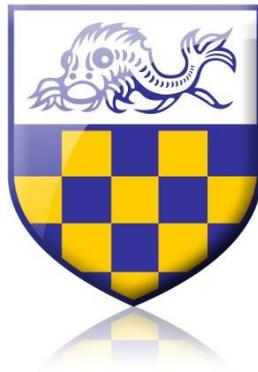


**Longhill High School
Rottingdean
Brighton**



Information Pack 2018

**Teacher of Science (Second in Charge of Faculty)
Main Scale/UPS - Full Time**



Longhill High School

Falmer Road
Rottingdean
Brighton
East Sussex
BN2 7FR
Phone 01273 304086
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October 2018

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at www.Longhill.org.uk

Ofsted said in September 2018 that *'Teachers have renewed enthusiasm for teaching and a group of staff actively research new ways to inspire pupils. Consequently, teachers are motivated and form part of the ambitious learning culture permeating throughout the school.'*

Your commitment and enthusiasm towards the Longhill ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form. Please include evidence of how you meet each of the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website www.Longhill.org.uk . Please return your application by e-mail to: personnel@longhill.org.uk or by post for the attention of Ali Carter, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

Miss K Williams
Headteacher

JOB DESCRIPTION

Job Title

Second in Faculty -TLR2b

Overall Purpose

To support the Head of Faculty in leading teachers and other staff to ensure that successful teaching and learning and development of the faculty takes place thus ensuring a continued trend of improving results.

This postholder reports to:

- Head of Faculty

Key Accountabilities

For:

- Supporting the head of faculty with the strategic vision for the faculty
- Raising standards of student attainment and achievement within assigned areas of the faculty by monitoring and supporting student progress
- Support in the development of a broad, balanced and inclusive curriculum
- Support the Head of Faculty to ensuring that appropriate schemes of work, including related assessment processes, are in place and regularly reviewed across the faculty in regular moderations
- Support the Head of Faculty in promoting a collegiate approach so that the staff in the Faculty work as an effective team; where appropriate, building with other leadership postholders
- Support the Head of Faculty to monitoring teachers' classroom practice and students' work, to ensure that successful teaching and learning are taking place through regular learning walks
- Help the Head of faculty to ensure that appropriate professional development takes place in the faculty
- Write action plans to promote development within the faculty
- Be active in developing the use of a range of effective feedback strategies in classrooms
- Appraisal of specified members of the faculty

Key tasks

- To support the smooth day-to-day running of the faculty
- To keep up to date with national developments in the faculty area, and with related teaching practice and methodology
- To ensure pupils are receiving the appropriate coverage of the curriculum through the range of assessment foci
- To lead and manage a range of moderation sessions in department meetings covering KS3 areas of focus for the year
- To carry out work scrutinies of KS3 books and report back to staff

- To support the Head of Faculty in carrying out quality assurance and developmental learning walks
- To lead appraisal for some of the faculty
- To support the Head of Faculty in ensuring that an environment conducive to learning is established in the faculty classrooms that allows for effective teaching and learning
- To check that appropriate work has been set for classes when teachers are absent
- To construct an annual Faculty Action Plan, reflecting the School Improvement Plan
- To monitor student data for relevant areas of responsibility and to ensure that appropriate intervention strategies that raise overall standards are implemented
- To group and set KS3 classes ready for new academic year and moves within the year as necessary
- Assist with KS4 assessment moderation and exams
- Run and support revision sessions for KS4 where appropriate
- Liaise, where appropriate with other schools and colleagues to drive practice forward in the faculty

Generic Responsibilities

- Responsibilities carried by all teachers in the school comply with the School Teachers Pay and Conditions (Publishes annually)
- Expectations regarding the mentor's role for all teachers are contained within the school handbook
- To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example

Essential Criteria

1. Knowledge and Experience

- Proven knowledge and understanding of the curriculum area and its teaching
- Evidence of an active contribution to the development of the curriculum area across all age groups (sharing good practice, supporting the team)
- Evidence of commitment to personal CPD

2. Skills and Abilities

- The ability and commitment to:
 - Think strategically
 - Inspire, challenge and support other adults
 - Inspire, challenge and support all students
 - Understand and demonstrate the principles and practice of effective Teaching and Learning
 - Challenge poor performance and offer constructive feedback
 - Review and plan your own CPD
 - Engage your faculty members in systematic and rigorous self-evaluation

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

Longhill High School Person Specification 2nd in Charge of Faculty

<i>Qualifications / Development</i>	<i>Essential</i>	<i>Desirable</i>
QTS	✓	
Graduate	✓	
Further Professional Qualifications		✓
Evidence of appropriate Professional Development	✓	

<i>Knowledge / Skills</i>	<i>Essential</i>	Desirable
Evidence of having the skills to be an outstanding/good classroom practitioner.	✓	
Ability to teach across the full age/ ability range	✓	
Ability to implement strategies to raise achievement within a team	✓	
Ability to contribute to the positive management of student behaviour within a team and whole school	✓	
CPD of self and others	✓	
Ability to inspire both adults and young people	✓	
Excellent communicator	✓	
Confident user of ICT	✓	
Intervention strategies for those at risk of under achievement	✓	
Experienced in the production of schemes of work and leading effective lesson planning	✓	
Sound practitioner of AFL	✓	
Understand use and impact of data on learning at departmental level	✓	

<i>Experience</i>	<i>Essential</i>	Desirable
Effective team leadership which includes the empowerment of others	✓	
Track record of leading the raising of achievement and attainment.	✓	
Experience of writing an action plan		✓
Experience of producing performance management targets with a team of staff		✓
Experience of monitoring set targets in a specified action plan to evaluate and ensure progress		✓
Experience of effective leadership of student behaviour for learning		✓
Recent and successful experience in challenging circumstances in secondary education		✓

<i>Personal Qualities</i>	<i>Essential</i>	Desirable
To have a love of and infectious enthusiasm for teaching	✓	
Lead by example	✓	
Meet deadlines and manage a fluctuating workload	✓	
Honesty and integrity	✓	
Work actively and productively as part of a team	✓	
Outstanding interpersonal skills and the ability to relate well to a wide range of people	✓	
Excellent sense of humour	✓	
Willingness to innovate	✓	
Strategic thinker	✓	
Ability to support and challenge others	✓	

Belief and commitment to comprehensive education, inclusion, community cohesion and the ECM agenda	✓	
High personal standards	✓	
Optimism	✓	
Willingness to engage students outside of hours	✓	
A determination for self and others to be the best you can	✓	

<i>Equalities and Safer Recruitment</i>	<i>Essential</i>	Desirable
Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.	✓	
Ability to demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people.	✓	
Ability to demonstrate emotional resilience in working with challenging behaviours	✓	

SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.homeoffice.gov.uk/dbs or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.