



# APPLICATION PACK

## SENCO: Matravers School

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ACADEMIC YEAR: 2020 – 2021



## About us

Matravers School is a large, superb and well regarded 11-18 school pleasantly situated in the heart of rural Wiltshire. We occupy a very large, spacious site, surrounded by fields and green space. The school buildings are of mixed age, blending tradition with more modern and state-of-the-art buildings.

Every day Matravers School makes a significant difference to children's lives. Our highly skilled teachers focus every day on quality first-teaching, in a calm, successful and purposeful learning environment. Our leaders and managers focus on enabling this to happen. Our vision is simple: to create the best opportunities for all those in the Matravers family. Our facilities will support this through planned significant site investments over the coming year. This makes Matravers, quite simply, a superb place to work.

We are looking for colleagues who have a real passion for enabling students to be successful and with a vibrant enthusiasm to work with our brilliant students. We are looking for somebody who cares deeply about our profession and the impact that it can have on children.

Whatever your experience, you will receive the excellent support of an extensive internal and external professional development programme. You will join a very successful, collaborative and committed staff team who will challenge and support you as you progress through your career.

Matravers School delivers a calm working atmosphere that enables our students to flourish in all that they do. We value traditional approaches blended with modern twists to provide fantastic opportunities for our students to succeed. Our highly skilled teachers and support staff focus on teaching and learning all day, every day. This helps us transform the lives of our students.

Our site has welcomed over £10 million of investment over the last few years to provide a world-class facility for our community.

We are looking for qualified colleagues to join our strong and supportive team, with excellent opportunities for progression and promotion as our school continues to grow.

Ofsted last visited the school in October 2018. You will be able to read our views on this Inspection on our website. We always recognise the need and importance to improve and learn as a school, which is what we do. We do, however, disagree with the judgements given.

### **What we are looking for:**

- QTS (or equivalent) and an undergraduate degree
- Someone who can model and disseminate high quality teaching pedagogy and practice to secure consistently excellent teaching and learning for our pupils
- A person with high ambitions for our pupils
- A recognition that as professionals, we are always learning and never the finished product
- Someone who will contribute to the thriving wider life and extra-curricular programme at the school
- A teacher who will maintain an inspiring learning environment
- Innovation, high levels of motivation and eagerness to take a lead
- Good interpersonal skills and the ability to work well as part of our staff team



### **Why join the Matravers family?**

- A fantastic team who are dedicated and committed to supporting each other
- A brand new state-of-the-art building with significant further planned investment
- Fabulous pupils who want to learn
- Additional benefits including: free weekly lunch with your team; free access to Fitness Suite; free weekly dance class; free hot drinks facilities; dedicated on-site parking
- A supportive internal and external professional development programme to help you develop your career

## **Our Vision**

Our Vision is for Matravers School to provide the best opportunities for all those in our Matravers family.

We will achieve this through: a traditional ethos; modern outlook; and maintain the highest aspirations.

Achieving this involves ensuring that every Matravers student exceeds expectations in all aspects of their education. We will enable our students to gain the highest possible qualifications and equip them with the knowledge, skills and values they need to face life with confidence. We will stretch our students' ambitions for what they can accomplish on leaving school.

Our students will demonstrate outstanding attitudes towards learning supported through a wide-range of opportunities to represent themselves and their school with pride. Our exceptional care and support will promote the safety and well-being of our school community.

Our curriculum principles ensure that every student is well-equipped to progress successfully in life.

Our bespoke collaborations with other organisations will positively influence both our own learning community and the wider education system.

We are proud to be a foundation school, supported by an excellent Board of Governors, who provide the strategic direction and support challenge to deliver our vision.

We maximise our external working through establishing a range of bespoke partnerships. We are a Strategic Partner in a Teaching Schools Alliance and work closely with other schools within the region who share our vision, values and approaches to education. This enables us to share practice and learn from others, which is important to us.



# Job Description

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

## **Purpose:**

- To raise standards of student attainment and achievement within the whole curriculum area through monitoring and supporting student progress.
- To support the development and enhancement of the teaching practice of others.
- To ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the school and the curriculum policies determined by the Board of Governors and Headteacher of the school.
- To be accountable for leading, managing and developing aspects of the subject/curriculum area.
- To effectively managing and deploying teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.

## **Reporting to:**

- SMT Line Manager as required.

## **Responsible for:**

- All areas of the subject curriculum.

## **Liaising with:**

- Head/SMT, other Heads of Department, Progress leaders and relevant staff with cross-school responsibilities, relevant non-teaching support staff, LA staff, parents.

## **Working Time:**

- 195 days per year. Full time.

## **Main (Core) Duties**

### **Operational/Strategic Planning:**

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day management, control and operation of identified course provision within the department, including effective deployment of staff and physical resources.
- To actively monitor and intervene in student progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc.
- To work with colleagues to formulate aims, objectives and strategic plans for the department which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- To lead and manage the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of students within the subject area, SIP and the aims and objectives of the school.
- To oversee the application of ICT within the Department.



- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout the Department are in-line with national requirements and are updated where necessary, therefore liaising with the School's Health and Safety Manager.

### **Curriculum:**

- To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the School Improvement Plan/School Evaluation.
- To be accountable for the development and delivery of the curriculum area within the School.
- To actively monitor and respond to curriculum development and initiatives at national, regional and local levels.
- To maintain accreditation with the relevant examination and validating bodies.

### **Recruitment/Deployment of Staff**

- To ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of the department's technicians/support staff.
- To undertake Appraisal(s) and to act as reviewer for a group of staff within the designated department.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department is set and liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with School procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day-to-day management of staff within the department and act as a positive role model.

### **Quality Assurance:**

- To support the school in ensuring the effective operation of quality control systems.
- To establish the process of the setting of targets within the department and to work towards their achievement.
- To establish common standards of practice within the department and develop the effectiveness of teaching and learning styles within the department.
- To contribute to the School procedures for lesson observation.
- To implement School quality procedures and to ensure adherence to those within the department.
- To monitor and evaluate the curriculum area/department in line with agreed School procedures including evaluation against quality standards and performance criteria.
- To seek and implement modification and improvement where required.
- To ensure that the department's quality procedures meet the requirements of Self Evaluation and the Strategic Plan.
- To participate in the School's Quality Assurance cycle.

### **Management of Information:**

- To ensure the maintenance of accurate and up-to-date information concerning the department on the management information system.
- To evaluate performance data provided.



- To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance, including the use of value-added data.
- To provide the Board of Governors with relevant information relating to the Departmental performance and development.

#### **Communications:**

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.
- To represent the department's views and interests.

#### **Marketing and Liaison:**

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.
- To actively promote the development of effective subject links with external agencies.
- To attend appropriate meetings as required.

#### **Management of Resources:**

- To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records.
- To ensure that the department's teaching commitments are effectively and efficiently time-tabled and roomed.

#### **Pastoral System:**

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with student's progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to Work Related Learning, Citizenship and Enterprise according to school policy.
- To ensure the Behaviour Management system is implemented in the department so that effective learning can take place.

#### **Teaching:**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.





### Additional Duties:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example.
- To undertake any other reasonable duty requested by the Headteacher.

## Person Specification

Attributes	Description
Qualifications	Qualified Teacher Status
Experience and Knowledge	<ul style="list-style-type: none"><li>• A proven track record of successful and recent class teaching in a secondary school or a commitment to delivering this.</li><li>• Depending on stage of your career, successful understanding and experience of teaching the secondary curriculum.</li><li>• Clear insight into best practice in teaching and learning, in order to maximise pupil outcomes.</li><li>• Excellent subject knowledge suitable for the age-range being taught.</li><li>• Clear understanding of how effective strategies for managing behaviour within the classroom and beyond impacts on wider pupil performance.</li><li>• An understanding of issues related to inclusivity and social mobility within education.</li></ul>
Skills and Abilities	<ul style="list-style-type: none"><li>• Excellent inter-personal and communication skills with all stakeholders within our community.</li><li>• An efficient and capable administrator.</li><li>• Keen to initiate and innovate.</li><li>• Excellent written and oral communication skills.</li><li>• To demonstrate the skills of a good teacher, meeting the requirements of the Teacher Standards.</li><li>• Ability to embrace and make a significant contribution to the wider school ethos.</li><li>• A commitment to continue to raise pupil achievement.</li><li>• The ability to work as part of a team.</li><li>• The ability to communicate effectively with parents and carers.</li><li>• A commitment to further your own professional development and to the principle of continuous improvement.</li></ul>



Other Job-Specific Requirements	<ul style="list-style-type: none"><li>• Fully supports and embraces our school ethos and core values.</li><li>• A willingness to fully immerse yourself in the extra-curricular programme within the school.</li><li>• Is passionate about education and the difference this can make in transforming children's lives.</li><li>• Has high standards and expectations of all aspects of their work.</li><li>• Well organised, working under pressure whilst maintaining a positive approach to your work and relationships with others</li><li>• An ability to use initiative.</li><li>• An ability to contribute to the pastoral welfare and care of children.</li><li>• Commitment to Equal Opportunities and Health and Safety.</li><li>• The willingness to recognise their role in the wider school team and their importance in delivering consistency.</li></ul>
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Matravers School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

## How to apply

We welcome and encourage visits by prospective candidates to see first-hand the Matravers family in action. Please contact the Headteacher's P.A. to arrange at [headspa@matravers.wilts.sch.uk](mailto:headspa@matravers.wilts.sch.uk)

Completed application forms should be downloaded from [www.matravers.wilts.sch.uk](http://www.matravers.wilts.sch.uk) and returned to [headspa@matravers.wilts.sch.uk](mailto:headspa@matravers.wilts.sch.uk).

Thank you for your interest in our school.  
We look forward to receiving your application.



Follow us on Twitter: @MatraversSchool



[www.matravers.wilts.sch.uk](http://www.matravers.wilts.sch.uk)