



GREENSHAW
LEARNING TRUST



PARK HOUSE SCHOOL

Head of Department Physics

Recruitment Pack

**ALWAYS
LEARNING**

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Dear Candidate

Thank you for your interest in the role of Head of Department, Physics at Park House School.

This is a unique and exciting opportunity for an inspirational and aspirational leader to join Park House School and further contribute to the life chances of our young people in the school, and across the Trust. The School is on a rapid trajectory of improvement that will be sustained over many years, it is a chance to be part of something very special. It will support career development and equip you for a further promotion within the School and within our Trust. We are based in Newbury in Berkshire which in itself is in a beautiful area of the country and provides good access to Oxford and London. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and challenges, being able to drive ambitions is key.

Park House School joined the Greenshaw Learning Trust on 1st September 2022. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

The Greenshaw Learning Trust is a successful multi academy trust and currently comprises twenty-four schools: seven in South London, five in Berkshire, one in Surrey, eight in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us soon including a secondary school in Plymouth.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

The school website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely



James King
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

The GLT is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in the GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 2,600 people and educates over 16,705 students. We have approval to open a new secondary special school in South London and we are planning to grow further over the coming months and years. Further information about our schools can be found [here](#).

Our Vision

The vision for Park House School is simple: ‘Every child to climb the mountain to the best University or Profession’. This will be supported through disruption free learning and a clear expectation of working hard and being kind.

Work life balance is central to this vision for our students. We offer a highly visible and supportive SLT, centralised planning and resources, centralised detentions, disruption free learning, whole class feedback through a clear feedback policy, lessons structure based on the Rosenshine principles, visualisers in every classroom, subject experts working together within a collaborative trust, highly bespoke professional development in a short weekly session i.e. Teach Like a Champion foci each session.

Park House School is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Childcare Voucher Scheme.
- Car Benefit Scheme.
- My Health discounts.

Terms and Conditions

Line Managed by:	Head of Science
Contract:	Permanent
Salary:	Salary calculated in line with Teachers' Main/Upper Pay Scale + TLR2b as discussed at interview.
Medical Examination:	The appointment is subject to a satisfactory medical report.
Superannuation:	Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Teachers' Pension Scheme or a Personal Pension Scheme.
Probation Period:	New employees are required to complete a six-month probationary period.
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance.

Job Description

- To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate.
- To monitor and support the overall progress and development of students as a Teacher/Tutor.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Teaching

- To undertake a designated programme of teaching across all key stages
- To teach consistently high-quality lessons
- To plan and deliver schemes of work and lessons that meet the requirements of KS3 and 4
- To be a role model for students, inspiring them to be actively interested in your subject.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for Management Information Systems, registers
- To complete the relevant documentation to assist in the tracking of students
- To set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching
- To prioritise and manage time effectively, ensuring continued professional development in line with the role
- To follow the school policies and procedures
- To ensure the effective/efficient deployment of classroom support
- To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
- To update professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology.

Assessment, Feedback and Tracking

- To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy
- To follow department monitoring and tracking systems relating to students attainment, progress and achievement
- To mark, grade and give written/verbal and diagnostic feedback as required
- To undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
- To complete the relevant documentation to assist in the tracking of students
- To follow department policy regarding department tracking of student progress and use information to inform learning and teaching
- To follow setting and co-ordinating assessment arrangements in history at all Key Stages, and in all areas as required by school policies, including standardising those assessments.

Specific Duties

To contribute to the well-being and development of the School including the supervision of students and the guidance of teachers.

Head of Department

To undertake the following responsibilities as Teacher with a particular Teaching and Learning Responsibility as Head of Department, being accountable for both staff and student development and performance with regard to that responsibility.

Curriculum - Intent

- Support Head of Science in articulating vision for teaching across the department.
- Model department's shared language around aims and approaches in every conversation within the department.
- Monitor how curriculum is being enacted across the department to ensure curriculum intent is being realised. Give clear and prompt feedback where necessary.

Curriculum - Implementation

- Support Head of Science in mapping out sequence of units from KS3 to KS4/5.
- Use scheme of work model / checklist to plan units of work to be taught by all teachers within the department.
- Use departmental teaching and learning guide to prepare resources for each lesson within each unit of work.
- Ensure that each unit of work effectively develops concepts (substantive knowledge) and the ability to reason (disciplinary knowledge), as well as equipping students with a broad range of scientific facts.
- Ensure that all content from the National Curriculum / exam specification is covered by the curriculum within the subject.
- Build medium term plans based on sequence of lessons within each unit of work.
- Create retrieval resources (e.g. self-quizzing sheets, knowledge organisers, etc) to ensure students retain the requisite facts.
- Support the running of homework systems to ensure students deepen their understanding of concepts and retain the requisite facts.
- Work with technician team to ensure department has all required resources for practical work in each subject.

Curriculum - Enactment

- Deliver and participate in co-planning sessions to improve teacher subject knowledge and develop a culture of deep thought and openness to improvement.
- Carry out learning walks and DDIs to diagnose areas for development within the team, with observations fed back to the Head of Science in order to run targeted CPD sessions.
- Use the curriculum intent document and teaching and learning guide to give feedback to teachers and/or heads of subject on any lessons observed.
- Identify and share examples of best practice within the team and direct teachers to observe colleagues where beneficial.

- Support SLT in embedding and maintaining whole school behaviour routines and teaching and learning principles across the department.
- Work with technician team to ensure all teachers are prepared to safely carry out practical work in each subject.
- Monitor SEN / EAL / vulnerable students in lessons to ensure curriculum caters for all students.

Curriculum - Impact

- Design meaningful assessments for all units of work from KS3 - KS4/5, based on principles outlined by the Head of Science.
- Prepare a schedule for intervention sessions, as directed by Head of Science and KS4 / KS5 coordinators.
- Prepare resources for intervention sessions, to be taught by all teachers within the department. (Deliver co-planning sessions on these if necessary).
- Create revision resources to ensure students are suitably prepared for summative assessments.

Departmental Operations & Management

- Work towards delivering on the departmental strategic plan, as directed by the Head of Science.
- Line manage teachers within the subject area.
- Meet with all persons line managed on a regular basis (once every 1-2 weeks), and ensure all HR documentation is completed.
- Share departmental calendar to ensure staff are aware of key dates and whole school events (horizon scanning).
- Deliver extra-curricular and enrichment activities across the department, as directed by the head of science.
- Encourage the professional development of a Learning Area and support staff by:
 - Inducting, advising and guiding, as appropriate
 - Encouraging members of the Learning Area to keep abreast of developments in their subject areas
 - Participating in performance management/appraisal arrangements
 - Identifying, providing and accessing appropriate INSET
- Support the Head of Science in managing cover

Oversee/organise curriculum delivery within the Learning Area's curricular responsibilities.

- Ensuring the curriculum planning necessary; incorporating 'whole-school' policies; contributing relevant units/components to other School syllabuses, as may be required
- Making available full, up-to-date schemes of work, for the subject within the Learning Area, for use internally and externally as required
- Encouraging the selection of suitable teaching and learning styles, materials and subject matter in providing a differentiated approach to students
- Advising on appropriate classroom management
- Advising regarding allocation of students to teaching groups within the Learning Area/Year following appropriate consultation

- Being responsible for the conduct and behaviour of relevant assigned students, and providing support for colleagues
- Advising regarding allocation of staffing for timetabling purposes
- Monitor and analyse the academic performance of students on an ongoing basis and provide relevant reports when requested
- Devise and implement appropriate intervention strategies
- Complete self-evaluation documentation, in particular data analysis of student performance at Key Stage 3, Key Stage 4 and Post-16 as part of the whole School self-evaluation process.
- Promote Literacy, Numeracy and communication skills across the Learning Area

Other Job Requirements

All teaching staff will be part of the School's appraisal scheme. They will have agreed targets set for the year by their manager.

The School will support the continuing professional development of all staff, to ensure that their expertise is being kept up to date.

Whilst every effort has been made to explain the main duties and responsibilities for the post, the list is not exhaustive and may not identify each individual task to be undertaken. The job description, in conjunction with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title

Person Specification – Head of Department, Physics

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> • Hold a recognised degree (or equivalent) with a good classification in a relevant subject • Teaching qualification (QTS) • Commitment to own self development 	<ul style="list-style-type: none"> • Relevant Postgraduate studies
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> • Recent experience of leading and developing a team • Recent and relevant leadership development/training in management and leadership • Ability to teach your subject area up to Key Stage 4 • Desire to further raise overall achievement in your subject area through promoting the highest standards of teaching and learning • A flexible approach to the teaching of your subject that seeks to promote the learning opportunities of all students and to secure the highest possible levels of achievement • Demonstrate a commitment to following the School's principles of teaching, learning and assessment • Good discipline/classroom management • Commitment to working within the School's Safeguarding Policy and Procedures • Commitment to high standards and expectations • High levels of professional integrity 	<ul style="list-style-type: none"> • Currently holding a position of responsibility
Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements		
	<ul style="list-style-type: none"> • Excellent subject knowledge and a genuine passion for teaching your subject • Detailed knowledge of current curriculum and pedagogical developments in the teaching of your subject and the wider curriculum • Understanding of Exam Board specifications 	<ul style="list-style-type: none"> • Awareness of wider educational contemporary issues

The Recruitment Process

1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 19 June 2023. Applications received after this date and time will not be considered.

2. Shortlisting

Shortlisting will be finalised by 21 June 2023. Shortlisted applicants will be invited by telephone to attend an interview. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

3. Interview Process

Interviews will be held w/c 26 June 2023. Applicants will also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact *Becky Withers* at rwithers@parkhouseschool.org

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.

We reserve the right to interview early should an exceptional candidate apply.