



# Warlingham School & Sixth Form College

2 i/c Science  
TLR 2 £5,021p.a.

For candidates moving from a school in the 'Outer London' area we will consider a recruitment allowance to mitigate the salary difference from London Fringe

Warlingham School & Sixth Form College  
is part of Tandridge Learning Trust.

Tandridge  
Learning Trust

Excellent Teaching  
Inspiring Leadership  
Innovative Training

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*Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.*

*As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.*

# WELCOME

Dear Candidate

Thank you for enquiring about this post.

This information pack has been designed to give you, a potential applicant, essential information about our vacancy, school and trust, so you can decide if this should be the next step in your career.

“Wide Horizons, High Aspirations” is our school motto and this underpins our whole school philosophy. We are a school community which does not stand still. Whilst our expectations of academic performance are high, of equal importance are that students enjoy the experience of coming to Warlingham School & Sixth Form College and have opportunities which enable them to develop into young men and women who will contribute positively to society.

Our students tell us they consider this a place where they are challenged by the work, where they are supported by the staff and fellow students and where achievement is part of the everyday vocabulary. We have high expectations in terms of learning, behaviour and attendance which leads to excellent academic progress. We provide an environment that excites, motivates and challenges our students to place no ceiling on achievement and to develop an interest in the world around them. Our ambition is for students to leave Warlingham as successful, confident young people ready to face all of life’s challenges and make a positive contribution to society. We measure our success by meeting the needs of all our students in this truly comprehensive school and believe everyone has a role to play in achieving this aim.

Should you decide this is not the school for you then we thank you for the interest you have shown; however, if this ethos aligns with yours, then I hope you will apply to join our team, support our drive to become outstanding and I look forward to receiving your application. We hope that this pack provides sufficient information to encourage you to take your application to the next stage.

Do telephone or email, if you wish to discuss any aspect of the post.

We look forward to hearing from you.

*Paul Foster*

**Paul Foster**  
Headteacher



# JOB ADVERTISEMENT

Are you an inspirational, enthusiastic and passionate Teacher of Science looking to progress your career in an innovative and supportive school? We'd love you to join our dedicated team providing exciting and inspirational teaching to students across all key stages. In addition, this particular role offers an opportunity to lead in a subject area and develop your leadership talents whilst you support the Head of Department to achieve our high expectations. Development is available for candidates showing management potential and a drive to succeed.

You will be joining a forward thinking Trust at an exciting time in its development and will enjoy our many staff benefits which include: -

- Well established and supportive training and development opportunities
- Family friendly policies and wellbeing initiatives
- Employee Assistance Programme
- Lifestyle and retail discounts
- Staff sports and social events

You will become part of strong and successful team within a well-established department. Our key strength is the experience and knowledge within the team which provides our students with an exciting curriculum and great opportunities up to and including KS5.

Please do not hesitate to contact us if you have any queries. We look forward to receiving your application and welcoming you to our school.

**CLOSING TIME & DATE: 12 noon, Friday 3rd February 2023**

*Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.*



# THE DEPARTMENT

## Science Department

The Science Department at Warlingham School & Sixth Form College aims to open the eyes of the scientists of tomorrow. We champion curiosity, challenge and experimentation, by delivering an interesting and varied curriculum.

At KS3 we follow the Activate Scheme of Work, engaging students of all levels and abilities and embedding a strong foundation of knowledge.

Our Key stage 4 students will follow one of two different pathways. The most able students taking 'Triple Science', and the majority of students taking 'Edexcel Combined Science'. Decisions on which pathways are chosen involves students, parents, and teachers.

At Key Stage 5 students are offered A-level, Biology, Chemistry and Physics, and we have recently introduced BTEC Human Biology. The sixth form courses are all very popular and students go on to study Sciences at some of the Country's leading Universities.

Our large successful department has a good balance of staff experience and knowledge and the team is supported by a group of 4 technicians. All staff are dedicated and enthusiastic, willing to share expertise and help each other with development opportunities. Our friendly nature and supportive culture within the Trust ensures a collaborative approach, not only within Secondary education, but also in supporting our Primary School colleagues.

All staff teach across the age ability range, and within their specialism at KS5.

Warlingham School & Sixth Form College has excellent facilities, comprising of 10 well equipped classrooms,



# JOB DESCRIPTION

**Job Title** Department 2nd In Charge

**Phase** Secondary Phase

**Accountable To** Head of Department

**Responsible For** TBC

**Grade / Scale / TLR** London Fringe. TLR2

**Date** December 2022

## Job Purpose

To assist the Head of Department in ensuring that the aims and objectives of the department are achieved and to provide outstanding and inspirational leadership

## Key Accountabilities and Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared. These areas of responsibility are in addition to that of a Classroom Teacher/Form Tutor

### Teaching, learning and progress

- To meet the requirements of the Teaching Standards as detailed in the STCPD.
- To provide leadership support for curriculum development and delivery that meets the needs of individual students and maximizes the opportunity for each individual to achieve excellent outcomes.
- Motivate students and staff to achieve the highest possible standards and secure the best outcomes
- Support the Head of Department in monitoring the quality of learning and teaching through regular reviews, including lesson observation, work scrutiny and student voice.



# JOB DESCRIPTION

- Liaise with Department Head to ensure that student setting and grouping arrangements are accurate and effective.
- Ensure the implementation of the national strategies and ensure that literacy and numeracy are high priorities in curriculum planning and delivery.
- Cope with subject-related questions raised, drawing from specialist subject knowledge To use data and assessment to inform planning and intervention.

## Strategic

- Support the Trusts core values, modelling professionalism and integrity within the department and school as a whole
- Support the strategic aims of the school through innovative approaches to learning within the department
- Play an active and constructive role in drawing up departmental development plans
- With the HOD, analyse and report on departmental data to raise standards
- Support the development of the subject team through buddying, mentoring or coaching
- Work in harmony with staff in the department, other subject leaders, SLT and other schools within the Trust

## Leading and Managing

- Where applicable, exercise effective staff management, lead and motivate others and generate effective working relationships
- Induction of new staff
- Contribute to the performance management process for any direct reports or team members
- Maximise team improvement, recognising strengths and supporting the HOD in meeting departmental objectives through effective people management
- Support the HOD to plan, manage and moitor the curriculum within the agreed budget
- Deputise for the HOD when and where necessary
- Celebrating success within the department

## Assessment, Recording and Reporting

- Support the development of teaching and learning within the department
- Assist the HOD with recording student achievement and assessment data in accordance with agreed timescales
- Assist with the administration of examinations



# JOB DESCRIPTION

## Other Responsibility

- In some larger department, the 2i/c may also have responsibility for a specific key staff, supporting implementation of the national curriculum.
- Some 2i/c's will also have subject leader or other curriculum leadership responsibility

## Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy
- To be up to date on current safeguarding issues
- Promote positive mental health and wellbeing strategies



# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> <li>• Qualified Teacher Status/Relevant Degree</li> <li>• At least 3 years teaching experience at KS3, KS4 and preferably KS5</li> <li>• Have worked closely with parents and willing to respond promptly to parental concerns or questions</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of leading or guiding others within a team</li> </ul>
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> <li>• Excellent teaching subject knowledge</li> <li>• Use of assessment to promote students learning</li> <li>• Teaching methodology</li> <li>• Current curriculum developments and best practice in subject area</li> </ul>	
SKILLS & APTITUDES	<ul style="list-style-type: none"> <li>• Effective Classroom practitioner</li> <li>• Able to use ICT to support learning and as a communication and management tool</li> <li>• Excellent administration skills</li> <li>• Excellent communicator with effective interpersonal skills and organisation skills</li> <li>• Ability to enthuse students and colleagues</li> <li>• Ability to analyse and present information</li> <li>• Willingness to undertake any training to improve own performance and skills</li> </ul>	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> <li>• Excellent and inspirational leader</li> <li>• Approachable, warm and open</li> <li>• Effective team player</li> <li>• Genuine passion and a belief in the subject</li> <li>• Vision, energy and enthusiasm</li> <li>• Pursuit of high standards - both academic and behavioural</li> <li>• Integrity with the ability to exercise sound judgement</li> <li>• Able to analyse situations to achieve win-win outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Assertive but approachable</li> <li>• Willing to contribute to all aspects of school life</li> </ul>
SAFEGUARDING	<ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the school Child Protection and Safeguarding policy and the Staff Behaviour Policy</li> </ul>	

# CONTACT DETAILS & HOW TO APPLY

Please complete the Trust's application form and return it electronically together with any supporting documentation requested to [HR@TandridgeLearningTrust.co.uk](mailto:HR@TandridgeLearningTrust.co.uk).

## CLOSING TIME & DATE: 12 noon, 3rd February 2023

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

## Designated Contact for this Vacancy

Name:	Paul Seward
Job Title:	Deputy Head
Phone Number:	01883 624067
Email Address:	P.Seward@WarlinghamTLT.co.uk

*Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.*

*References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.*







# Warlingham School & Sixth Form College



Tithepit Shaw Lane, Warlingham, CR6 9YB



01883 624067



Info@WarlinghamTLT.co.uk



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