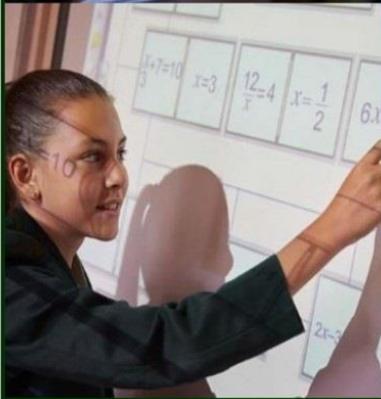
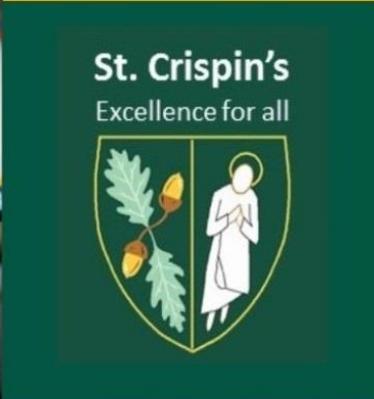


Recruitment Pack



Second in Science



St. Crispin's School is part of The Circle Trust, company number 11031096
Registered at St. Crispin's School, Wokingham, Berkshire, RG40 1SS Tel: 0118 978 1144

St.





Second in Science

St Crispin's School

Headteacher:

Ginny Rhodes

NOR 1225, 11-18

Mixed Comprehensive, London Road, Wokingham, Berkshire RG40 1SS

Tel: 0118 978 1144

www.crispins.co.uk

Second in Science

Full-time for January 2021, TLR 2.2 F/T

We are seeking an enthusiastic and dynamic Second in Science to work with the Head of Department to support, develop and lead a team of teachers. Your focus will be to deliver high standards of teaching and learning and to ensure the wellbeing of staff and students.

If you are an outstanding practitioner, keen to develop your career and have a passion for teaching Science, this is an ideal opportunity to join our successful and friendly team who enjoy an excellent reputation both within and beyond the school.

St. Crispin's School is a happy and oversubscribed 11-18 mixed comprehensive school. Our school motto is "Excellence for All" and this encapsulates our commitment to do the very best for both our students and staff. We are a high-attaining school with outstanding leadership and student behaviour that is described as exemplary (OFSTED.)

Visits to the school and informal conversations with Heads of Departments are warmly welcomed!

To apply: Via TES QUICK APPLY BUTTON or St Crispin's application form - www.crispins.co.uk/vacancies.

For more information: Mel Knight on 0118 978 1144 or email: knightm@crispins.co.uk

Closing date: 9 am, Wednesday 7th October - Please email your completed application form to Mel Knight at knightm@crispins.co.uk

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are subject to enhanced CRB clearance and satisfactory employment references.





Job Description

Salary MPS + TLR 2.2

Aim and main purpose of the job:

With the Head of Science support, hold accountable, develop and lead a team of teachers focusing on raising standards to ensure high standards of teaching and learning and the wellbeing of staff and students.

Accountabilities:

1. To support the Head of Science in agreeing, monitoring and evaluating the subject pupil progress targets in KS3, KS4 and post 16 public examinations to make a measurable contribution to whole school targets.
2. Support the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme.
3. To contribute to the subject development plan, which contributes positively to the achievement of the school development plan and which actively, involves all subject teachers in its design and execution.
4. To support the engagement all subject staff in the creation, consistent implementation and improvement of schemes of work which encapsulate key school learning strategies.
5. To support and participate in all raising achievement strategies.
6. To support the review of teaching and learning, monitoring the progress of pupils identified as requiring additional support (vulnerable groups e.g. pupil premium) or challenge (G+T) to ensure all pupils are engaged in their learning and achieve success.
7. To provide regular feedback for subject colleagues in a way, which recognises good, practice and supports their progress against performance management objectives resulting in a tangible impact on student learning.
8. To ensure all subject staff understand, and are actively implementing, the key aspects of the school's behaviour and inclusion policies.
9. To act as a role model in leading subject staff in own high quality teaching, continuous professional development and professional presence in the department.
10. To contribute to the development of whole school strategic planning and policies.
11. The post holder is responsible for ensuring that the school safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
12. To carry out tasks as reasonably required by the Headteacher.

Specific Accountabilities

1. To deputise for the Head of Department when required.
2. To be agreed with Head of Science.
3. To support in the delivery of BTEC Level 3 Applied Science and BTEC Animal Care.
4. To support the development of new department initiatives including the restructuring of our curriculum journey to promote learning and memory retention, effective practical and independent learning.

Details of Line Management

Seconds in department are line managed by Heads of Department and support the line management of all teachers who teach in the subject area and direct the day-to-day work of support staff who support in the subject area.

Notes:

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job, which are commensurate with the salary and job title.





Science Department Information

1. Introduction and welcome by Head of Department including departmental vision

Leadership of science at St Crispin's is by a forward thinking and innovative team that provides a challenging and interesting learning experience. We have high expectations of both students and staff in a department that has recently celebrated excellent and significantly improved GCSE and A-level results. Our department is collaborative and inclusive and we expect the successful candidate to take a key role in building on this success.

The successful candidate will be joining at an exciting time following the establishment of our new purpose built science block, featuring 9 teaching labs, including a super lab for team teaching and a fully serviced lecture space that seats 120 students. The science team consists of a number of excellent teachers who are strongly supported by 4 laboratory technicians and 2 intervention assistants.

In this period of growing success for the department, we aim to increase our students' understanding and appreciation of science to help them become well-qualified and rounded members of the workforce and leaders of the future. Our new facilities also provide opportunities for students to extend their learning beyond the core curriculum through extra guest lectures, activities such as science club, and whole school events.

We look forward to welcoming enthusiastic new members to our team to help us shape and deliver our vision for the future.

2. Curriculum overview

We currently have a two-year program at KS3, which develops the ability of students to work independently, explore science and communicate scientifically. We also run a BTEC Animal Care course, which has proved highly engaging to our cohort of lower attaining learners.

Key stage 4 is taught from year 9. We follow the AQA Trilogy combined science route for the majority of courses and single sciences for our two highest attaining sets.

Key Stage 5 offers GCE's in Biology, Chemistry and Physics which all follow OCR specifications. We also offering BTEC level 3 in Science as a new course.

3. Exam performance

Performance at GCE and GCSE science is strong. In a time of change, we have recently had very successful results across Year 10 and 11 and a very high success rate in BTEC courses.



4. Resources and rooming

In February of 2013, we moved to a spectacular £5 million bespoke Science block, which offers:

- 9 fully serviced and well-resourced teaching labs, equipped with interactive whiteboards and data projectors, with the facility to connect mobile fume cupboards
- Break out zones and a covered science area for kinaesthetic learning opportunities
- A fully serviced lecture theatre seating 120
- 2 prep rooms run by a team of 2 full-time and 2 part-time technicians
- Science Intervention assistants (1 full-time equivalent)

5. Other information

The successful candidate will have an interest in developing their pedagogy and taking a wider role in science, looking for opportunities to engage students in science through wider learning activities such as STEM clubs and events to enrich the curriculum.





About Us

St. Crispin's is a mixed comprehensive secondary school. We offer students of all abilities and interests the opportunity to be the best they can be. Ofsted describe us as a good school with outstanding leadership and exemplary student behaviour.

We believe in promoting excellence, while providing an atmosphere in which our students can learn, enjoy, grow and show support to others. We have a strong focus on the basics: excellent learning and teaching, a safe disciplined environment and an ethos, which promotes the highest aspirations. Good qualifications are the key to a young person's future success and for this reason, they are our main priority. Nevertheless, developing young people to become well rounded, articulate, confident and happy is of equal importance. We have a team of committed staff that provides support, challenge and expertise, enabling every student to achieve.

On 1st February 2018, St. Crispin's converted to an academy and became part of www.thecircletrust.co.uk. Our trust was created to serve the local area and be geographically committed to surrounding counties. It was borne out of a desire that all children and young people have an excellent well-rounded education and flourish in first-rate schools where the best teaching, the best facilities and the most up-to-date resources are made available to them.

London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 978 1144

www.crispins.co.uk



St. Crispin's School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 www.thecircletrust.co.uk



Policy Statement

St Crispin's School is an Academy school within The Circle Trust. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their "personal data". This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*

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- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Academy to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal as HR advisors.



Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact: Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS briaultd@crispins.co.uk

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Object to the making of decisions about them taken by automated means
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wants to exercise any of these rights then they should contact Debra Briault. St Crispin's School, London Road, Wokingham. RG40 1SS briaultd@crispins.co.uk.

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact The Circle Trust Data Protection Officer. Mr A Hinchliff, c/o St Crispin's School, London Road, Wokingham, Berkshire. RG40 1SF andy@thecircletrust.co.uk

