

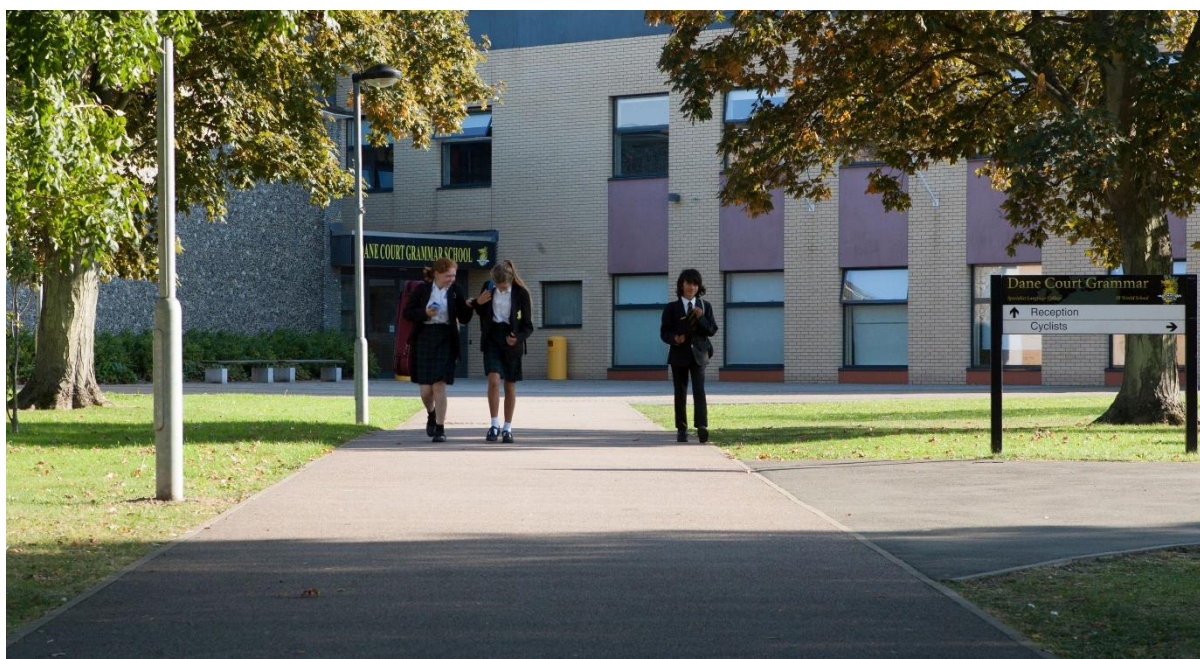


Dane Court Grammar School

Teacher of Biology

Application Pack

Required for: September 2022





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Welcome from the Headteacher

Dear Applicant

Thank you for your interest in the position of Teacher of Biology. The Biology department at Dane Court Grammar School is hugely successful. Across the department, high quality teaching leads to excellent outcomes.

Dane Court is a mixed selective school of about 1,200 students. We are the most popular and academically successful grammar school in Thanet. Our students are polite, kind and keen to learn. Dane Court is a happy, welcoming and inclusive community and a great place to work. We like to describe our school as a 'place of belonging'; a place where our students and staff feel at home. Our three school values - Caring, Open-minded and Principled - are at the heart of everything we do.



As an IB World School, our students follow a broad, internationally-minded and academically challenging curriculum. We are the only school in Kent to offer both the International Baccalaureate Diploma (IBDP) and the Careers-related Programme (IBCP) in our Sixth Form. We are fully committed to the philosophy and approach of the IB.

We are proud to be part of the Coastal Academies Trust, a local MAT consisting of four secondary schools and one primary school. At all levels, we work very closely with colleagues from across the Trust.

Once again, thank you for your interest in this position. We look forward to meeting you.

Yours faithfully

A handwritten signature in black ink, appearing to read 'M. Jones', written over a light blue horizontal line.

Martin Jones
Headteacher

School Vision and Values and Aims

Vision

Developing knowledgeable and caring young people who help to create a better and more peaceful world

Values

Caring: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Open-minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Aims 2021-2024

Curriculum & Teaching: outstanding learning, achievement & destinations

- *Provide an excellent academic education that enables all students to secure the highest grades in order to access world-class universities, the most competitive undergraduate courses and high quality employment-based opportunities*
- *Ensure students experience high quality lessons, characterised by: high challenge for all, high quality talk, frequent guided and independent practice, meaningful feedback, excellent support for learning and regular opportunities for knowledge retrieval (The DC6).*
- *Provide an excellent real-world education, including SRE & PSHE, to fully prepare students for the challenges and opportunities of modern living*
- *Provide high quality and inclusive support for students of all abilities and backgrounds and work closely with external partners to access specialist support for our students as required*
- *Provide varied, enriching and high quality extracurricular opportunities*

Wellbeing, welfare, behaviour & attitudes: outstanding relationships

- *Ensure that students are safe and able to make positive and informed choices to enhance their own wellbeing as well as the wellbeing of others*
- *Foster a caring, open-minded and principled school community where we all act with integrity and honesty*
- *Develop respectful and confident global citizens and young leaders*

Leadership: making a difference

- *Ensure that students from low income backgrounds have fair access to the school, receive excellent support, achieve highly and secure exciting destinations.*
- *Make a significant contribution to the education of young people across Thanet through partnerships with other schools, particularly those within the Coastal Academies Trust*
- *Ensure that staff are well-supported and workload is well-managed. Provide coherent and ambitious career and professional development pathways for all colleagues. Play a leading role in the development of EKLA and make a significant contribution to the planning and delivery of the alliance's programmes, including ITT and NPQs.*
- *Manage the budget to ensure the maintenance of a high quality working and learning environment with excellent facilities and resources*

Our Curriculum

Our curriculum is **broad**, **challenging** and **internationally-minded**

Intent

Our curriculum aims to give our students the knowledge and skills to succeed in the world as it is, and the wisdom, empathy and courage to fashion the world as it should be.

Teaching at Dane Court: the DC6



The Post

Our Biology Department

Biology, Chemistry and Physics are taught as separate sciences in KS3, with one 60 minute lesson per week. Biology is taught in modules from Year 7, with the students using department produced booklets containing notes and activities to support the lessons. The KS3 Biology curriculum is largely based upon the National Curriculum.

In Year 7, the topics are: Cells, Microbes, Reproduction, and Variation/classification

In Year 8, the topics are: Food and Digestion, Respiration, and Ecology

In Year 9, the topics are: Fit and Healthy, Inheritance and selection, and Photosynthesis

In KS4 we offer the AQA Biology (8461) separate science as an option, normally having three triple groups of about 28 students. The rest of the students follow the AQA trilogy (8464) specification, with four groups of around 25 in total. Results are excellent across science at GCSE.

All teachers of GCSE are specialists in their subjects, and in total the triple scientists are taught 4 lessons per fortnight in each subject, whilst in the trilogy course the total number of lessons is 10 per fortnight, with one of these being shared across the three sciences.

At KS5 the International Baccalaureate is delivered. At the time of writing we have four Higher level groups in Year 12 and Year 13, with each group consisting of around 16 students, and having 8 lessons per fortnight.

We also deliver the Standard Level Biology course separately, generally having two standard level groups per year group, these students having 5 lessons per fortnight. Again, our results reflect the expert specialist teaching that we are fortunate enough to have in KS4.

The department is well resourced with class sets of AQA and IB textbooks. Science has four chromebook trollies, each with 16 chromebooks, which are bookable for classes from week to week. The building is very modern and each lab has an interactive smartboard. We have two Biology labs, three physics labs, and three chemistry labs in the department, plus two teaching spaces in a large 'break-out' plaza which is central to all of the labs.



Job Description

Dane Court Grammar School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Reports to: Head of Biology

Main duties and responsibilities

- Teaching Biology to at least GCSE level (the ability and willingness to teach at IB Higher and Standard Levels would be an advantage);
- Teaching high quality Biology lessons, setting appropriate homework and providing students with regular feedback;
- Contributing to the wider success of the Biology department by taking an active role in extra-curricular activities, revision sessions, trips and open days;
- Making a contribution to the efficient running of the department by setting and marking examinations and undertaking administrative tasks, as delegated by the Head of Department;
- Enhancing the quality of teaching and learning in the department by sharing resources and excellent practice, lesson observation and collaborative planning;
- Adhering to the school's Principles of Teaching ("The DC6");
- Taking responsibility for your own CPD and fully engaging with the school's CPD programme;
- Promoting high levels of language and developing students' cultural capital;
- Setting the highest standards and behavioural expectations in lessons and around the school;
- Maintaining the highest standards of professional conduct and acting as a role model;
- Actively liaising with the SEND team to provide appropriate provision for all students;
- Undertaking the role of mentor (form tutor);
- Supporting the school's policy and practice in relation to safeguarding and child protection.

The job description, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job.

Dane Court is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

Person specification

Education & qualifications	Graduate in Biology (or related subject)
	Qualified Teacher Status
Experience & knowledge	Excellent subject and curriculum knowledge and a genuine passion for teaching Biology
	Successful experience of teaching Biology to at least GCSE level (the willingness and ability to teach at IB Higher and Standard Levels would be an advantage)
Personal attributes & skills	The ability to raise achievement in your classes
	A commitment to following the school's principles of teaching (the "DC6") and assessment
	An effective approach to behaviour management
	Willingness to participate in extracurricular activities
	Willingness to take responsibility for your own professional development and to engage in the school's CPD Programme
	Ability to communicate effectively
	Able to work effectively within a team and to make a contribution to the success of the department
Additional requirements	Have high professional standards and expectations
	A commitment to the role of mentor (form tutor)
	Ability to deal appropriately with confidential information
	A commitment to safeguarding and promoting the welfare and development of young people
	A commitment to Dane Court's ethos and aims

Dane Court is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

Safeguarding and Safer Recruitment

Dane Court is committed to safeguarding and promoting the welfare of children and young people in education and expects all staff to share this commitment. Safer recruitment is the first stage of the safeguarding process.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

All posts at Dane Court Grammar School are exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Shortlisting:

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 - If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Any relevant overseas information
- Sign a declaration confirming the information they have provided is true

References and checking employment history

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references
- Liaise directly with referees and verify any information contained within references with the referees
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- Resolve any concerns before any appointment is confirmed

Interview and selection

When interviewing candidates, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- Explore any potential areas of concern to determine the candidate's suitability to work with children
- Record all information considered and decisions made

Pre-appointment vetting checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher other classroom staff
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. Where available, these will include:
 - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
 - For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked
- Check that candidates taking up a management position* are not subject to a prohibition from management (section 128) direction made by the secretary of state

* Management positions are most likely to include, but are not limited to, headteachers, principals and deputy/assistant headteachers.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

Please also see the following policies and documents:

[Keeping Children Safe in Education](#)
[Safeguarding and Child Protection Policy](#)
[Staff Conduct Policy](#)
[Behaviour and Discipline Policy](#)

[IT Acceptable Use Policy](#)
[Social Networking Acceptable Use Policy](#)
[Whistleblowing Policy](#)

What we can offer you

A popular and successful school with a high profile in the local community.

Well-motivated students who are excited about learning.

Bright, modern buildings with excellent facilities.

At the heart of the Coastal Academies Trust, with strong links to teachers and students in other local schools.

Located in Broadstairs, on the Kent coast, with a sunny climate and affordable housing, yet only 80 minutes by train from central London.

Forward-thinking curriculum: we are an International Baccalaureate World School, offering academic and vocational courses.

Friendly staff, working together and supporting each other.

Excellent induction programme.

Opportunities for high quality professional development.

Application Process

Closing date for applications is **Monday 23rd May, 5pm.**

To apply please complete the online application form on Kent Teach and submit a covering letter outlining how your knowledge, skills and experiences meet the competencies required for this post. The letter should be no more than two sides of A4.

Should you require any additional information please contact Carolyn Hobbs on hobbs@danecourt.kent.sch.uk or ask to speak to Martin Jones, Headteacher.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to our [Privacy Notice](#) for information about how we use any personal data about them we hold

