



Elms Bank
School & College



Head of Science and ICT

Candidate Pack



Part of the

Oak



Learning Partnership

Head of Science and ICT

Welcome from the Headteacher

Dear Candidate,

Welcome to Elms Bank! Thank you for your interest in joining our amazing staff team and for taking the time to read about our wonderful school.

Elms Bank is an extraordinary place. Visitors comment on our welcoming atmosphere, happy and successful pupils and our supportive and warm staff team. Our vision is "Excellence for All", and we truly mean that; we are equally committed to both the outcomes of our learners and the professional development and wellbeing of our staff. We are very proud to have continuously maintained an Outstanding Ofsted judgement and were delighted with our latest inspection report in September 2023, which you can read on our website.

Elms Bank is a school with a real sense of community. Our students all have EHCPs and their needs vary hugely. They join one of our five, highly personalised Pathways when they come to us and receive a bespoke education that meets their needs and helps them to achieve their potential. We are incredibly proud of them and celebrate their achievements and successes widely. We use innovative and aspirational strategies to increase their resilience and confidence, to ensure their lives are enriched both now and into adulthood.

We believe that at the heart of a student's success is exceptional teaching, learning and pastoral care. We pride ourselves on our overwhelming sense of family and community, where every staff member leads with integrity and compassion to achieve 'Excellence for All'. Our students are happy and safe and love coming to school.



Head of Science and ICT

Welcome from the Headteacher

Are you passionate about supporting young people with special educational needs to reach their potential and be the best they can be? Do you want to work in a supportive and positive environment, with colleagues who are committed to ensuring the best outcomes for the children they work with? If so, we want to hear from you.

Elms Bank is a special school for pupils aged 11-19 with a range of special educational needs. Our vision is "excellence for all" and we are determined to support our amazing students to become the best adults they can be.

We are looking for a well-qualified and exceptional Head of Science and ICT who is enthusiastic about making a difference and helping young people with complex needs overcome their barriers to learning.

You will be a dedicated and outstanding classroom practitioner who is both passionate and knowledgeable to teach and lead the development of the Science and ICT provisions. You will have an absolute commitment to inclusive education with the ability to relate positively to all students and show a fundamental commitment to their learning and development. You will lead both subjects but will only need to teach one; we welcome applications from specialists in either subjects.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you. In return, we offer you clear career pathways, excellent opportunities for professional development both in the school and the wider Trust and commitment to promoting your wellbeing at work. We fully recognise that our staff are our greatest asset, and we work hard to support them.

We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

If you would like to know more, we would be delighted to welcome you to our school. Visits prior to application are both welcomed and encouraged. Please contact the school on **0161 766 1597** or by e-mailing **enquiries@elmsbank.oaklp.co.uk** to arrange an appointment.

We ask that you do not send CV's; please complete and send your application form and a personal statement to hr@oaklp.co.uk

We look forward to receiving your application. Please visit our school website for further information. **www.elmsbank.co.uk**

Gemma Parkes

Headteacher at Elms Bank School and College



Elms Bank
School & College



"The school and the trust have ensured that pupils' and staff's well-being lie at the heart of all they do".

Ofsted Report,
September 2023.

Inclusion is at the
heart of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Elms Bank School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk

James F-Smith

James Franklin-Smith
CEO of Oak Learning Partnership

Oak 
Learning Partnership

oaklp.co.uk





"Pupils enjoy an abundance of rich and exciting opportunities at the school. The school includes and values every pupil. There is a 'can-do' culture where staff ensure that pupils, no matter what their special educational needs and/or disabilities are, take a full and active part in school life.

Ofsted Report,
September 2023

Head of Science and ICT

Salary: Main Pay Scale 1 to Upper Pay Scale 3 plus SEN allowance (£2,679), and TLR 2b (£5,647). Actual salary £39,976 to £57,410 per annum

Hours: 1265 hours per annum worked as per the Teachers Pay and Conditions.

Job Description

Normal place of work: Elms Bank School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 1265 hours per annum worked as per the Teachers Pay and Conditions.

Responsible to: Headteacher, Deputy Headteacher, Assistant Headteacher

PURPOSE OF THE POST

- This role will require the successful candidate to use their specialist skills and experience to lead in developing inclusive practice of Science and ICT and to demonstrate impact across the provisions.
- To be responsible with SLT for leading teaching and learning and implementation, monitoring and evaluating progress for pupils to achieve the highest outcomes in Science and ICT.
- Lead the development, implementation, and evaluation of the school's Science and ICT curriculums in line with the school's vision and values.
- Raise achievements and aspirations of the pupils by providing challenge, opportunity and celebrating success within the Science and ICT provisions.

DUTIES AND RESPONSIBILITIES

- Work alongside the Headteacher/Deputy Headteacher with young people to oversee the Science and ICT curriculums and track progress effectively.
- Provide leadership and support to teaching staff in planning and delivering effective Science and ICT lessons.
- Ensure that pupils are appropriately and fully assessed in line with the school assessment policies.
- To establish, organise and operate resources to assist in maximising pupil progress.
- Ensure the Science and ICT curriculums reflects the diverse needs of learners, making them accessible, and engaging.
- Foster cross-curricular links to integrate Science and ICT learning across all subject areas.
- Implement and monitor intervention strategies to raise attainment and close learning gaps.
- To ensure that necessary resource materials are available, co-ordinated and accessible for efficient implementation of individual, group and class work and to update such material as necessary within budgetary constraints.
- Develop hands-on, practical Science and ICT learning opportunities that build real-world skills.
- Drive forward innovative teaching strategies and projects to enhance engagement and achievement in Science and ICT subjects.

- Identify pupils who would benefit from intervention. Discuss and help decide how identified needs will be addressed and use strategies to support pupils to achieve learning goals.
- Establish a clear and strong vision of what outstanding provision should look like and the ability to support the school to achieve this.
- Collaborate with other departments and staff to ensure a cohesive and joined-up approach to education.
- To mentor and hold to account Science and ICT teachers as required by the Headteacher.
- To contribute to the Outreach Service by developing your expertise and sharing this with others.
- Contribute to the strategic leadership of personal development tracking through enrichment curricular activities.
- To report to the trustees and the Headteacher on pupil attainment and achievement.
- To promote the aims and objectives of the school as laid down by the trust.
- Deliver high-quality teaching in both Science and ICT subjects, ensuring lessons are tailored to meet the individual needs of students.
- Deliver appropriate courses and accreditation to meet a range of needs.
- Provide excellent learning opportunities for all pupils.
- Promote the development of the trust's Equal Opportunities Policy throughout all aspects of school life.

TEACHING DUTIES AND RESPONSIBILITIES

- Register classes taught at the commencement of the day.
- Plan and prepare courses and lessons for Science and/or ICT, appropriate to each class assigned in written form.
- Teach, according to educational needs, classes assigned to and record teaching activity in the approved format.
- Maintain classroom behaviour and a safe working environment for pupils, observing all school guidelines with regard to the welfare, health and safety of pupils.
- Implement the process of assessment, recording and reporting on the development, progress and attainment of pupils taught.
- Maintain an up-to-date professional knowledge of developments within Science and ICT, reviewing from time to time methods of teaching and programmes of work.
- Participate in arrangements for further training and professional development as a teacher.
- Attend all appropriate professional meetings as defined by the school's Directed Time.
- Provide work for classes affected by your absence when this is by prior arrangement.
- Maintain a stimulating work environment, principally through display material.
- Implement, in a professional manner, agreed school Curriculum and Departmental policies.

Classroom Responsibilities

- Ensure that pupils are appropriately and fully assessed in line with the school assessment policies.
- Ensure that suitable and appropriate individual programmes, group programmes and class programmes of work are prepared, implemented and evaluated in accordance with school policies and the Trustees' Curriculum Statement.
- Ensure that pupils' record of progress is maintained in accordance with the school record keeping policies.
- Be responsible for the associated work of any non-teaching staff.
- Ensure that necessary resource material is available, coordinated and accessible for efficient implementation of individual, group and class work and to update such material as necessary within budgetary constraints.
- Ensure that all classroom stock is properly maintained and accommodated as securely as possible.

- Maintain and control records of classroom stock.
- Produce suitable classroom and corridor displays of work.
- Promote parental and if appropriate, community interest in classroom work.
- Liaise with teaching and non-teaching staff and concerned professionals with regard to the education of pupils at the school.
- Liaise with other staff members with regard to the effective and smooth transition of pupils between classes.
- Contribute to the Annual Review of the EHCP process and to case conferences as necessary.
- Work with class teaching assistants ensuring that they are appropriately directed and managed in accordance with the policies and procedures of the school.
- To be an effective pastoral form teacher and communicate with families to develop pupil wellbeing.
- Use Team Teach de-escalation strategies as required, in a highly effective manner in line with training.
- Use Team Teach positive handling appropriately in line with training.

General Responsibilities

- To work flexibly to meet the changing needs of the trust.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- Attend events or meetings out of normal working hours as required.
- Undertake other tasks as reasonably requested by the Headteacher.
- Follow school ethos and values of aspiration, integrity and resilience.
- Keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DFE requirements, legislation and procedures.

Head of Science and ICT Person Specification

CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • Graduate; Qualified Teacher Status. • Willingness to learn and commitment to professional development. • Successful teaching of SEND pupils and be able to demonstrate impact. • Positive relationships with pupils' parents. • Ability to provide excellent opportunities to young people with learning disabilities and physical disabilities or have the dedication and disposition to train to do this. 		<ul style="list-style-type: none"> • Additional qualification / professional development in Special Educational Needs.
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
<ul style="list-style-type: none"> • Effective classroom practitioner with the ability to teach outstanding lessons. • Knowledge and understanding of specialist strategies for working with SEND. • Ability to evaluate and develop practice from evidence of pupil learning. • Able to provide for pupils' different learning styles. • Experience of curriculum planning and development for Science and/or ICT • Understanding of a range of qualifications to suit the needs of learners with SEND 		
CRITERIA	Personal style and behaviour: In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
ESSENTIAL		
<ul style="list-style-type: none"> • Demonstrable commitment to SEND work. • Ability to manage other team members in the classroom. • A team player. • Approachable and sensitive to the needs of others. • A willingness to work positively with challenging behaviour. • A demonstrable commitment to equal opportunities. 		

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Resilience



“The school makes sure it considers the workload and well-being of staff when it makes decisions or introduces change. Staff feel valued and well supported to carry out their roles effectively.

Ofsted Report, September
2023



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