



Candidate Information Pack

Subject Coordinator - Biology



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Welcome from the CEO

L.E.A.D. Academy Trust comprises primary and secondary academies across the East Midlands. Our mission is to be a pioneering, confident, high-performing Trust with national and international influence.

We are determined to bring about change and improvement to education standards in the East Midlands by appointing visionary leaders who believe in the Trust's vision and values and are committed to making a tangible difference to the lives of children and young people.

As a Trust, we pride ourselves on the support and advice we give to all our leadership staff, enabling them to be exceptional leaders and teachers who can inspire both pupils and staff.

This role represents an exciting opportunity to be part of something special; developing and supporting our Trust in improving educational outcomes while retaining the school's individual identity and specific needs of their children, young people and community.

If you are ambitious, determined, energetic and passionate about education and want to join us on our mission, then we look forward to receiving your application.

Diana Owen CBE

Chief Executive Officer





L.E.A.D. Academy Trust
comprises of:

24
primary

..... and

3
secondary
academies

..... across

5
geographical
regions

..... with

11,000
pupils

..... and

1,500
members
of staff





Our Academies

Within our Trust, all academies strive to achieve:

- The highest standards of behaviour and conduct.
- Outstanding teaching and learning.
- A fully inclusive approach in which all children are equally important.
- A climate of mutual respect between the children, staff and community.
- Positive relationships.
- High aspirations for all involved with the school – a ‘can-do’ attitude.
- A wide range of enrichment opportunities for all to get involved in.
- A celebration of all the cultures and faiths represented in the school.
- An organisation in which there are no excuses for underachievement.

"The headteacher is a visionary leader. Leaders, including subject leaders, are a united team."

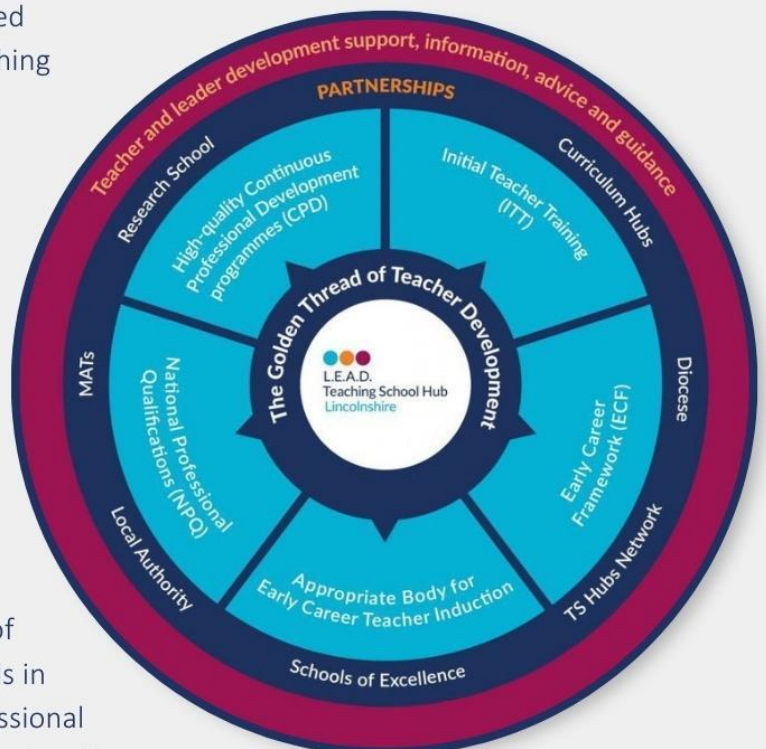
Witham St Hughs Academy
Ofsted Report, 2012

L.E.A.D. Teaching School Hub

'Working together to lead the highest outcomes for all.'

L.E.A.D. Teaching School Hub Lincolnshire was launched in 2021 as one of the 87 organisations to be awarded Teaching School Hub status by the DfE. The Teaching School Hub is designated to work with schools across Lincolnshire and throughout our Trust. It supports every school type and phase, including nursery, primary, secondary, special and alternative provisions.

The role of the Hub and the Trust is to promote the importance of high-quality continuing professional development, from Initial Teacher Training through to executive leadership, supporting teachers throughout their career in a sequential and cohesive way. During 2021/2022 the TSH delivered 167 days of CPD to 2,163 participants, supporting 233 schools in total. The ability to access this high-quality professional support is therefore a significant opportunity associated with joining our Trust.



A message from the Headteacher

I am incredibly proud to be the Headteacher of Noel-Baker Academy. We recognise that there is always opportunity for continual improvement; we want Noel-Baker Academy to not only be the Academy of choice in the local community, but to continually be improving in every aspect. It's an amazing place to work and I strongly encourage anyone considering applying for one of the roles below to get in touch with us via vacancies@noelbakeracademy.co.uk to arrange a visit to the school.

Mrs K Richardson, Headteacher



The Opportunity

Would you like to work in a school where “pupils thrive,” where there is an “excitement about learning,” where “conduct is exemplary” and where “high expectations are set by staff and pupils live up to them”? (Ofsted February 2022). If so, we are seeking to appoint a Subject Coordinator of Biology who is passionate and has the drive to inspire and empower the young minds of our students at Noel-Baker Academy. The successful candidate will be required to teach Science across the full age and ability range of the school and lead in developing Biology. If you believe that all children, no matter their background, needs or aptitudes are entitled to learn the best that has been thought and said, we would encourage you to apply for this role to join our extraordinary staff team.

About Noel-Baker Academy

At Noel-Baker Academy everything we do is underpinned by our passionate belief that outstanding schooling is the right of every child, and a determination that such a vision is achievable. We believe that our students are entitled to the same breadth and depth of provision as any student attending any of the best schools in the country. This is a vision shared with the LEAD Academy Trust, of which we are a part. We are on a journey towards excellence and that with persistent effort, hard work and patience amazing things can and will be achieved for and by our young people.

We believe in and aspire to provide an inclusive education for all. That is, high expectations of and for all pupils, an insistence on excellent behaviour, equal access to an academically rigorous curriculum taught by highly skilled subject specialists and a sharp focus on high value enrichment opportunities that will enable all students to excel. We will never accept that family background, socio-economic circumstances or prior attainment will inevitably limit young people's potential and so the profile of our intake will always be a reason for our provision, and never an excuse for our outcomes.

Our students are entitled to the very best of what has thought, said and written and we are unapologetically ambitious for every student, no matter what their background, prior attainment or needs.

This vision is underpinned by a wider set of core principles.

Lead (to show the way; to be first or foremost):

- We are compassionate, considerate and kind.
- We welcome and value all members of our community and expect all members of our community to work with us to play an active part in our children's education.
- We encourage each other, and we celebrate our successes.

Empower (to give power to; to enable):

"I am the master of my fate, I am the captain of my soul" William Ernest Henley (1849-1902)

- We teach our students to take responsibility for themselves.
- We insist on excellent behaviour and learning habits.
- We know that factual knowledge is a prerequisite for deep understanding: that the more you know, the more you are able to learn and understand.
- We have an unrelenting focus on hard work, commitment and perseverance.

Achieve (to accomplish; to get or attain by effort):

- We believe that all children are entitled to learn "the best that has been thought and said," and that our students are the inheritors of the greatest ideas, written texts and discoveries of the past.
- Our purpose is to provide a rich education that will allow our students to achieve excellent qualifications and become thoughtful, educated and well-rounded young adults.

Drive (to cause and guide progress; to impel forward):

- We know that success takes hard work.
- We know that effort, practice and revision develop expertise and intelligence.

Our Academy is a warm and friendly place to work. We value our staff and believe that we are starting out on a journey that will transform our school and the lives of our pupils for the better. If you want to be part of a team of people who are working together to achieve a shared vision, where you are free to teach "the best that has been thought and said," where classroom practice is underpinned by research informed pedagogical approaches and where you will be part of building a unashamedly academic and disciplined culture then we want to hear from you.

We are now at the next stage of our adventure to becoming extraordinary. We are looking for people who want to **LEAD**, **EMPOWER**, **ACHIEVE** and **DRIVE** our transformation



Benefits of being part of L.E.A.D. Academy Trust for Teaching staff

We recognise that successful people place value on a range of benefits associated with their careers, including receiving professional recognition, commensurate financial reward, job satisfaction, opportunity to innovate and a balanced approach to work and personal time. We place value on these aspects too.

Employee benefits from day 1

1. National teacher pay and conditions, including generous TPS scheme with minimum 23% employer contribution rate.
2. Superb CPD opportunities via various established routes including dedicated Teaching School Hub.
3. Access to Trust EAP service: 24/7 free advice on range of issues and wellbeing counselling.
4. Free eyecare vouchers and flu jabs.
5. Access to free Occupational Health Service, including physiotherapy service.
6. Access to free staff discounts and cashback for a huge range of products.

Ofsted feedback

"Leaders and staff are highly ambitious for all pupils. They take their responsibility to the pupils and the community very seriously. This is seen in their careful work to develop a knowledge-rich curriculum that promotes character development and raises aspiration."

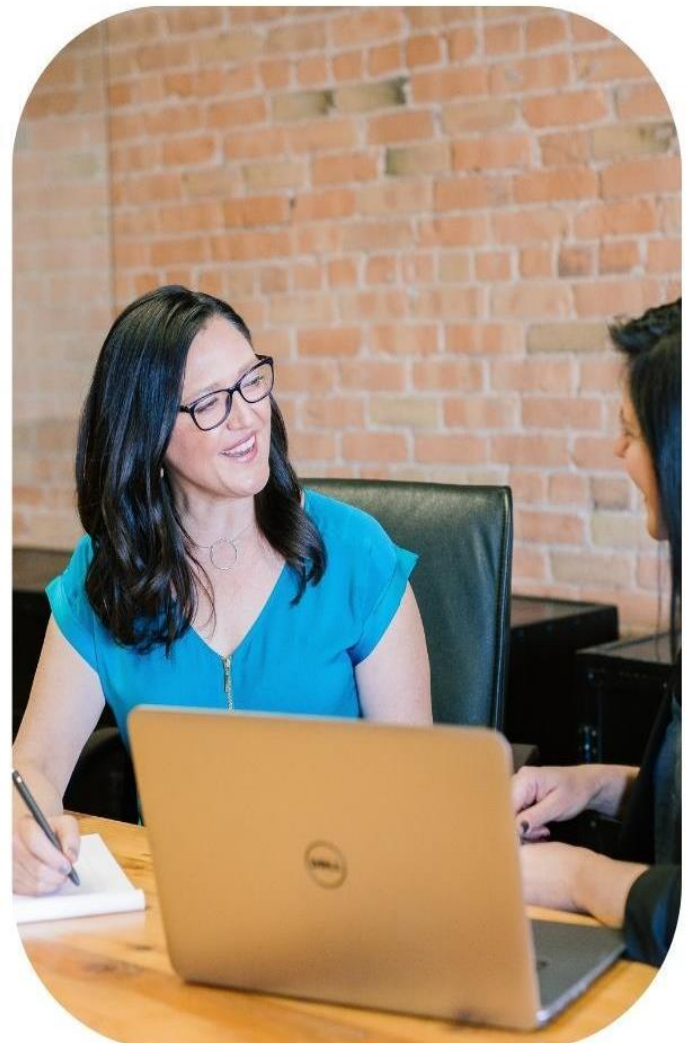
Radford Academy Ofsted Report, Jan 2023

"Staff feel that leaders are considerate of their well-being. They talk about leaders being approachable."

Bishop Alexander Academy, March 2023

"Staff value the training that they have had and the time to develop subject leadership roles. Teachers at the early stage of their career feel well supported and valued as members of staff."

Forest Lodge Academy, June 2022





What OFSTED say about our extraordinary staff and pupils:

“Their conduct is exemplary. High expectations are set by staff and pupils live up to them. Pupils’ learning is not disrupted. Pupils thrive. They look forward to their lessons.”

“Teachers motivate pupils to achieve. Pupils are praised and valued. They love the rewards that they now receive. They are proud of the positive recognition that they so richly deserve.”



How to apply

We encourage interested parties to visit the academy website www.noelbakeracademy.co.uk and to arrange an informal visit to the academy prior to applying.

Visits to the school are recommended and warmly welcomed. To arrange a visit please contact Debbie Broadhurst, PA to the Headteacher at debbiebroadhurst@noelbakeracademy.co.uk

Please send a completed application form and covering letter explaining your interest in the role and how you meet the person specification to: vacancies@noelbakeracademy.co.uk.

Debbie Broadhurst, PA to the Headteacher at

CLOSING DATE: Monday 13th January

INTERVIEWS: We expect interviews to take place during week commencing Monday 20th January.

Applications will be reviewed upon receipt, therefore shortlisted candidates may be contacted in advance of the closing date.

L.E.A.D. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.



"I wanted to be part of an organisation that works in partnership, believes in collaboration and invests and understands the importance of high-quality leadership and management."

Rebecca Riley, Deputy Headteacher,
Huntingdon Academy



Role: Subject Co-ordinator Biology

Salary: MPS/UPS + TLR2c £3,391

Contract Type: Full-time

Contract Term: Permanent

Start Date: ASAP

1. Job Purpose

- Assist the Head of Department in ensuring high quality teaching and learning, achievement and progress of students in biology.
- Be a lead practitioner; working strategically to improve the quality of education across the faculty.

2. Responsible to:

- Assistant Headteacher through Head of Department.

3. Responsible for:

Assist the Head of Department in delivering a clear shared vision for the development of outstanding teaching and learning and a culture of high expectations within biology.

Raising standards across biology and subsequently the Academy. Monitoring and evaluating the performance of biology.

To lead on biology curriculum development and implementation as delegated by the Head of Department, to deliver high quality academic provision and support to students. This may include:

- Ensuring high quality curriculum
- Planning, monitoring and evaluation
- Behaviour for learning
- Resources
- The learning environment
- Data and intervention
- Ensuring consistency of school policies within Biology.

4. Liaising with (working relationships):

- The Noel-Baker Academy Advisory Board
- The Headteacher and senior leadership team
- Teaching and support staff
- Senior staff in other LEAD academies

5. Hours of work:

- Full Time

6. Grade and Range of post:

- MPS/UPS + TLR 2c (£3,391)

7. Disclosure Level:

- This post is subject to an enhanced DBS disclosure

8. Main/Core Duties:

- To assist the Head of Department in ensuring that all staff within the Biology are effective operationally in order that the Academy meets performance targets, and that individual students meet their personal targets.
- To ensure that all staff within Biology deliver according to the Academy's vision.
- To ensure that biology and the Academy is a safe and secure environment.
- To coordinate key stage 3 curriculum delivery
- Assist the Head of Department in identifying relevant Biology curriculum development issues and support the implementation of an appropriate action plan to ensure improvement.
- Evaluate the impact of all improvement activities on the quality of teaching and learning.

9. Operational planning:

- To strategically work with Faculty staff to improve the quality of education through effective mentoring and coaching.
- Support staff in planning and implementing strategies to achieve student progress target levels and objectives.
- Review impact of strategies and prepare reports on the effectiveness of intervention strategies.
- To deliver on the Faculty action plan by guiding Faculty staff on:
 - Planning and delivering high quality lessons
 - Behaviours for learning
 - Effective feedback
 - Homework
- Promote high expectations of students, identify appropriate attainment targets and ensure that agreed attainment targets are met.
- Monitor student standards and achievement against annual targets, acting as a champion for most able students and those who are classed as vulnerable.

10. Service provision:

- Assist the Head of Department in ensuring that staff (and especially those line managed) are in touch with the families as necessary and supporting students as required, to ensure the success of all students.
- Assist the Head of Department in ensuring that staff (and especially those line managed) have the necessary resources and direction to deliver according to the Academy's vision.
- To appreciate and support the role of other professionals.
- To be responsible for promoting and safeguarding the welfare of children and young people within the Academy.
- Provide up to date and relevant data on performance
- Work with the other leaders within the Academy and colleagues in other trust schools to maximise opportunities for collaboration.

11. Service development:

To assist the Head of Department in:

- ensuring value for money and performance improvement in Academy's provision. Use financial and resource management innovatively and effectively, ensuring an optimum quality of learning environment in the subject.
- To develop the curriculum provision being mindful of national developments.

To keep the work of the curriculum are constantly under review against key performance indicators:

- Academic performance
- Parental complaints
- Student behaviour indicators

To be responsible for personal CPD and participate fully in training and development opportunities identified by the Academy or as an outcome of performance management.

12. Staffing and development:

- Act as a role model of good classroom practice for other staff, modelling effective strategies for them.
- Monitor and evaluate the quality of planning and provide constructive feedback.
- Hold colleagues to account, and effectively manage conflict and relationships.
- Support the Director in Identifying CPD needs for the Faculty.
- Lead and contribute to internal CPD which delivers a continuously improving service as measured by performance targets.
- Plan and implement strategies to improve teaching where needed.
- Support the induction of new staff.
- Work with leaders across the Academy to ensure that best practice is utilised to ensure a high quality of education.

13. Recruitment / Deployment of staff:

- Assist the Head of Department in ensuring that all staff are deployed efficiently and effectively.
- Support recruitment processes as required.
- Support collaborative working across the Academy and the Trust.

14. Quality Assurance:

- Monitor and evaluate assessment data across the curriculum area to identify trends in student performance and progress, and issues for development.
- Ensure that personal contribution to curriculum delivery is an exemplar of good practice
- Support the Headteacher and Head of Department in ensuring that Academy policies in all areas are followed by all staff.
- Identify good practice, areas for development and strategies for sharing and support.

15. Communications:

- Effectively communicate with the Head of Department to ensure that priorities are delivered.
- Effectively communicate with parents and ensure that families are supported as active participants in their child's education, through parent's evenings, transition events and celebration events.
- Effectively articulate to all stakeholders and in a variety of ways, the vision which underpins all aspects of the Academy's provision and support.
- To ensure that all communications with service users demonstrate the values of the Academy and the Lead Academy Trust.
- To attend all meetings identified by the Headteacher, SLT and Trust and communicate the Academy vision effectively at meetings – both internal and external.

16. Management information and Administration:

- Ensure all information required by the advisory board, senior staff, Headteacher and LEAD Academy Board, to evaluate the academy's provision is produced accurately, timely and efficiently.

17. Marketing and Liaison:

- Develop, nurture and maintain the positive image of the academy and the LEAD Academy Trust.
- Attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the academy and the LEAD Academy Trust.
- Actively promote the service of the academy and the LEAD Academy Trust.

18. Management of resources (other than people):

- Responsibility for the safe use and safe keeping of Academy and Trust resources.

19. Corporate responsibility:

- To abide by and implement all policies and procedures of the Academy, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures.

20. Other Specific Responsibilities:

- To contribute to the overall ethos, work and aims of the Academy and the Academy Trust.
- To carry out all duties in the most effective, efficient and economic manner.
- To continue personal development in the relevant area.
- Participate fully with arrangements made in accordance with the Performance Management Policy.
- Perform any other reasonable duties as requested by the Headteacher.

21. Safeguarding:

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

22. General Statement:

- This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	TESTED BY
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Qualifications			
Good honours degree	✓		A
Qualified teacher status	✓		A
Evidence of relevant continuing professional development eg. NPQLTD		✓	A
Shaping the future			
A clear working knowledge of how to lead curriculum development and manage innovation and change		✓	A, R, I
Successful experience of coaching or mentoring trainees/ECTs		✓	I
An effective communicator at all levels	✓		A, I
A strategic thinker		✓	R, I
The ability to generate a vision and influence others		✓	R, I
A clear working knowledge and understanding of the current OFSTED framework	✓		A, R, I
Teaching & Learning			
The ability to devise and implement strategies for raising achievement and for intervention strategies	✓		A, R
A clear understanding of different models of teaching and learning	✓		A, R, I
An outstanding effective classroom practitioner	✓		A, R, I
Knowledge of how children learn, develop and progress through the stages	✓		R, I
A clear understanding of assessment procedures	✓		A, R
An ability to recognise and encourage outstanding practice	✓		A, I
Developing self and working with others			
Experience of working in more than one key stage	✓		A, I
Experience of delivering INSET		✓	A, R
The ability to develop, empower and sustain teams and individuals		✓	R, I
The ability to give and receive effective feedback and act to improve personal performance	✓		R, I
Experience of making effective use of school to school support		✓	A
Managing the Organisation			
An understanding of the principals of effective management, delegation and organisation	✓		A, R, I
Experience of performance management		✓	A, R
The ability to prioritise and manage time effectively	✓		R, I
The ability to make decisions and act upon them	✓		R, I

Securing Accountability			
The ability to use a range of data to support, monitor and improve outcomes and standards	✓		A, R, I
Experience of effective school evaluation		✓	A, R
The ability to acknowledge excellence and challenge performance that is not yet good	✓		R, I
Strengthening the Community			
Experience of successful collaborative working with other organisations and agencies	✓		A, R, I
The ability to work effectively with parents and carers to support their children's learning	✓		A, R, I
The ability to listen to, reflect and act on community feedback	✓		A, R
Personal Qualities			
Stamina	✓		R
Excellent interpersonal skills	✓		R, I
High expectations and aspirations	✓		R, I
Level headedness	✓		R, I
A sense of humour	✓		R, I
Motivation and drive	✓		R, I