



**Application Pack for the position of  
Subject Lead Biology (Maternity Cover)**

Glenthorne High School

Required from February 2024

[www.glenthorne.sutton.sch.uk](http://www.glenthorne.sutton.sch.uk)

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## DEPARTMENT: SCIENCE

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The Science department at Glenthorne is a successful and dynamic department. All laboratories and classrooms are very well resourced and there are two preparation areas and four experienced technicians who support staff alongside a dedicated TA team.

Students are taught in ability groups from Year 7 to Year 11. We have established an accelerated KS3 programme with an emphasis on developing practical scientific skills. In year 9 the most able students start to study towards their separate science GCSEs while the other students study the skills and content required for the Combined Science GCSE.

In Years 10 and 11, we follow AQA Science which is taught as Combined Trilogy or Triple science GCSEs.

Post 16 is a very popular area with Biology, Chemistry and Physics being offered at Advanced Level with many candidates attending prestigious Russell Group universities. The excellent results at each Key Stage are a reflection of the hard work and dedication shown by the Science Team. The results for 2020 at GCSE show the outstanding commitment of the Science team: 9-4 grade percentage of 100% in Biology, 100% in Chemistry and 100% in Physics. At A level in 2023 there was a 100% pass rate for A Level Biology, Chemistry and Physics.

Working together as a team, we meet regularly to formalise aims and discuss how to implement them effectively. We work together to develop teaching and learning and share good practice.

The Science Department at Glenthorne is rapidly expanding. The new initiatives presently being implemented and those planned for the coming year make it an exciting and dynamic place to work.



## JOB DESCRIPTION

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**Post Title:** Subject Lead Biology (Maternity Cover)

**Responsible to:** Director of Science

**Grade/Scale:** TLR2c

### Key Responsibilities

In addition to their general teaching duties, as laid down in the School Teachers' Pay and Conditions Document, the post holder will be accountable to the Headteacher through their line manager and be responsible for the following:

### Whole School

- To participate in the development, management and running of the school as a Middle Leader taking an active interest in the whole curriculum and pastoral care of the school.
- To offer a role model for teaching.
- To advise the Governors, Headteacher and Senior Leadership Team and other Middle Leaders and to be a member of various whole-school committees as required.
- To contribute to Subject Team meetings, cross-curricular meetings and School Improvement Plan meetings as required.

### School Improvement Plan/Self Evaluation

- To have a clear vision for the development of the Biology Subject Area.
- To participate fully in the overall aims, and implementation of plans for the school.
- To evaluate the achievement of pupils and the success of policies, plans and procedures for the Biology Department self evaluation.
- To lead the development of the Biology Improvement Plan to promote pupil achievement and raise standards.
- To plan and lead a process of regular review of school policies related to Biology.

### Curriculum

- Identify, monitor and develop the strategy for More Able Learners taking Biology in Years 9, 10, 11 and in KS5.
- Organise a field study course for KS5.

### Key Stage 4 (Years 9, 10 and 11)

1. Lead the writing of Biology schemes of work at KS4.
2. Lead the writing of Biology assessments at KS4.
3. Organise and resource the Biology GCSE course.
4. Organise exam entries for all Biology courses (i.e. Biology GCSE)



5. Represent the Science Department at the Year 8 Options Evening.
6. Prepare all revision materials and scheduling for KS4 and KS5 Biology.

### **Key Stage 5**

1. Write schemes of work for Biology at KS5.
2. Write assessments for Biology at KS5.
3. Write and implement A level action plans for Biology.
4. Organise and resource the A level Biology course.
5. Organise exam entries for A level Biology course.
6. Prepare all revision materials and scheduling.

### **Pupils**

1. Account for standards of pupil achievement and attainment in Biology in Years 9, 10, 11 and KS5, ensuring that prior attainment data is used effectively for pupils to make good progress.
2. Take responsibility for monitoring pupils' achievement and attainment through their progress grades and identify underachieving groups or individuals and ensure strategies are developed to combat underachievement of students on Biology courses.
3. To oversee the monitoring and evaluation of homework and marking within the Biology Subject Area and be accountable for high standards of marking and homework throughout the department.
4. To oversee the monitoring of pupils' achievement and attainment through their progress grades, to identify underachieving groups or individuals and to ensure strategies are developed to combat underachievement.
5. To ensure challenging targets are set and communicated to pupils on a collective and individual basis.
6. To provide information to parents, pupils and colleagues about progress and the work of the Subject Area.

### **Management**

1. Take responsibility for the line management and appraisal of members of staff (with Biology specialism).
2. Monitor and evaluate marking and the homework set for groups within the Biology subject area, ensuring that it is set for the correct evening, right amount of time and is sufficiently challenging for pupils.
3. Mentor, support and guide new members of staff as directed by the Director of Science.
4. To publicise the work of the Subject Area effectively through the GHS Newsletter and school website
5. Take instructions from senior members of staff as required.
6. Carry out other duties of a similar nature from time to time as maybe required by the Headteacher.
7. Adhere to school policies and procedures to ensure the safety, welfare and discipline of pupils.
8. To be responsible for promoting and safeguarding the welfare of pupils with whom you come into contact.

**The Willow Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

# PERSON SPECIFICATION

## Subject Lead Biology (Maternity Cover)

### ESSENTIAL CRITERIA

1.	UK Qualified Teacher status for teaching secondary education as recognised by the DfE.
2.	Graduate in a Science or related subject, with a good degree.
3.	Minimum of two years' teaching experience.
4.	Experience of working within the comprehensive school system and awareness of the demands of a mixed comprehensive school.
5.	Proven classroom management skills.
6.	Be able to demonstrate the qualities of a Lead Practitioner in Science.
7.	Detailed knowledge and understanding of the National Curriculum and Ofsted requirements for Biology and GCSE and A level Biology specifications.
8.	Successful experience of curriculum innovation and raising achievement.
9.	Ability to teach at least good lessons and to engage pupils across the age and ability range including A Level.
10.	High expectations of pupils' work, attitude and behaviour.
11.	Understanding of Science links with other areas of the curriculum.
12.	A good working knowledge of ICT systems and the application of ICT in the classroom.
13.	Ability to prioritise and set personal targets.
14.	Commitment to, and willingness to organise and take part in, extra-curricular activities.
15.	Ability to assume a form tutor role.
16.	Evidence of commitment to own professional development.
17.	Understanding of safeguarding responsibilities and the need to work within the school's Child Protection Policy.
18.	Commitment to equal opportunities.

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### DESIRABLE CRITERIA

19.	Experience of leading and motivating a team.
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The Willow Learning Trust is an equal opportunities employer and welcomes applications from all the sectors of the community. We are committed to protecting our pupils and staff and therefore have a rigorous recruitment process which include assessing candidates suitability to work with children. Candidates will be shortlisted against the above essential criteria assessable from application forms. Issues relating to safeguarding and promoting the welfare of children will be explored during the interview process.

## INFORMATION FOR APPLICANTS



Glenthorne High School is a successful, over-subscribed, mixed comprehensive school for pupils between the ages of 11 and 19 situated in the London Borough of Sutton. In July 2017 we became part of the Willow Learning Trust with two local primary schools: Aragon and Abbey.

We believe in Achievement for All. We have a reputation for excellence and are well known for high standards of achievement and behaviour. Significant investment in facilities over the last few years has seen the building of two new science classrooms, a state-of-the-art Library and we are soon to add a new 6th form facility, due to be complete Summer 2023.

We were inspected by OFSTED in November 2021 and were judged good with outstanding in Behaviour and Sixth-form provision. Inspectors recognised 'pupils are happy and safe and behave exceptionally well'. Relationships between staff and pupils are excellent. Also recognising Leaders and staff high expectations of pupils and that pupil do well in their subjects and are focused on doing their best.

The school was designated as a National Teaching School in March 2013 and we developed the Sutton Teaching School Alliance to support professional development and further improve best teaching practice across the Borough of Sutton. Glenthorne became a SCITT in 2014, leading secondary and primary schools in Sutton and Merton to deliver high quality ITT. The SCITT was judged 'Outstanding' in 2021. The SCITT comprises of over 20 high-performing local, yet diverse secondary and primary schools, which have made rapid progress over recent years, have high expectations of students and view teacher training as the key to future success.

We also have a specialism in the arts. We are a centre of excellence in the arts and hold the Artsmark Gold Award. We hold the Challenge Award recognising excellence in meeting the needs of our more able pupils. In 2020 the school featured in the highly acclaimed and award-winning Channel 4 documentary, 'The school that tried to end racism', which gives you a flavour of the work the school is undertaking. Professional development is encouraged at all levels of the school and is supported by performance management.

We value professional development and there are opportunities to develop subject, pastoral, and management skills.

Our priorities are to continue to improve specific aspects of teaching and learning, develop our curriculum and raise standards of attainment. Standards achieved by our pupils in public examinations are high; GCSE & A level results



stand at:

- 47% of entries obtained A\*/A grades or 9-7 grades
- 88% of pupils gained at least a standard pass in English and Maths
- 73% of pupils gained at least a strong pass in English and Maths
- 91% of pupils achieved at least a standard pass in English Language or Literature.
- 84% of pupils achieved at least a strong pass in English Language or Literature.
- 91% of pupils achieved at least a standard pass in Maths.
- 76% of pupils achieved at least a strong pass in Maths.
- 59% of pupils achieved the E-Bacc with a standard pass.
- A Level results at 100% with 92% A\*-C grades.

The curriculum at Glenthorne is organised into Subject Areas, each with its own Subject Leader. In Year 7, pupils are set in core subjects and languages with mixed-ability groups for other subjects. A wide range of GCSE and A Level courses are taught together with BTEC and other vocational courses. Subjects are taught in their own suites of well-equipped classrooms. Extra-curricular activities are a further strength of the school. Subject Areas encourage a wide range of extra-curricular activities - visits to galleries and theatres, clubs in Science and Technology, field trips, museum visits and so on. Recent school productions have included "Starlight Express", "Annie", "Bugsy Malone", "Billy Elliot", "We Will Rock You", "Mary Poppins" and "Oklahoma" in 2022. All involved over 100 pupils and proved to be huge successes.



Sport is a key area of achievement and the school runs a Football Academy for Sixth Form students. We run many teams and clubs in a variety of different sports. There is also an excellent Challenge Week for all KS3 students in July each year designed to promote teamwork, problem solving, creative thinking and resilience.

Pupils at the school are organised in mixed-ability tutor groups with nine (ten in Y7/8 & 9) in each year group. Most form tutors and Heads of Year move up the school with the year group. Together they play an important role in the monitoring of pupil progress as well as in supporting individual pupils. All pupils and staff are all allocated to one of four Houses: Rollason, Seacole, Turing and Morris, providing opportunities for pupils in all year groups to work together in friendly competition.

The SEN Department at the school is fully committed to supporting the needs of pupils who experience learning, behavioural or emotional difficulties. We offer a wide provision of intervention and support encompassing literacy, numeracy, speech and language, social skills, anger management and individual mentoring.



We also offer the cycle to work scheme to all staff, on site parking and generous pension scheme.

Willow Learning Trust is committed to promoting a positive and diverse culture in which all staff and young people are valued and supported to fulfil their potential irrespective of their age, disability, race, religion, belief, sex or sexual orientation. The Trust works hard to provide a working environment and management practices which balance the drive for high standards and expectation with the need to promote employee wellbeing and good health.

Please note the Trust is committed to promoting and safeguarding the welfare of all our children and staff. As such, all posts are subject to an enhanced DBS disclosure and pre-employment checks.



## GUIDANCE TO APPLICANTS

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Please read these carefully before making your application.

### THE APPLICATION FORM

Please complete in **black** pen or type. Additional sheets may be used.

The application form will play a key part in whether you are called for an interview, so it is important that you take your time and complete it as fully and accurately as possible.

When selecting candidates for interview we have to base our decisions on the information you give us. The Person Specification is enclosed with this application form. This is a list of the skills, knowledge, qualifications, experience, aptitudes and abilities that are required to perform the job. When we read your application form we will be looking for evidence of examples which demonstrate how you meet the criteria in the person specification. You must include sufficient evidence and examples to show that you meet the requirements.

### PERSONAL DETAILS

For monitoring purposes we would ask that you provide the information requested on the Equal Opportunities Monitoring Form at the back of the application form. This form is removed before shortlisting and will be destroyed after monitoring.

### CAREER HISTORY

This is the record of your work history. It may include periods of unpaid or voluntary work as well as paid employment e.g. you may include time spent as a carer for one of your family or a voluntary helper in a school. Please account for any gaps in your employment history.

If the title of the position does not make it clear what work you did e.g. twilight crew, canvasser, please briefly describe the main duties.

You may continue on another sheet if you need extra space.

### EDUCATION, QUALIFICATIONS, TRAINING

The Person Specification may ask for specific qualifications or training. You should list the relevant qualifications or courses undertaken. Where you have additional qualifications or training, mention these if they relate to your knowledge or skills. Proof of qualifications will be required at interview.

### STATEMENT OF SUITABILITY

This section is your opportunity to show us that you meet the Person Specification. Take each criterion of the Person Specification and tell us the details of your knowledge and experiences. Give specific examples of things you have done which demonstrate your ability.

When reading your application, we cannot assume that because you have experience you also have the ability to carry out a task and vice versa. You may have experience of managing staff, but we need to know how you motivated your staff. We don't expect you to have formal experience, but if you can show that you have the ability to do the component tasks, that will be equally acceptable e.g. to organise a meeting you need to be able to: liaise with others, book accommodation, organise refreshments, and compile agendas.

You may already have prepared a CV and want to send that instead of answering the Statement of Suitability. You may send it, but you must also complete the Statement of Suitability. CVs often list the jobs you have had and their responsibilities, but they often do not properly describe your skills and abilities. It is unlikely that we will be able to find enough evidence in a CV alone.

You may use examples and evidence from outside paid employment. You may use examples from voluntary work or your hobbies or interests.

### PRE-EMPLOYMENT CHECKS & ONLINE CHECKS

If you are offered the post, the offer will be made subject to receipt of satisfactory references, online check, pre-employment medical clearance, an enhanced DBS disclosure and, for teaching staff, a check on your teaching qualification status. If your referees do not confirm what you have told us, we may want to discuss this with you.

We will ask you to complete an online Medical Questionnaire which will be sent to our Occupational Health Department. It is their job to make sure that you are fit to do the job we have offered you. In some instances,



you may be asked to go for a medical examination. You will also be asked to supply evidence of any qualifications that are required.

All employees are required to have DBS clearance. Unless you have a clearance issued within three months of being appointed, and have had no break in employment, we will require a new check to be carried out.

### **RELATIONSHIPS**

We do not have a policy of excluding people who are related to school staff, Trustees or Governors, but if you are related to someone we will make sure that they are not involved in the selection process for this post. If we find out after you have been appointed that you are related to someone who interviewed you, we may dismiss you. 'Related' includes co-habiting with someone.

### **INTERVIEWS**

Glenthorne has a policy of using a wide range of selection methods to assess whether people meet the criteria. All teaching staff will be asked to take a lesson but you may also be asked to take an ability test, do a presentation or other work related exercise. You will be advised of any method being used for the post when called for interview.

Prior to interview you will be asked to complete a Criminal Records Self Declaration, any issues of concern arising from a reference and/or Self Declaration will be explored during the interview process. At interview you will also be asked questions related to your Personal Statement, safeguarding and promoting the welfare of children.

### **COMPLAINTS**

The school is keen to ensure equality of opportunity in its recruitment and selection process. If you think that you have been discriminated against during the selection process on the grounds of your race, age, gender, marital status, caring responsibilities, gender re-assignment, sexual orientation, social class, religion, belief or disability you may make a complaint and we will investigate. If you feel you have been unfairly treated you must contact the CEO, in writing, within 3 working days of being rejected after an interview. You should explain the reason for your complaint to the Headteacher, or his/her representative. The CEO, or his/her representative, may want to talk to you before confirming the outcome of the investigation.

## DATES FOR YOUR DIARY

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The deadline for applications is **12 pm , Monday, 25th September 2023**

**JOINING DATE:** February 2024





## WHY WORK WITH WILLOW LEARNING TRUST?

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The Willow Learning Trust offers a wealth of opportunities and benefits for staff working in WLT schools, including the opportunity to work in good and outstanding schools with well-established and highly effective behaviour systems where pupils feel valued, supported and able to learn.

### **Professional Development**

- The Trust offers a comprehensive programme of professional development for staff, both teaching and non-teaching, at all levels with numerous pathways to support your professional development through in-house and national professional qualifications, whether as a teacher or member of the support, administrative, technical or site staff. In addition, the Trust offers rigorous induction, tailored CPD through appraisal and established teams and experienced colleagues to advise and learn from.
- The Trust has a long and successful track record of supporting teachers from ITT, through ECT and into lead practitioner and various middle and senior leadership roles. The Trust leads the Sutton SCITT, judged outstanding by OFSTED in 2021, and is at the vanguard of research and innovative practice. Glenthorne High School runs its own bespoke ECT programme
- The Trust offers collaborative opportunities to work on innovation and in partnerships across the Trust.
- The Trust offers apprenticeships in Finance and IT to support the development of staff new to those roles.

### **Other benefits at the Willow Learning Trust**

- The Trust offers national pay and conditions for teachers and for support staff, including Teachers' Pensions for teachers and the Local Government Pension Scheme (LGPS) for all support staff.
- The Trust also be offering the following benefits:
  - ♦ The Octopus Electric Vehicle (EV) salary sacrifice scheme
  - ♦ Cycle to work scheme, salary sacrifice scheme
  - ♦ A pro-rata Christmas payment to all staff of £250.
  - ♦ A Golden Hello of £1,500 to be paid as a lump sum in first month's salary to new external teaching staff (Abbey and Glenthorne).
- Long Service awards for staff reaching the following length of service with the Trust:
  - ♦ 5 years+: £50
  - ♦ 10 years+: £100
  - ♦ 15 years+: £150
  - ♦ 20 years +: £200
- A 50% flat-rate subsidy for the Benenden Health scheme for employees, so staff and the Trust each pay £6.40 per month, ie £76.80 per annum.

## **Wellbeing**

The Trust considers the wellbeing of its staff paramount and are constantly looking to improve the work/life balance of our staff. These are some of the initiatives we have in place at present:

- A 24/7 employee assistance programme for all staff which provides counselling and support/advice in a wide array of areas.
- Flexible working can be requested from day one accommodated where feasible.
- Opportunities for Hybrid working for appropriate posts.

### **For staff at our Primary Schools:**

- Dedicated, blocked PPA time for teachers that can be taken at home.
- A Wellbeing Day pilot for staff with 5+ years' service for Wellbeing Days/half days ie a day that full-time staff can choose to take off at any time of the year to improve their wellbeing.
- A Wellbeing Team that proposes initiatives on staff wellbeing and oversees and monitors staff work-life balance.

### **For staff at Glenthorne High School:**

- A maximum of three cover lessons per year.
- Guaranteed, protected "gained time" for planning for the next academic year.
- Organised wellbeing activities and initiatives based on suggestions from staff surveys.