

Waverley Education Foundation Trust

Recruitment Pack: Waverley School
Phase Leader - Biology
Start Date: April 2023

Waverley Education Foundation (WEF) is a Multi Academy Trust, which operates both Waverley School and Waverley Studio College. WEF has over 1900 students on roll across the trust. It develops, brokers and delivers a range of services which support learning and leadership & management and improve outcomes for children and young people.

Waverley School is an all through school catering for students aged 4 - 19, of all abilities from all ethnic backgrounds. On arrival in Reception, the foundations are laid to enable children to do well as they progress through the school.
"The all-through provision enables pupils moving from primary to secondary to build on their prior learning." - Waverley School - Ofsted 2021

It is one of a few schools in the city which has a Special Needs Resource Base for both primary and secondary students.
"The curriculum for pupils with special educational needs and/or disabilities (SEND) is adapted well to meet their needs" - Waverley School - Ofsted 2021

Waverley Studio College opened in September 2013 and caters for students at key stages 4 and 5. With up to 75 students in each cohort the college has provision for up to 300 students.

In its recent September 2022 Ofsted inspection the Studio College retained its 'Good' grading. Inspectors stated that *'Pupils behave well in lessons and around school. They get on well together.'*

At WEF we aim to give all students every opportunity to maximise their full potential through a wide range of activities, enabling them to be successful members of society.
We provide a broad and balanced curriculum where academic rigour is matched by an equally important love of the creative arts, music and sport. Our Sixth Form provision across the trust is very popular offering both academic and vocational pathways that enable students to further their education beyond the age of 18, with many of them gaining their first choice university places.

Through our trust values of Humanity, Equality, Aspiration and Respect we encourage our students to have high expectations, aim high, work hard and develop their intellectual powers to the full. To help our students to achieve this we have skilful, committed, dedicated staff and a stimulating and disciplined learning environment.

We are very proud of our school community which is rich in cultural diversity. We aim to give each student a sense of belonging to the community based on mutual respect and self-discipline.
"Pupils have a strong understanding of diversity, respect and tolerance, including for different family lifestyles." - Waverley School - Ofsted 2021

Throughout their time at WEF, students will develop as 'Waverley Learners'. This is someone who is an independent enquirer, creative thinker, reflective learner, team worker, self-manager and effective participator.

We welcome potential applicants to visit our trust and we look forward to receiving your application.

Mr S. Farar
Executive Principal

Waverley Education Foundation Trust

Welcome from the Executive Principal

Dear Applicant,

Thank you for expressing an interest in applying for a post at Waverley School.

I am incredibly proud to be given the opportunity to lead Waverley School as Secondary Principal. Having worked for the Trust for the last two years (since January 2021 as Principal of Waverley Studio College), I'm delighted to continue to serve our community and secure the very best outcomes for our students.

Students that attend both Waverley School and Waverley Studio College are wonderful. They are keen to learn, have strong aspirations to be successful and come to school ready to learn. We are unwavering in our belief that every student deserves an inclusive learning experience that is tailored to meet their own individual needs and to help them progress to the next stage of their learning or working life. Furthermore, we are committed at Waverley School in ensuring the highest standards in all that we do, creating a culture of high aspiration amongst all members of our community and empowering students to become lifelong learners and develop 21st century learning skills that are so fundamental towards success in modern society.

In our Trust we are committed to ensuring that our employees are able to achieve their full potential in an environment offering humanity, equality, aspiration and respect and providing opportunities for staff to develop. We believe that individual difference offers unique contribution which serves to make our Trust a positive place to work and learn, ultimately **learning through diversity**. We are committed to great employment practice, so we attract and retain employees from diverse backgrounds and communities.

I strongly encourage you to come and visit the school and see what Waverley Education Foundation is all about. I'm also more than happy to discuss the role with potential candidates on the telephone. If you'd like to do this, please e-mail applications@waverley.bham.sch.uk

Mr M Hire
Principal

Waverley Education Foundation Trust

Message from the Principal

Our vision for Waverley Education Foundation ensures that we create an environment that allows all learners to flourish by encouraging mutual respect:

- Everyone will realise and achieve their potential
- We are the centre of the community and have the responsibility for its learning

Our vision is underpinned by our 4 key values:

Humanity:
Enabling all students to succeed in a global and British Society, through fostering an understanding of human values and attitudes, past and present.

Equality:
We value the diversity of the school community and respect the individuality of each person to ensure that there is an equality of opportunity for everyone.

Aspiration:
We all have the right to achieve and share the achievements (excellence) from all our backgrounds.

Respect:
We value diversity and respect the individuality of each person by creating an environment which allows all to flourish through mutual respect.

Waverley Education Foundation Trust

Our Vision and Values

Waverley School
Learning through diversity

Ofsted Good Provider 2021

"Teachers promote a love of reading."

"pupils behaving well and with positive attitudes to their work."

"Pupils have a strong understanding of diversity, respect and tolerance,"

"There is an impressive range of destinations and further study courses"

WAVERLEY STUDIO COLLEGE

Ofsted Good Provider 2022

"Pupils display positive attitudes to their learning and work well together."

"Leaders have established a welcoming ethos for new arrivals from overseas and those from local schools seeking a fresh start or a more vocational route"

"Leaders want the best for every pupil"

"Pupils are happy to come to this school"

Waverley Education Foundation Trust

What did Ofsted Say?

Waverley School
Part of Waverley Education Foundation Trust

JOB DESCRIPTION

Name:

Job Title: Phase Leader – Biology

Scale: L1-L5

Start Date: April 2023

CORE PURPOSE:

- To promote and uphold high standards of attainment and behaviour from students.
- To support staff and students to be the best that they can and work towards an environment where:
  - All students make at least good progress.
  - Teaching is consistently good or outstanding for all areas of need.

OVERALL RESPONSIBILITY

- To support the effective leadership and management of the faculty, thereby build and maintain an effective teaching team, which continually enhances the quality of learning and achievement.
- To support/lead on an aspect of data and reporting to develop the work of the faculty and identify intervention to ensure all students achieve.
- To lead on Biology within the Science Faculty from KS3 to KS5.
- Contribute toward the whole school curriculum for Science, supporting colleagues across all phases throughout the school.
- To work with the Senior Leadership Team to support staff and students to be the best that they can and work towards an environment where all students make at least good progress and teaching is consistently good or outstanding.

SECTION 1 - GENERAL MANAGEMENT DUTIES

Leadership

- Inspire faculty members through leading by example and upholding professional standards at all times.
- Play a major role in the school's middle leadership assisting the Principal in creating a vision, sense of purpose and pride about the faculty and its work.
- Support continuous improvement of the quality of teaching and learning in the faculty.
- Support discipline in the faculty, including supporting staff during lessons when appropriate.
- Play a major role as a middle leader in the development of all aspects of the school, including its policies and their implementation.
- Develop and maintain effective methods of communication with the Principal, SLT, other staff, students, parents/carers, governors, external agencies and the wider community (including business and industry) etc.
- Identify and applaud areas of success for individual teachers and the faculty.
- Help create an effective team by promoting collective approaches to problem solving and curricular/faculty development e.g. consult when writing the improvement plan and produce resources as a team.
- Support effective faculty meetings.
- Implement school assessment and target setting policies, and make effective use of data to monitor and evaluate the achievement and attainment of students in the subject. A portfolio of exemplar work moderated against grade descriptors should be maintained.
- Initiate/maintain the provision of extra-curricular activities e.g. the use of resources after school/during lunch-breaks or a club etc.
- Deploy all faculty staff effectively in order to establish an effective work-life balance.
- Liaise with other staff on the effective deployment of any Teacher Assistants or other support staff.
- To support the Director of Learning to:
  - Ensure the maintenance of accurate and up-to-date student data.
  - Make use of analysis and evaluate performance data provided.
  - Identify and take appropriate action on issues arising from student data
- Deputise for Director of Learning in their absence as required.

Curricular/Faculty Development

- Contribute towards continuity and progression of the curriculum within the all-through school model.
- Support the Department Improvement Plan, its implementation and the part it plays in whole school development.
- Contribute to comprehensive curriculum maps and schemes of work providing a rich experience for students and incorporate a variety of assessment methods at key points to enable accurate judgements on student progress.
- Contribute to faculty strategies for student spiritual, moral, social and cultural development, including citizenship.
- Monitor and evaluate the teaching in the faculty; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team.

- Establish an informal professional network with colleagues across the school, the Trust, and in other educational settings to promote and support the design of the curriculum.
- Develop faculty strategies and procedures (using national and school guidelines) for teaching and learning for students with special educational needs.
- Work with the SENDCo to ensure those students with additional learning needs are effectively supported within the faculty, including providing curriculum adaptations and subject-specific professional development for practitioners working with those students.
- Ensure that the faculty supports the school's implementation of all current statutory requirements e.g. Disability Discrimination Act, Safeguarding and Equality etc.

Quality Assurance

- To support the Director of Learning to monitor and evaluate the quality of teaching and learning across the faculty through lesson observations, book scrutiny, results evaluation reports, surveys/questionnaires etc. in-line with school monitoring procedures.
- To ensure staff within the faculty mark and assess student work regularly and provide detailed and accurate feedback in line with the school's marking policy.
- To take appropriate action to effect improvement as a result of internal and external monitoring processes.
- To be involved in the school programme of internal/external faculty reviews and to produce action plans for future development.
- To contribute to the development and amendment of faculty improvement planning throughout the academic year, supporting the Director of Learning to establish a culture of high standards and improvement.

Stock/Resources/Budget

- Manage the faculty stock, teaching resources and finances efficiently, and obtain best value for money.
- Maintain an inventory of all stock items and oversee the annual stock audit.
- Carry out stock disposal in accordance with faculty and school policies.
- Store resources in such a way as to enable quick and easy access by all staff (and students where appropriate).

Liaison/Communication

- Meet regularly and work with the Director of Learning for professional support and develop effective management.
- Oversee and monitor the accuracy of exam entries and dates and work effectively with the Senior Examination Officer.
- Liaise with colleagues from other key stages and sectors in order to provide a smooth transition between schools and phases for all students.
- Liaise with other Phase Leaders and Department Leads in order to develop integrated schemes of work.

- Inform staff about new developments and ideas related to the subject and the Faculty by means of a regular newsletter – to include faculty meeting agendas etc.
- Contribute to the provision of information to parent/carers and other staff about curricular choices, and choice of teaching groups for individual students and groups of students.
- Provide helpful and accurate responses to parent/carer enquiries.

Health and Safety

- Undergo Basic First Aid training and update courses where required.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

Continuing Professional Development – Personal

- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in teaching pedagogy and changes in the school curriculum, which may lead to improvements in teaching and learning.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the appraisal process - evaluating and improving own practice.

Continuing Professional Development – Staff

- Contribute to, and take a leading role in, the provision of high-quality professional development through an effective Performance Management programme, making use of, where appropriate, other sources of expertise.
- Consider the expectations and needs of other members of staff, and in particular ensure that trainees and ECTs are appropriately monitored, supported and assessed in relation to QTS standards and those of the school e.g. by the incorporation of targets related to leadership, professional development and student attainment.
- Carry out appraisal of certain teachers and Teacher Assistants as required by the Performance Management programme and use the process to develop the personal and professional effectiveness of each member of staff.
- Maintain a professional portfolio of evidence to support the Performance Management process.

SECTION 2 – SUBJECT SPECIFIC DUTIES

- Lead and manage a secondary phase (key stage) in the subject.
- Support the faculty contribution to extra-curricular activities.
- Prepare and plan timely intervention to support students to raise attainment within your key stage of the subject.
- Contribute to the continuing professional development of colleagues through timely and consistent delivery of training.
- Manage the faculty contribution to the school prospectus.
- Manage the faculty contribution to school publications and the website.

SECTION 3 - OTHER DUTIES

The following tasks will be negotiated and agreed at the time of appointment and at annual review. These additional tasks are seen as an important part of the trust continuing professional development programme:

- Strategic overview of student progress
- Supporting staff in the leadership of learning through new initiatives and projects

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the post-holder.

General

- A teacher on MPS shall meet the Teachers' Standards (DfE 2012).
- A teacher on the upper pay scale shall meet the Teachers' Standards (DfE 2012) and performance threshold standards as specified in the Teachers' Pay and Conditions Document.
- To adhere to the Trust Staff Code of Conduct, Safeguarding and Health and Safety policies for all staff.

Line Manager

The post holder will be responsible to the Director of Learning for Science.

Review and amendment of this job description is normally subject to an annual review. It may be amended at the request of the Principal or the post holder after consultation.

Signed: _____ (Principal)

_____ (Post holder)

_____ (Date)

Waverley Education Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.

January 2023

Waverley School

Part of Waverley Education Foundation Trust

PERSON SPECIFICATION

Phase Leader – Biology

CRITERIA	ESSENTIAL	DESIRABLE
Initial QUALIFICATIONS	*Qualified Teacher Status *Graduate in subject to be taught	*Evidence of commitment to further professional development
Further Qualifications/ Professional Development	*Recent relevant CPD in current education practice, including management **Thorough knowledge of the Secondary curriculum for the subject from KS3 – KS5 **Thorough knowledge of current assessment practices in education	*Post-graduate study
EXPERIENCE	*Successful teaching experience in the whole secondary age range **Leadership or management of an aspect of school improvement and/ or the curriculum **Experience of staff development	**Providing/facilitating professional development *A range of curricular responsibilities **Experience of leading Performance Management

	**Participation in a team approach to leadership including management of change **Experience and good working knowledge of the National Curriculum and associated statutory testing **Contribution to department improvement planning and/or self-evaluation	*Experience leading a subject area at KS5 **Experience and understanding of inner city/multi-cultural communities
KNOWLEDGE AND UNDERSTANDING	*Biology as a specialism but also a comprehensive background in all areas of Science from KS3 – KS5 **The principles and practice of secondary and sixth form education **Curriculum management and the school's role in providing effectively for all students. **The role of the Senior Leadership Team	**The use of assessment to inform practice and raise standards **Working knowledge of the national curriculum expectations for KS1 and KS2
SKILLS AND ABILITIES	**Create a positive team spirit delegating and negotiating when necessary with sensitivity **Excellent classroom practitioner skills and evidence of ability to influence the quality of teaching and learning **Ability to innovate **Ability to monitor, evaluate and review by example **Ability to lead and work effectively in teams **Ability to influence and develop staff through coaching and mentoring	*Role in budget management *Participate in the establishment of links with parents and governors

	**Ability to collate and analyse data to inform practice	
OTHER	**A commitment to involve parents and the community in the work of the school **Promotion of positive behaviour strategies and constructive handling of problems **An awareness, understanding and commitment to equal opportunities	
Physical Requirements	"...maintain high standards in their own attendance and punctuality" (Teachers standards) **Professional appearance	
Contra-indications	*No Criminal convictions involving offences against children and other related matters	

Those elements marked *will be assessed in your application.

Those elements marked **will be assessed in your application and during the selection process e.g. interview, presentation.

NB references will be used to support the selection panel's final assessment.

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January 2023

Why work for us?

The Trust recognize that our employees are our most valuable asset, and the success of our pupils depend on them. We value the hard work and dedication of everyone, and we strive for continuous improvement in everything we do. We have friendly and supportive colleagues as well as an open and approachable senior leadership team. We have opportunities to move and work within different areas of the Trust to enhance skills and experience. We offer a very comprehensive CPD programme and have invested in high quality on-line training packages available to all staff. We also offer an excellent health and wellbeing package with access to such services as self-help courses, counselling, virtual GP and physiotherapy.

How to apply

Please complete the Trust's application form and send it to **applications@waverley.bham.sch.uk** by the closing date within our adverts.

We welcome informal visits and conversations about any of our vacancies. We welcome applications regardless of age, gender, sexual orientation, ethnicity or religion. Only applications submitted on the schools application form will be accepted.

Successful applicants will need to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. All applications will be considered on their merit.

Waverley Education Foundation is committed to the protection and safety of its students.



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How to apply?