



KINGSBURY HIGH SCHOOL

spectemur agendo



Associate Head of Faculty: Science (Physics)

Candidate Information Pack

October 2023

About Kingsbury High School

KHS is a vibrant learning environment with a strong community ethos.

As a large 12 form entry 11-18 split site school we are situated in an Inner London location, but with an out of London feel – surrounded by parkland with large playing fields and great local amenities, excellent transport links to enable easy access from central London and fringe areas. Our school is truly diverse in its makeup, whilst united as one family working to achieve the best for all our students.

Kingsbury High School has many strengths and a long history of success. There is a keen understanding of the importance of values and a sense of tradition, encapsulated by the School motto, spectemur agendo. It dates back to the founding of our predecessor school, the Kingsbury County, in the 1920s, and it is Latin for, “let us be judged by our actions”. As Headteacher I seek to lead the school with this at the heart and ask students to respect themselves, others and the environment.

Our students gain excellent examination results in both GCSE and across the Sixth Form. In our most recent inspection Ofsted again rated the school as “good”. Equally, the school is very proud of the way it has achieved these outcomes and the rounded education it offers to its students. We recognise our place in the community and are a key part of the partnership, Kingsbury Schools Together with our local primary schools and the Village (special) School.

A great school is a combination of different things. We are equally proud of the many opportunities we provide for our students beyond the curriculum and how we develop students as individuals ready for adult life. Our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society. Our key values are: Aspiration; Integrity; Respect; Responsibility and Resilience. Through these, we aim to combine both academic success and the development of the broader aspects of each student’s character.



Alex Thomas

Headteacher

Our Ethos and Values: The Kingsbury Way



Our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society.

Aspiration	Integrity	Respect	Responsibility	Resilience
<p><i>Being optimistic about the future.</i></p> <p><i>Being ambitious in everything we do.</i></p> <p><i>Being unwavering in our expectation that all can succeed and meet their potential.</i></p>	<p><i>Being honest about our strengths and weaknesses.</i></p> <p><i>Being open about decisions and doing what we say we will do.</i></p> <p><i>Being prepared to apologise if we get things wrong.</i></p>	<p><i>Being considerate of the views of, and our impact on, different groups and the community.</i></p> <p><i>Being proud about what makes each one of us different.</i></p>	<p><i>Being accountable for our actions.</i></p> <p><i>Being clear about what we expect.</i></p> <p><i>Being aware of our impact on the environment.</i></p>	<p><i>Being explicit in developing physical and emotional wellbeing.</i></p> <p><i>Being prepared to go 'the extra mile'.</i></p>

Our Staff Benefits

Free On-site Parking	Weekly Staff Treats	Cycle-to-work Scheme	Staff Tea / Coffee
Local Government Pension Scheme	Employee Assistance Program	Staff Social Events: Christmas Lunch Summer BBQ	Commitment to Continued Professional Development

Job Description

Reports to: Head of Faculty (Science)

Salary Scale: MPS/UPS (Inner London) + TLR 2C

Contract: Permanent/Full Time

Deadline for Applications: Wednesday 18th October 2023

Proposed Start Date: January 2024

Intended week of Interviews: w/c 30th October 2023

Job Summary

Kingsbury High School are seeking to appoint an Associate Head of Physics to join the science team. This person will be a teacher who is a leader or aspiring leader who can show case evidence of outcomes (particularly in terms of value-added scores) of students you have been responsible for. You will need to have a proven track record of improving attainment in your subject, or be able to demonstrate clear examples of how your collaborative contribution impacted the department. You will have QTS and be an expert in your subject up to and including Key Stage 5, and be able to confidently communicate it to students through planned lessons.

In addition to the Main Pay Scale duties, the Associate Head Faculty for Physics is responsible to the Head of Faculty / Leadership Group Line Manager / Headteacher for the following:

Liaising with:

Members of the Leadership Group, other members of the Faculty and of other Faculties, Student Support Services and relevant staff with cross-school responsibilities, relevant support staff, LA staff, parents and Governors.

Purpose:

- To be accountable as Subject leader for managing and developing the subject/ curriculum area.
- To be accountable for student progress and development within the subject/ curriculum area.
- To raise standards of student attainment and achievement within the subject/ curriculum area and to monitor and support student progress.
- The provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying within the subject/curriculum area, in accordance with the aims of the Faculty, the School and the curricular policies determined by the Governing Body and Headteacher of the School.
- To manage and deploy teaching/support staff, financial and physical resources effectively within the subject/curriculum area.
- To develop and enhance the teaching practice of others.

Job Description: Continued

MAIN CORE DUTIES

Operational/Strategic Planning:

- To manage the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the subject/curriculum area.
- The day-to-day management, control and operation of course provision with the department, including effective deployment of staff and physical resources.
- To actively monitor and follow up student progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the Faculty as a whole and for the subject/curriculum area in particular which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- To manage the business planning function of the subject/curriculum area, and to ensure that planning activities reflect the needs of students within the subject/curriculum area, SDP and the aims and objectives of the School.
- To manage post holders and other staff to ensure that the work of the subject/curriculum area throughout the curriculum area fully reflects the School's distinctive ethos and mission.
- In conjunction with the Specialist Status Director(s), managing the implementation of the agreed development plans for Specialist Status.
- Working with the ICT Co-ordinator to ensure the that application of ICT is fully implemented into the Curriculum, including the development of materials for Open/Independent Learning.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

Curriculum Development:

- To lead curriculum development for the whole Faculty.
- To keep up to date with National developments in subject/curriculum areas within the Faculty and teaching practice and methodology.
- To keep abreast of curriculum development and initiatives at National, regional and local levels as they pertain to subject/curriculum areas within the Faculty.
- To ensure that accreditation with the relevant examination and validating bodies is maintained.
- To ensure that cross curricular initiatives are developed within the subject/curriculum, areas of the Faculty: Citizenship, ICT, Key Skills, etc.

Job Description: Continued

Staffing:

- To work with the Director of Resources to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the Faculty's technicians/support staff.
- To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the Faculty.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To act as a positive role model.

Quality Assurance:

- Ensure the effective operation of quality control systems within the Faculty.
- To set clear targets within the Faculty and to work towards their attainment.
- Establish common standards of practice within the Faculty and develop the effectiveness of teaching and learning styles in all subject/curriculum areas within the Faculty.
- To undertake regular lesson observation in order to secure quality assurance.
- Implement quality procedures and ensure adherence to those within the Faculty.
- To monitor and evaluate the subject/curriculum areas in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To ensure modification and improvement where required.
- To ensure that the Faculty's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.

Management Information:

- Ensure the maintenance of accurate and up-to-date information concerning the faculty and its constituents on the management information system, Intranet and School Web Site.
- To make use of analysis and evaluate performance data provided.
- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- Produce reports within the quality assurance cycle for the department.
- Produce reports on examination performance, including the use of value-added data.
- In conjunction with the relevant officer, to manage the Faculty's collection of data.
- To provide the Governing Body with relevant information relating to the Faculty's performance and development.

Job Description: Continued

Communications:

- To ensure that all members of the Faculty are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the Faculty's views and interests.

Marketing and Liaison:

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.

Management of Resources:

- To ensure that the available resources of space, staff, money and equipment are managed efficiently within the limits, guidelines and procedures laid down; including deploying the Faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To work with the Timetable Managers in order to ensure that the Faculty's teaching commitments are effectively and efficiently time-tabled and roomed.

Pastoral System:

- To ensure that the overall progress and development of students within the Faculty is monitored and supported.
- To ensure that student attendance together with students' progress and performance in relation to targets set for each individual is monitored; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary
- To act as a personal Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHCE, citizenship and enterprise according to school policy.
- To ensure the Behaviour Management system is implemented within the Faculty so that effective learning can take place.

Job Description: Continued

Additional Duties:

To play a full part in the life of the School community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.

OTHER SPECIFIC DUTIES:

- To continue personal development as agreed.
- To engage actively in the performance review process.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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 as of the date on this document, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

September 2023

Person Specification

Knowledge and Experience

- Strong subject knowledge
- Knowledge and understanding of the ways in which effective teaching can promote pupil progress
- Knowledge and understanding of the key features of inclusive teaching and learning
- Knowledge and understanding of the use of data to support teaching and learning

Skills and Abilities

- Able to plan for and meet the Kingsbury expectations for effective teaching
- Ability to inspire and motivate students
- Able to provide students with effective written feedback
- Ability to communicate effectively with an appropriate sense of audience
- Evidence of understanding the principles of equality and putting equal opportunity into practice
- Ability to influence and support the development of good practice, appropriate to career stage
- Ability to form effective relationships with colleagues, students and parents
- Ability to be an effective member of a team
- Ability to show initiative and develop new ideas
- Well organised with good time management and ability to work under pressure
- Competence with ICT and ability to use ICT skills in working practice

Safeguarding

A commitment to, and understanding of, safeguarding and promoting the welfare of our students

Safeguarding / Safer Recruitment

Kingsbury High School is committed to the safeguarding of children All employees are expected to comply with our School Child Protection and Safeguarding Policy.

Safer recruitment

Kingsbury High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Any roles which involve working with children, young people or vulnerable adults, or roles in which the duties will involve access to sensitive information relating to children, young people or vulnerable adults, the School will take up references prior to interview.

You should provide details of referees including your current and previous employers, covering the last 5 years.

Candidates can request for us not to send a reference request to their current employer prior to interview by emailing us at khsvacancies@kingsburyhigh.org.uk

As part of our Safer Recruitment Policy, a full employment history is also required for this role. Please provide a full employment history, together with a satisfactory written explanation of any gaps in employment. Unless otherwise stated, a Basic DBS check will be undertaken as part of the pre-employment checks for successful candidates.

Diversity Statement

Kingsbury High School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

High Volume Applications

Kingsbury High School reserves the right to close any vacancy earlier than the advertised closing date should there be a high volume of applications received.

DBS

This role requires an Enhanced DBS (This post is exempt from the Rehabilitation of Offenders Act,1974)

Advert Close

All vacancies close at midnight unless otherwise stated.

How To Apply

To apply for this role directly, we ask that you complete the following documents:

- KHS Application Form—Teaching Staff
- KHS Self Declaration Form
- KHS Equal Opportunities Monitoring Form

Please send the completed documents with the job role you are applying for in the subject line of the email to:

khsvacancies@kingsburyhigh.org.uk

If you would like to have a phone call or school visit prior to submitting your application you can make the request via email to us. Please note that we will aim to do our best to accommodate your request, but this may not always be possible.

If you have any queries about this or any other KHS vacancy, please do not hesitate to contact us on:

Email: khsvacancies@kingsburyhigh.org.uk

Phone: 0208 206 3000

