	
Establish good relationships with colleagues.	✓	
Carry out their duties in accordance with guidance from their line manager.	✓	
Participate in Continued Professional Development.	✓	
Provide pastoral support as a Form Tutor	✓	
Help create, develop and realise an ambitious plan for Science		✓



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