



Co-op Academy
Walkden



Application Pack

Key Stage 4 Coordinator / Teacher of
Science

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Welcome from the Principal

Thank you for your interest in the role of Key Stage 4 Coordinator / Teacher of Science at Coop Academy Walkden.

The successful candidate will be joining our Academy at an exciting time. We became part of the Co-op Academies Trust in December 2018 and I joined as Principal in September 2019. We were recently joined by a new Vice Principal for curriculum and now have a complete Senior Leadership Team who are passionate and committed to a shared vision of excellence for the future.

At Co-op Academy Walkden, we pride ourselves on delivering a broad and ambitious curriculum, in a truly comprehensive setting. You will find our Academy calm and purposeful and like all who visit us, you will notice how wonderful our pupils are, the positive team ethos amongst staff and how welcoming and friendly we are.

We aim to fully embed the Co-operative Values and Ways of Being, using these as our driving force for positive change as we continually make improvements to our provision. We are committed to improving outcomes for every student, giving us a clear and moral purpose to dedicate our time to ensuring that all of our students' aspirations and futures are highly successful and prosperous, regardless of background.

If you want to visit the Academy please come and see what we see every day – a wonderful Academy and vibrant community.

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

Sincerely,

Matt Hacker
Principal

Our Values

Co-op Academies Trust is committed to the values shared by cooperatives everywhere:

Self-help – we support learners, parents, carers and staff to help themselves

Self-responsibility – we encourage learners, parents, carers and staff to take responsibility for, and answer to their actions

Democracy – we give our learners, parents, carers and staff a say in the way we run our schools

Equality – we believe that the voice of each individual should be heard

Equity – we run our schools in a way that is fair and unbiased

Solidarity – we share interests and common purposes with our learners, parents, carers and staff, and with other schools in the communities we serve

We strive to demonstrate the following ethical values in everything we do:

Openness – we believe in being open with colleagues in our schools and beyond, children and their families, sharing information and ideas to raise standards and life chances

Honesty – we act in a professional and respectful manner in our dealings with everyone

Social responsibility – we maximise our impact on the people in our communities while minimising our footprint on the world

Caring for others – we treat everyone as we wish to be treated ourselves, understanding that children only have one childhood

We use our simple 'Ways of Being Co-op' to demonstrate our values:

- Do what matters most
- Be yourself, always
- Show you care
- Succeed together

What makes our Academy amazing?

Students:

- are engaged, very capable and want to learn
- create a welcoming atmosphere
- have amazingly supportive parents
- experience a broad range of visits and trips with many overseas
- participate in a vast array of expressive and creative arts shows and exhibitions
- complete in the Duke of Edinburgh Award and volunteer in the local community, raise significant funds for an Academy charity and participate in a wide range of sporting activities

Staff enjoy:

- working with brilliant students who want to achieve well and aim high
- state of the art facilities
- national terms and conditions and a wide range of additional benefits provided by the Co-op Academies Trust and its sponsor, The Co-op
- high quality professional development programme provided by the Co-op Academies Trust and the support of many local Trust academies
- a fantastic employee benefits package that includes discount on various Co-op branded products, gym and leisure discounts, cycle to work scheme, Health care-cash back scheme, discounted driving lessons and many more! Staff encouraged to be Co-op members and therefore receive generous discounts on all Co-op products
- a strong Well-Being group have been instrumental in the Academy achieving Investors In People Gold Status
- secure on site parking

Job Advertisement

Key Stage 4 Coordinator / Teacher of Science

Salary: MPS / UPS plus TLR2b

Contract: Permanent

Start date: 01.01.2022

Benefits include:

- Teachers Pension scheme
- Co-op staff discount
- Co-operative flexible benefits, including cycle to work
- Co-operative credit union
- Health-care cash-back scheme
- Discounted gym membership & leisure activities
- Season ticket & rental deposit loans

Closing date: 9am Wednesday 27th October 2021

Interviews to take place on Friday 29th October 2021

Applications must be on our application form: please obtain a copy directly from our website walkden.coopacademies.co.uk and return your completed form via email to lisa.cooper@coopacademies.co.uk or post to:

Lisa Cooper
Human Resources
Co-op Academy Walkden
211 Old Clough Lane
Walkden
M28 7JB

Co-op Academies Trust aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community. It is responsible for an increasing number of academies in Leeds, Greater Manchester, Wirral and Stoke-on-Trent with the Co-op acting as the sponsor. There is the likelihood of significant further growth in the near future.

We are looking for an inspirational and professional Key Stage 4 Coordinator and Teacher of Science to join our team. Applications are invited from enthusiastic and committed individuals with the highest ability and practice.

This post offers variety, challenge and professional development.

For more information about the Trust and other vacancies please visit our website coopacademies.co.uk

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

To apply:

If you feel you have the relevant experience or appropriate skills to strengthen an already excellent team, please apply. Application forms are available from TES on-line, the Academy website, or by e-mail to lisa.cooper@coopacademies.co.uk

Job Description

Job Title:	Science Teacher / Key Stage 4 Coordinator
Directly responsible to:	Head of Science
Grade:	MPS / UPS + TLR 2b
Hours of Duty:	Full time

Main purpose of the job:

- To teach groups of students effectively as per timetabled subjects
- To assist and support pupil academic progress and emotional development within a subject area
- To work with colleagues as appropriate to raise standards of achievement and attainment.

Main (Core) Duties

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, literacy, numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.
- To undertake a designated programme of teaching, including accredited courses.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus/specification.
- To provide a positive, conducive and safe learning environment, encouraging high standards in punctuality, presentation of work and relationships.
- To set high expectations for pupils' behaviour and maintain a good standard of discipline through well focused teaching, fostering positive relationships and implementing the school's Behaviour Policy.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required following school policies.

Operational / Strategic Planning

- To assist in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies in the Subject area.
- To contribute to the Subject area's development plan and its implementation.
- To plan and prepare courses and lessons.
- To contribute to the whole school's planning activities.

Curriculum Provision

- To assist the Head of Department, to ensure that the Subject area provides a range of teaching which compliments the school's strategic objectives.

Curriculum Development

- To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies and the school's Strategic Objectives.
- To remain cognisant of changes at examination level so that teaching is appropriate to Ofqual/Board requirements.

KS4 Coordinator duties

- Schemes of learning (long and medium term plans) for KS4
- Setting assessments for KS4 science (Y10 & Y11)
- Tracking of progress across KS4 science (Y10 & Y11)
- Intervention strategies for KS4 science (Y10 & Y11)
- Monitoring of behaviour / attendance and liaising with the pastoral Year Teams
- Monitoring homework across KS4 (Y10 & Y11)
- Joint learning walks / book monitoring with HOD
- Year group specific enrichment / trips
- Classroom resources and modelling effective use
- Collaborate with the HOD and KS3 lead on a consistent approach to science

Staffing

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods at both KS3 and accredited levels.
- To engage actively in the Performance Management Review process.
- To ensure the effective/efficient deployment of classroom support.
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the Subject area in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek, implement modification and improvement where required.
- To review from time to time methods of teaching and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

Management Information

- To maintain appropriate records and to provide relevant accurate and up-to-date information to MIS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To track student progress and use information to inform teaching and learning.

Communication and Liaison

- To communicate with other colleagues regarding subject and student matters

- To communicate with Pupil Premium coordinator, and SEND team regarding vulnerable groups and their progress.
- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and cooperate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in parents' evenings.
- To contribute to the development of effective subject links with external agencies.

Management of Resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Head of Department to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, Subject area and the students.

Pastoral System

- Demonstrate a commitment to the protection and safeguarding of children and young people and comply with school policies and procedures relating safeguarding, child protection and the prevent duty
- To be a Form Tutor to an assigned group of students.
- To promote the general progress and wellbeing of individual students and of the subject area group as a whole.
- To liaise with a Progress Leader and Head of Year to ensure the implementation of the school's pastoral system.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of action plans and progress files and other reports.
- To alert the appropriate staff to problems experiences by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To contribute to PSHCE and citizenship and enterprise according to school policy.
- To apply the Behaviour Policy so that effective learning can take place.

School Ethos & Other

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To participate in the school extra-curricular programme.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any reasonable additional duties as directed by the Headteacher.

Signatures :

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade in line with the school's changing needs.

Signed (Teacher)

Signed (Principal)

Dated (Teacher)

Dated (Principal)

Person Specification - Key Stage 4 Coordinator & Teacher of Science

Note to applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job.

The Desirable Criteria are used to help decide between candidates who meet all the Essential Criteria.

The Source column shows how the school will obtain the necessary information about you.

If the Source column says the Application Form next to an Essential Criteria or a Desirable Criteria, you must include in your application enough information to show how you meet this criteria. Include examples from your paid or voluntary work.

Criteria	Essential	Desirable	Method
Qualified Teacher Status	X		A
To enjoy working with, and for, young people as well as adults.	X		I/R
Ability to motivate, engage and enthuse learners.	X		I/R
A degree or equivalent in the subject taught.	X		A
Experience of teaching in the 11-16 sector	X		A
Knowledge of GCSE and BTEC qualifications	X		A/R
An understanding of the importance of data in relation to student progress.	X		A/I/R
Ability to assess student work accurately and precisely using criteria.	X		A/I/R
A confident and competent user of ICT, well able to use an interactive whiteboard as a teaching tool.		X	A/R
Ability to remain calm and positive, managing a workload that may be variable and unpredictable.	X		I/R
An excellent planner and organiser, able to keep accurate, precise and relevant records	X		A/I/R
Have the imagination, energy and capacity for hard work, together with an enthusiasm to take on developments and challenges.	X		A/I/R
Ability to develop provision which challenges all students and encourages success	X		A/I/R
Ability to plan work and assess which results in learners making sound and steady progress.	X		A/I/R

Willingness and ability to communicate effectively with all stakeholders.	X		A/I/R
To demonstrate awareness of the need to promote and protect Co-op Academy Walkden's profile and reputation	X		A/I/R
To demonstrate commitment to the professional development of self and that of the Co-op Academy Walkden.	X		I/R
Have a good record of attendance	X		R
Willingness to contribute to activities outside the time-table		X	A/I/R

Note to applicants: Please show in your application form, how you best meet these requirements

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

Candidates should be aware that all posts in Co-op Academy Walkden involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post.

1. Accordingly The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post and therefore you must declare any convictions and cautions which are unspent or not protected.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process after the closing date:

Shortlisting will be conducted by a Panel, who will match your skills / experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement.
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer & Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as e.g. Childcare Disqualification Regulations, Prohibition check / s.128, overseas records check
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.

