



KINGSBURY HIGH SCHOOL

spectemur agendo



Curriculum Associate (Science)

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

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: Support Staff Scale 5 (Inner London)

Contract: Fixed Term/Full Time (Maternity Cover)

Deadline for Applications: Wednesday 11th October 2023

Proposed Start Date: January 2024

Job Summary

- To enable effective day to day support to Faculty Managers.
- To enhance progression through individual and small group invention within the Faculty and with statement students, as nominated by the SENCO, up to the annually agreed maximum number of hours.
- To supervise, as required, whole classes to maintain good order, keep students on task, respond to questions and generally assist students to undertake set activities.
- To contribute to the overall ethos, work, aims of the school and a can-do approach within the faculty.

Main Areas of Responsibility

- To assist the faculty in the management of resources
- Implement structured and agreed learning activities and teaching programmes for individuals and groups of students.
- Adjust learning activities and teaching programmes to take account of student needs and responses.
- Use specialist (curricular/learning) skills/training/experience to support students' learning
- Assist students to access learning activities through specialist support, recognising and responding to their individual needs.
- Work with the teacher to establish an appropriate learning environment, and to plan, evaluate and adjust lesson/work plans.
- Provide brief feedback to the teacher at the end of any lesson being supported via the school's "post-it" note system.
- Monitor and evaluate students' progress, achievements and responses in respect of all learning activities and teaching programmes through observation and planned recording of achievement against pre-determined learning objectives.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems and/or records as requested.

Job Description: Continued

Main Areas of Responsibility: Continued

- Provide feedback to students on their progress, development and achievement.
- Promote and employ strategies to enable the inclusion and acceptance of all students, encourage self-esteem, and recognise and reward independence and self-reliance.
- Promote positive values, attitudes and student behaviour, dealing promptly with conflict and incidents in accordance with the school's policies and procedures, and encourage students to take personal responsibility for their behaviour.
- Determine the need for, prepare and maintain general and specialist equipment and resources, including information and communication technology (ICT), for use in relevant learning activities and teaching programmes, and assist in the development of students' competence and independence in their use.
- Administer routine tests, invigilate exams, and undertake marking of students' work in line with our marking policy.
- To use ICT to monitor and advance learning.

Faculty admin

- Provide clerical and administrative support to teaching staff, including photocopying, word-processing, data input and manipulation, filing, collecting money, administering coursework, and production of worksheets for agreed activities.
- Undertake planned supervision of students' out of school hours learning activities and supervise students on trips and school activities as required.
- To create, mount and put up displays.
- To use ICT to monitor and advance learning.

Cover

- Recording and reporting attendance at lessons and extra curriculum lessons in accordance with school policy.
- To respond to any questions from students about process and procedures.
- To deal with any immediate problems or emergencies according to the school's policies and procedures.
- To collect any completed work after the lesson and return it to the appropriate teacher/department.
- To leave the classroom in good order at the end of the lesson.

Job Description: Continued

Cover: Continued

- To report back as appropriate using the school's agreed referral procedures on the behaviour of students during the class, and any issues arising.
- Participating in the roster for break time duties and undertaking a half hour lunchtime duty, as directed.

Science Faculty Specific Responsibilities

- To work with teachers, identifying groups of students in need of subject specific support, and to develop materials and strategies to address areas of weakness. To monitor the progress of these students and report on the impact of intervention strategies used.
- To support students in developing their practical skills, working with students one to one or in small groups as directed.
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General Responsibilities common to all support staff job descriptions

- To undertake general duties, administration and any reasonable task as directed by the Line Manager or Headteacher and to carry out such other tasks as are essential to fulfil the job's core purpose.
- Participate in training and development activities and programmes, and attend and participate in meetings, as required.
- Assist with first-aid for students and staff, including looking after sick students and liaising with parents and staff.
- Be aware and comply with policies and procedures, and report all concerns to an appropriate person, in respect of: Child Protection; Health, Safety and Security; Confidentiality, and Data Protection.
- Contribute to the school's commitment to equality of access to opportunities to learn and develop for all students.
- Undertake these duties within agreed school objectives, policies and procedures and promote the School's Equal Opportunities Policy.
- To present a positive impression of the school in all encounters with visitors or on school visits.
- To respond calmly to the challenges of school life.

Person Specification

Knowledge, Experience and Skills

Essential:

- Successful experience in working with children of secondary school age
- Able to demonstrate the self-confidence required to cover classes in the absence of teachers
- Excellent ICT practitioner
- Practical and working knowledge of the Science curriculum up to year 11
- Good standard of education particularly in numeracy and literacy.
- Working knowledge and understanding of national curriculum and other relevant learning programmes and strategies
- Excellent time manager with the ability to work to tight deadlines and the ability to communicate effectively
- Highly organised and efficient
- Strong verbal and written communications skills, including ability to present to, influence and write for different audiences (students, parents/carers, colleagues, suppliers, donors and customers)
- Numerate and able to manage budgets
- The ability to demonstrate initiative
- Proven ability to build positive relationships with students and families
- Good team member
- Copes well under pressure, dealing with immediate problems and completing tasks efficiently
- Pays attention to detail and ensures they, and others, follow the policies, systems and procedures of the school.

Desirable:

- General qualification at Level 2 or NVQ level 3 for Teaching Assistants, or able to demonstrate an equivalent level of attainment through relevant experience or willingness to obtain
- Evidence of successful completion of training in relevant strategies, e.g. literacy and/or in particular curriculum areas such as bi-lingual, sign language, dyslexia, ICT, maths English CACHE.
- Previous experience of using SIMS or other information management systems
- Minimum of 5 GCSE (or equivalent) A*-C including English and Maths

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—Support 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

