



## TEACHER OF SCIENCE

**+ Additional post  
Head of House**

Closing Date for receipt  
of applications is

**12 noon  
Monday 24 April 2017**

**Top Valley Academy** is proud to be sponsored by The Redhill Academy as well as being an active member of the RTSA. The culture of collaboration, partnership and celebrating our successes form the basis of a growing success story which is beneficial to staff and students across our schools.

REDHILL ACADEMY TRUST  
Exsisto Optimus



**Top Valley Academy  
Top Valley Drive  
Nottingham  
NG5 9AZ**

**Telephone: 0115 9539060  
Fax: 0115 9539065**

**Email:  
josborne@topvalleyacademy.org**

**Website:  
[www.topvalleyacademy.org](http://www.topvalleyacademy.org)**



# WELCOME

I am thrilled to be the Headteacher of Top Valley Academy and excited to maintain the improvements established by Peter Brown after 14 successful years as its Principal. Having worked closely together for a number of years we are both immensely proud of all that the Academy has achieved so far.

At Top Valley we believe simply that anything is possible. Our staff both teaching and non-teaching take pride in being part of the Academy. Our ethos of working together is supported by all our employees who enjoy generous holiday entitlements and policies to support their working hours and conditions of service.

The quality of teaching is paramount to the academy and is underpinned by the support they receive from the non-teaching support staff.

We are delighted to be part of the Redhill Academy Trust and its pre and post sixteen provisions. Our association with the Trust further allows our students and staff access to a range of fantastic opportunities and gives us a shared sense of belonging and identity through a shared sense of belonging and identity through joint ventures that occur across the Trust. Together we have forged a successful partnership for our students.

I look forward to working with you to support the learning of our students. All employees play a crucial role in the success of Top Valley Academy.

We believe in supporting the staff to be the best they can be. In turn the staff will subscribe to the ethos pride, opportunity, respect, belief and learning of our students – Today's Learners – Tomorrow's future.



Sean Kelly  
Headteacher, Top Valley Academy



# YOUR APPLICATION

At Top Valley Academy our ethos 'Firm, fair and friendly'. Every child is known, valued and encouraged to give their best. We aim to give all our pupils everything they need to reach their potential and achieve at the highest possible level. We place great importance on the academic achievements of our pupils, but our Academy is much more than that. Our most recent Ofsted report concluded that "care and inclusion are at the heart of this rapidly improving school".

We support the progress of all pupils whatever their ability through SEN support, targeted intervention and gifted and talented programmes and work tirelessly to recruit quality staff to Top Valley Academy.

We only recruit good or outstanding teachers to the Academy because it is only through high quality teaching that we will achieve the best possible outcomes for our pupils. Our teachers work alongside high quality support staff, recognised by Ofsted through the awarding of 'Outstanding' judgements in all the categories for care, guidance and support and the safety of our pupils. The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

With the support of our sponsor, Redhill Academy Trust, Nottingham, we are bringing new opportunities and aspirations to the pupils and families in the school and the wider community by providing high quality academic and vocational curriculum pathways, allowing all pupils to achieve at the highest possible level and to progress to qualifications that are challenging and right for them.

We have a highly developed and effective transition programme with our key partner feeder schools and also work very closely with many of the 20 + schools that send children to the Academy. There is nothing more important than ensuring that transition from primary to secondary is a happy and successful experience.

Our aim is quite simply to be an 'Outstanding' school at the heart of our community and we are seeking to appoint an excellent classroom practitioner to join a highly motivated and successful team. You will have strong subject knowledge with a commitment to high quality teaching and learning. It is only through high quality teaching that we will achieve the best possible outcomes for our students.

We very much hope that you will apply for the post of Teacher of Food Technology here at Top Valley we are happy to answer all of your questions and look forward to meeting you soon.

The current job description included in this booklet reflects statutory expectations and professional duties contained in the School Teachers' Pay and Conditions Document and the Professional Standards for Teachers in England.

The core purpose of the role is to ensure that students are offered engaging and high quality learning opportunities, to implement effective systems for assessing, recording, target setting, reporting, SEN, student welfare and guidance.

The key responsibilities include strategic, development and operational, teaching and learning, partnerships and collaboration, efficient and effective use of resources, working to the standards as required by Top Valley Academy.

How to apply:

For the Science Teacher post:

Please submit a completed application form [which can be found on our website [www.topvalleyacademy.org](http://www.topvalleyacademy.org) with a letter of no more than one/two sides of A4 on the following point:

Your experience to date and how this equips you to fulfil the expectations of the post.  
Please use this section to give an indication of your core values as a teacher

In addition, if you would like to apply for the Head of House role, please also include a separate letter covering the following areas

- Specific skills you will bring to the post
- How you would lead your team of tutors
- How would you ensure your team contributes to increasing student achievement



### **Additional Screening Purposes – application form declaration**

You are applying for a role which is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that we will conduct a criminal records check on the successful application through the Disclosure and Barring Service [DBS – <https://www.gov.uk/government/organisations/disclosure-and-barring-service>].

You must now disclose on the application form any pending criminal proceedings, cautions or convictions against you [spent and unspent] which are not `protected. Protected matters – usually old, minor cautions and convictions – will be filtered out when the DBS responds to our check for and you need not disclose them. The DBS has guidance on which cautions/convictions are subject to filtering:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/240164/Filtering\\_guidance\\_v1\\_5.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/240164/Filtering_guidance_v1_5.pdf)

### **Interview**

You will be invited to interview in the first instance by email. Depending upon time, this may be followed up by letter through the post.

The interview may last a full day with a tour of school, teaching of an observed lesson, details of which will be provided to you prior to the date of interview, [in some cases an informal interview with staff and/or students] a formal interview with a panel selected from the Headteacher, Chair of Governors, Senior Deputy Headteacher, Assistant Headteacher, and Head of Department.

Refreshments are provided and in some instances lunch will also be provided and will be taken with the curriculum team.

The successful candidate will be informed in the first instance by telephone, confirmed by email and finalised with the issue of appointment papers.

Please note that to help us reduce our costs, we do not automatically acknowledge receipt of application forms or write to unsuccessful applicants. If you have heard nothing within 6 weeks of the closing date, please assume that your application has been unsuccessful.

# HEAD OF HOUSE TLR 2b

## JOB DESCRIPTION

### Main Purpose

- To lead and manage student academic, personal, social & spiritual welfare, progress and guidance
- To lead and manage House staff teams
- To maintain and develop effective home-school liaison
- Together with the other Heads of House, develop the school's pastoral provision as identified in the whole school development plan

### Key Responsibilities:

- Student progress and welfare; raising levels of achievement and standards of behaviour across the House
- Create positive House ethos and promote high expectations within the House
- Leadership, management and development of the House Staff Teams – House Achievement Co-ordinators, Tutors, House Support Assistants, House Captains etc
- Support the tutors in promoting school disciplinary codes of conduct, including standards of uniform
- Track student progress and, in conjunction with tutors and HAC; implement appropriate intervention strategies for persistent underachievers
- Promote student participation, involvement, leadership and responsibility
- Building and sustaining the home-school partnership – liaising with and supporting tutor/parent/student
- Allocation of in year admissions to form groups
- Attend re-admittance and Governors Disciplinary Hearings for students in the House
- Monitor overall patterns in House attendance. Support tutors with working with low attenders
- Support tutors in all aspects of their role
- Liaison with other HoH, HoF, SSc, EWO, and other relevant outside agencies
- Liaison with Child Protection Officer
- Oversee and implement reward system across House
- Lead House assemblies
- Liaison with AHT on all House student issues

**Post Title: Classroom Teacher and Tutor  
(MPS 1- 6)**

In your key roles as a Classroom Teacher and Tutor you will work to the standards and professional characteristics as defined in the Professional Standards for Teachers (TDA) at your current career stage.

These standards describe the professional attributes, the professional knowledge and understanding and professional skills expected of a teacher at a particular career stage.

The framework of standards is progressive, reflecting the progression expected of teachers in these areas as they demonstrate increasing effectiveness in their roles.

*A sound working understanding of the Professional Standards for Teachers is a professional expectation of all teachers at Top Valley Academy.*

**Key Purpose of Role**

For all classroom teachers the Teacher Standards will define the professional expectations placed upon you to fulfil your role effectively in the following key areas:

**Professional Attributes**

- Relationships with children and young people
- Communicating and working with others
- Personal professional development

**Professional Knowledge and Understanding**

- Teaching and learning
- Assessment and monitoring
- Subject and curriculum
- Literacy, numeracy and ICT
- Achievement and diversity
- Health and well-being

**Professional Skills**

- Planning
- Teaching
- Assessing , monitoring and giving feedback
- Reviewing teaching and learning
- Learning environment
- Team working and collaboration

**Specific Professional Duties and Responsibilities**

- To plan and teach lessons to agreed Schemes of Work in a safe, orderly and purposeful learning environment
- To work as a member of subject/departmental, Faculty and Pastoral Teams to which you are assigned
- As a form tutor to support in the welfare, guidance and academic progress of the students in your tutor group
- To implement and follow shared school policies and practice
- To attend all meetings and training activities determined as Directed Time (1265 hrs) as scheduled within the school calendar appropriate to your level of responsibility.
- To maintain effective records in all the areas required – including attendance, assessment and pupil progress and to work within the agreed progress data sharing process protocols
- To report on pupils' achievement and progress within the processes and timescales established
- To meet all statutory expectations and professional duties contained in the School Teachers' Pay and Conditions Document which sets out the roles and responsibilities of teachers.

Responsible to/Line Managed by: **Head of Subject**

## TEACHER PERSON SPECIFICATION

|                           | Essential   | Desirable   |
|---------------------------|---|---|
| <b>Qualifications</b>     | <p>QTS</p> <p>Degree Level Qualification</p>  |   |
| <b>Teaching</b>           | <p>Able to teach full range of ability 11-16</p> <p>Able to create an excellent climate for learning within teaching area</p> <p>Able to use a range of strategies to promote learning</p> <p>Able to manage and encourage good behaviour</p> <p>Able to develop positive and meaningful relationships with students</p> <p>Able to make appropriate use of ICT for learning</p> <p>Understanding of how to use data to inform planning and improve pupils' performance</p> <p>Understanding of a range of assessment for learning approaches, including grades where appropriate</p> <p>Able to communicate with pupils and parents about student's progress</p> | <p>Able to develop best practice through wide range of imaginative approaches</p> <p>Participation/development of extra-curricular activities</p> <p>Engaged with developments in teaching and learning strategies to raise achievement</p> |
| <b>Personal Qualities</b> | <p>Enthusiasm</p> <p>Team working skills</p> <p>Reliability and Integrity</p> <p>Personal Organisation</p> <p>Flexibility</p> <p>Engagement in own continuous professional development</p>  | <p>Strategic Planning</p> <p>Motivational Skills</p>  |