



A QUALITY EDUCATION FOR ALL



Job Application Pack Director of Biology



ZENITH
MULTI ACADEMY
TRUST

The Vacancy



Director of Biology
Required: with immediate effect or September start
Main/Upper
TLR2B £4,439
Full time hours

This is a great opportunity for an enthusiastic and inspiring individual to join our dynamic Science faculty. We are seeking a driven individual who shares our vision of a quality education for all students, and is committed to joining us on our journey to Outstanding.

The successful candidate will be capable of inspiring students through their passion for the subject, and have a firm belief in the potential of all students.

Whether you are ambitious for progression, or determined to be an outstanding classroom practitioner, this School is the place for you.

We can offer you:

- A dedicated and experienced hardworking team of staff
- Enthusiastic, friendly and talented students
- The opportunity to develop within a highly effective multi academy trust

You will need to:

- be able to teach all key stages (3-5) with clear, positive impact on student achievement
- possess good behaviour management skills, working and understanding the key Health and Safety requirements within the Science environment
- be a good and effective communicator at all levels
- be open minded, creative, and inspirational in your style of teaching
- commit to working collaboratively with colleagues and students
- utilise a variety of teaching methods and ensure that your lessons are suitably challenging and engaging for all students

Applications

To apply for the role please download the application form from the vacancy page on <https://www.zenithmultiacademytrust.co.uk/vacancies/>, completed applications should be submitted to recruitment@zmat.co.uk. CV's will not be accepted without a completed application form.

You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application (supporting statement). Please ensure you say why and how you meet the criteria from the person specification in your letter of application. Full job description and person specification can be found at the end of this pack.

Closing Date: 30 January 2022

If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email recruitment@zmat.co.uk or telephone 01702 426744.

We look forward to receiving your application. You will be notified of your application status within two weeks of the vacancy closing date.

Safeguarding Children & Young People

The Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Welcome from the CEO



It gives me great pleasure to welcome you to our Trust, and I very much hope this job application pack you gives you a sense of what it is like working in our Trust, including our vision and values.

We are a small, locally-based Trust in South East Essex, currently comprising one primary school and three secondary schools: Laindon Park Primary School and Nursery, The James Hornsby School in Basildon, Castle View School in Canvey Island, and The King John School in Benfleet.

We are intentionally a small local Trust and very much see our role as central to the communities we serve.

As a member of staff within the Trust, you become part of a dynamic network of staff working to achieve a shared vision for all of our children. You become a valued member of a small group of schools, able to shape the education of future generations. In doing so, we hope that you feel really well supported in your career, and that your well-being is always considered.

As a member of our Trust, you engage in a professional learning journey which develops you as a practitioner, and allows you to use your talents to transform lives and make a genuine difference.

Our Core Purpose

To enhance the life chances of every child and drive social mobility.

Mission Statement

A quality education and experience for all.

Values

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|----------------|----------------------|-------------------|-------------------|
| Dignity | Collaboration | Positivity | Aspiration |
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Vision

Zenith Trust will ensure excellence across the pillars of school improvement, governance, and business operations, harnessing the transformative power of collaboration so that all students attend truly outstanding schools.

Regardless of background or need, all students will achieve highly and have high levels of well-being, because they are taught and supported by the very best staff, who are well-trained and supported, buy into Zenith’s vision, and are committed to providing a quality education for all. School leaders act ethically, inclusively, and always with the child’s best interests at heart. Our students will be aspirational for themselves, enjoying their time at school, and flourishing as individuals within a safe, secure and nurturing environment.

All Zenith schools value students’ social, moral, cultural, and spiritual development, building exceptional character so that students are kind, resilient, and inspired to be life-long learners. By working closely with the families and local communities we serve, and listening to students’ voices, students will be well-prepared for life in a modern, tolerant Britain. They will secure outstanding academic outcomes and high quality destinations, always well-prepared for their next steps. As adults, they will lead happy, purposeful, and rewarding lives, and make a positive contribution to the world.

Andy Hodgkinson
Chief Executive Officer

Why work for Zenith Multi Academy Trust?

Thank you for considering Zenith Multi Academy Trust as your potential new employer.

If you share our commitment to securing transformational change and sustainable school improvement, and would like to be part of our vision to provide excellence in education, we would like to hear from you.

In return we can offer you:

- A friendly Trust which places staff wellbeing and development at the forefront of everything we do
- School settings with excellent facilities
- Access to high quality and bespoke CPD across the Trust
- A supportive and positive Early Careers program run in partnership with University College London and Chafford Hundred Teaching School Hub
- The opportunity to develop your career with and across the Trust Schools
- The Trust are looking to be early adopters of the new NPO's

Staff Wellbeing

The Trust is committed to providing a safe and healthy working environment for all staff and supports management practices that promote good health and wellbeing of all its employees. The Trust recognises that wellbeing and performance are linked. Improving employees' ability to handle pressure and to balance work and home life will ultimately lead to improved individual and Trust performance, including better outcomes for students.

The Trust has adopted a number of policies to support our commitment to staff wellbeing, including:

- Mental Health and Wellbeing policy which focuses on the Trust's commitment to maintaining the health and wellbeing of staff
- The Health and Safety policy which provides a framework for, and measurement of, safe places to work; and
- The staff Recognition and Reward policy which ensures our staff feel valued for the work they do and recognised for the contribution they make.

The wellbeing and training of our staff are seen as critical in creating the most effective and talented staff team. The high calibre of our staff means that we are constantly striving to improve so that we can provide the outstanding level of education that all our diverse and talented young people deserve.

Continuing Professional Development (CPD)

At Zenith Multi Academy Trust, all staff are encouraged to develop their knowledge, skills, understanding, and attitudes to enhance their professional work, regardless of experience. We work towards 'a culture of excellence', where all staff have the opportunity to continue to improve and sharpen their knowledge and practice.

Working for Zenith brings other benefits:

- Free Benenden Healthcare Scheme
 - Access to a GP 24/7 hours a day seven days week for you and your immediate family
 - Access to a Mental Health Helpline 24 hours a day seven days a week
 - Access to a care adviser who can provide advice and information on adult care issues
 - Medical Diagnostics
 - Medical Treatment at one of the hospitals in our treatment network for certain procedures.
 - Physiotherapy
 - Mental Health Counselling Support
 - Financial Assistances to a care adviser who can provide advice and information on adult care issues
- Access to Benenden Healthcare rewards and discounts scheme
 - 46% off digital fitness subscriptions
 - 22% off activity trackers from Fitbit
 - Save up to 11% on the cost of gift cards of E-Gifts
 - Lifestyle shopping vouchers – save 6%
 - Home movies rentals – save up to 40%
- Access to Bike2Work scheme
- On site staff counselling programme
- Eye sight tests
- On-site free medical health checks
- On-site flu jab clinics
- Free access to on-site gym facilities
- Generous Teachers' Pension and Local Government Pensions schemes
- Generous annual leave entitlement for full-time support staff up to 29 days + 8 bank holidays per annum



The Schools of Zenith Multi Academy Trust



A QUALITY EDUCATION FOR ALL

Daniel Steel, is the Headteacher at The King John School, as a parent of two young children himself, he leads the school through the eyes of a parent, with very high expectations and aspirations for his student. The King John School is a popular, oversubscribed school where students' very high attendance and levels of achievement reflect their commitment and enjoyment of school life. The school is a large, mixed comprehensive with a well-established sixth form, and serves the ever-growing communities of Thundersley and Benfleet, as well as welcoming students from further afield.

To enable their students to be happy and successful learners, they strive to create a caring, supportive and aspirational learning community, with high expectations and opportunities for all. They believe in offering a broad and balanced curriculum to enable students to flourish as individuals, and to achieve future success in whatever they choose to become later in life. This includes a strong emphasis on sport and the Arts. Opportunities for extra-curricular activities are extensive for all to support in developing knowledge, skills and cultural capital beyond the classroom setting. These opportunities include enterprise, creative performing arts, and a wide variety of trips and visits. Added to this their sporting expertise which puts them at the top of the county and national championships in a whole range of sports you will see the school has a lot to offer. They strive to nurture and develop global citizens of the future by celebrating success and valuing aspiration. They are determined every student should maximise their potential.

The recruitment, retention, and training of fully-qualified staff play a key part in their drive to secure strong academic outcomes for all students, and to instil a life-long love of learning. They understand the vitally important role of partnerships between families and school, and value their relationships with all members of the community they serve.

They have a thriving sixth form, which has been significantly extended to provide a wealth of additional state-of-the-art facilities. Students achieve well in a wide range of subjects and over a three year trend, the results are in the top 15% of over 2000 schools with 68% A*, A or B grades at A-level. Students' destinations are very strong, and they progress to Higher Education, including Cambridge and other Russell Group universities, apprenticeships and employment.



Laindon Park is a small school located in a rural unspoilt area. Their building retains a Victorian character with many historical features. The Headteacher of Laindon is Cristina Portoles, who ensures that they are a school where the child is at the heart of everything they do and leads the decisions they make.

As Ofsted said about them "pupils are happy and enjoy school". The school is always aiming to improve, not only the education that they provide to pupils but also the services and goods that they provide to the local community. Their SAT results are consistently good and put them in the top 4% of primary schools in the country.



Castle View School

Pursue Excellence | Be The Best

Steve Durkin is the Headteacher of Castle View School. The school is a place where students are put first in everything the school does. Their aims are to pursue excellence, to be the best they can be and they achieve this by working together with parents and the wider community to bring out the very best in their young people.

A good education inspires, opens doors and makes a difference to the lives of individuals, their families and the wider community. Therefore, the school takes their responsibilities as educators very seriously, doing all they can to help their students achieve anything and everything they set their minds to. The school also takes great pride in providing a happy and harmonious learning environment – one where every student is known as an individual.

As well as valuing academic success, the school strives for every child to become a well-rounded, caring and confident individual who plays a part in their community, and has the skills and mind-set to contribute positively to our wider society. The Headteacher would warmly welcome you to visit the school and discover what it is that makes Castle View School the right choice for you and your child.



The James Hornsby School

Together we excel

The James Hornsby School is an oversubscribed 'Good' school; as rated by Ofsted, where students are at the heart of all we do. We have a strong family ethos where we believe "Together we excel".

The Headteacher Tammy Nicholls firmly believes that these are our key drivers for success not only for our students, but for our staff as well. We welcome the chance to meet with you and discuss your development opportunities as part of the James Hornsby and Zenith family!

We focus on developing independent and resilient learners by removing barriers to success and providing a safe and happy environment that allows young people to strive.

Our curriculum provides breadth to ignite hope, drive ambition and enhance life chances by providing qualifications that open the doors to opportunity.

We believe our community is outstanding and as such we strive to achieve outstanding learners and leaders at all levels, by providing outstanding curriculums and learning opportunities and promote outstanding attitudes and outcomes from all.

As a school we pride our self on our core values of:

A Family ethos

High Expectations

Desire

Hope and Aspiration

Innovation



The King John School



Laindon Park Primary School



The James Hornsby School



Castle View School

Testimonials

Working at King John for the past six years has provided me with a wide range of fantastic opportunities and wonderful experiences. I was encouraged to attend a middle leaders training programme provided by the trust which gave me the knowledge and confidence to be successful in a promotion to Director of English and media. I was also lucky enough to attend the media department trip to Hollywood with a group of KS4 students and was encouraged to organise my own trip to The Globe theatre for KS3 students.

- Director of Learning, The King John School

Working at the King John School is a privilege. Given the school's reputation I am very proud to be a part of the organisation and enjoy coming to work each day. As a school, King John promotes progression with leaders giving staff their full trust and support in professional development. During my time at King John I have been able to grow and flourish by being exposed to work across the school, within our trust schools also as part of the Benfleet Teaching Schools Alliance. Working at the King John School has certainly progressed my career.

- CPC Director, The King John School

Having worked within Zenith for a number of years I have been afforded so many opportunities to develop. I came to the school as a Head of year and after discussing my drive to be on the leadership team I was given extra responsibilities to ensure the progression was effective and that I was ready to interview for a role. With this in mind I was asked to lead on several faculties and drove the Equality and Diversity within my school. This then led to me being asked to join a school within the MAT to take on the role of associate assistant headteacher. I have now secured a permanent position in this school and couldn't have done it without the opportunities given to me by the Trust.

- Assistant Headteacher, The James Hornsby School

I started working at James Hornsby in January 2012 and began working here as a learning facilitator; almost eight years on and I am now currently the head of mathematics. In this time I have had the opportunity to complete many roles within the school. Working in the behaviour support unit, as an achievement officer and then as a maths instructor, while I was completing my maths degree at university. The leaders within the school identified my skill set and provided me with the support and guidance to move through these positions.

- Maths Teacher – The James Hornsby School

Job Description

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| Job Title | Director of Faculty |
| Grade | Upper Pay Range |
| Responsible to | Headteacher, Deputy Headteacher |
| Responsible for | <p>The Director of Faculty is responsible for coordinating activities relating to Science which includes:</p> <ul style="list-style-type: none"> • being accountable for securing the highest standards of pupil achievement across a curriculum area, monitoring and evaluation of pupil achievement and setting targets for improvement. • leading and developing the quality of teaching and learning of others in a science by evaluating, supporting, guiding and target setting, including appraisal of colleagues through the Performance Management system; • being accountable for the strategic leadership and management of the science department, developing and implementing plans, policies, targets and practices within the context of the school's aims and policies. <p>The Director of Faculty is expected to carry out the general professional duties of a school teacher as outlined in the Teachers' Standards and as directed by senior staff. This includes:</p> <ul style="list-style-type: none"> • The pastoral care of a tutor group • Supervision and progress of all learners in allocated classes. <p>Teachers on the Upper Pay Range (UPR) will be expected to make broader contribution to the School as a normal part of their work.</p> |
| Principal Accountabilities | To be met in accordance with the provisions of the Schools Teachers' Pay and Conditions Document and within the range of teachers' duties set out in that document and the professional standards for teachers |
| Job Purpose | <ul style="list-style-type: none"> • To support whole school developments in accordance with whole school priorities. • to support and promote the School's general purposes, ethos and Learner profile; • to be familiar with, respect and follow the School's Policies and Procedures; • to act as a role model to pupils through always being punctual, and well prepared and to maintain appropriate professional relationships and an atmosphere conducive to learning; • to set high expectations which inspire, motivate and challenge pupils promoting good and outstanding progress and outcomes by pupils; • to attend Assemblies and carry out a share of supervision duties in accordance with published rotas; • to contribute actively to the maintenance of the School as an orderly community by upholding the provisions of the School's Rules and the Pupils' Code of Conduct; • to maintain good order and discipline among the pupils ensuring to safeguard their welfare both on School premises and when involved with authorised School activities off site; • to attend and participate in staff and other meetings in line with the School Calendar; • to work with the classroom routines and systems in place in school to track, monitor and report on pupil attendance and progress; |

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| | <ul style="list-style-type: none"> to communicate and cooperate on educational issues with stakeholders as appropriate; to contribute to the extra-curricular life of the School as appropriate and attend and support School events whenever possible. |
| Specific duties/ responsibilities | <p>Teaching and learning</p> <p>The Head of department is responsible for tracking, monitoring and enhancing all below elements across the department and ensure that line managers are kept appraised of changes and impact over time:</p> <ul style="list-style-type: none"> to ensure that lessons are planned in appropriate detail (accounting for the pupils' needs and prior attainment) and are prepared and delivered in accordance with departmental schemes of work and Teacher Standards which reinforce the need for high expectations which inspire, motivate and challenge pupils; to take into account of pupils' educational strengths and needs (differentiating where appropriate) to enable access to learning for all, including the setting and marking of work (in accordance with the School Marking Policy) to be carried out by pupils in school and elsewhere (homework) according to School expectations and policies; to assess, record and report on the progress and attainment of pupils in accordance with the School's policy and in line with the School calendar, and regularly use this data to inform teaching; to regularly mark pupils' work, giving appropriate feedback in accordance with the School's Marking Policy, keeping records of attainment; to provide progress information relating to individual pupils as required and in line with the School Calendar; to manage behaviour effectively to ensure a good, safe and purposeful learning environment; to assist with departmental activities including trips and events. <p>Teachers on UPR will be expected to make a greater contribution to the department / faculty and whole school T&L development as part of their normal working arrangements as outlined in the Performance Management process.</p> <p>Pastoral Care</p> <p>Teachers will act as Form Tutors under the direction of a Head of Year and Assistant Head of Year and they will:</p> <ul style="list-style-type: none"> be 'in loco parentis', responsible for the welfare of pupils in the Form and the first point of contact for those in school and outside seeking help, or guidance or wishing to express concern; maintaining updated and accurate records relating to members of the tutor group by recording information on academic performance, behaviour, attendance, punctuality and other relevant issues ensure that the register is completed accurately and on time, communicating effectively with Student Services Team as necessary regarding attendance and handle home communication efficiently. ensure purposeful tutor times in line with the Tutor Time Programme in place for your year group; promote the academic progress and wellbeing of individual pupils in designated form group or class, ensuring consistent feedback is |

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| | <p>given , which guides pupils; discussing academic progress reports, behaviour reports and supporting self –evaluation activities;</p> <ul style="list-style-type: none"> • ensure that pupils have the expected equipment for school including planners, ensuring that these are kept up to date and are used effectively by pupils; • promote high standards of dress and behaviour through maintenance of the School Rules and Code of Conduct; • Keeping the relevant colleagues updated regarding information relating to any tutee and liaising with colleagues regarding student progress. When necessary to call meetings to discuss issues and to support and advise colleagues • Liaising with the SEN department regarding their tutees and implementing the stages of assessment • Writing tutor reports and collating subject reports for the tutor group; • Attend all Tutor Meetings as required. <p>Personal and Professional Continuing Professional Development</p> <ul style="list-style-type: none"> • to attend and actively participate in Staff Inset and training events as requested; • to support the professional development of staff as required; <p>Teachers on UPR will be expected to make a greater contribution to the School's Performance Management and CPD processes as part of their normal working arrangements.</p> |
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PERSON SPECIFICATION
Director of Faculty
(to be read in conjunction with the job description)

Essential qualifications

- Teaching qualification recognised by the DfE

Essential skills

- Excellent classroom practitioner skills
- An ability to form productive working relationships with students, parents and colleagues
- To employ a range of appropriate teaching styles and the ability to present subject content in clear language and in a stimulating manner in order to ensure students' interest and motivation and encourage independent learning
- Selection and use of appropriate resources including ICT
- An ability to create and maintain a purposeful, orderly, attractive and effective learning environment
- Good communicative, organisational, administrative and interpersonal skills
- An ability to promote The King John School within the wider community
- An ability to work independently and as a member of a team
- An ability to successfully lead a team
- An ability to produce coherent curriculum plans

Essential knowledge and understanding

- An understanding of the subject taught, including a range of assessment methods and the National Curriculum
- An understanding of the variety of the students' needs and their individuality

Essential experience

- Successful mainstream teaching across the 11-18 age range and the full ability range

Essential personal qualities

- Energy, sensitivity, resilience, commitment and enthusiasm
- Good leadership skills
- High expectations of students
- A sense of humour
- A willingness to participate in professional development

Desirable qualifications, skills, knowledge, experience and personal qualities

- A willingness to contribute to the extra curriculum of the school
- An understanding of stages of assessment and teaching students with a range of needs

