

# Prudhoe Community High School Subject Leader of Physics

**Recruitment Pack**



# The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

## Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

## Our values

Everything we do is based around the values that we hold dear:

- **Innovation** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.



# About Prudhoe Community High School

Prudhoe Community High School is a very hardworking and caring school which draws students from 100 square miles around Prudhoe. Our Sixth Form provision caters for over 200 students. We have a good examination record at GCSE and A Level.

We are a school that is full of enterprise, drama, art, music and sport and regard these areas as crucial in developing a whole range of personal and social skills.

We work closely with our parents/carers and directly consult via a parent/carers group which meets half termly. There are opportunities to submit views via regular questionnaires for staff, students and parents/carers. We are part of the Cheviot Learning Trust.

## **We want our young people to:**

- Strive for excellence wherever and however they can
- Develop their values and learn to live by them
- Participate actively

## **We shall:**

- Strive for excellence
- Create a hardworking and caring, safe and stimulating community
- Work in partnership with our parents and carers and local, national and international organisations to enrich our outcomes

We are in the fortunate position of having moved to our brand new purpose built 'under one roof' school in September 2016. We have a brand new 3G pitch and sports facilities. This is a school where students will be challenged to work hard and give their best. We are a happy and caring school where individual needs are met and where every individual student matters.

## **About Prudhoe**

Prudhoe (population 19,000) lies in the southern part of Northumberland only 12 miles west of Newcastle. The area includes attractive rural countryside with dormitory villages, some industry along the Tyne Valley, and there is a wide range of good quality housing available. Prudhoe is close to the Northumberland National Park, yet enjoys easy access by road and rail to the urban amenities of the Tynedale conurbation.



# Job Advert

**Prudhoe Community High School, (13-18 years High School) Part of the Cheviot Learning Trust.**  
**Headteacher: Mrs Annmarie Moore.**

**Job Title:** Subject Leader of Physics  
**Salary /Grade:** MPS/UPS + TLR 2:1  
**Working Pattern/hours:** Full-time permanent  
**Responsible to:** Head of Science  
**Start date:** January 2025

Prudhoe Community High School is looking to appoint a full-time Subject Leader of Physics to join our strong and successful Science team from January 2025. We are looking for dynamic, self motivated and ambitious teacher to contribute to the department and support it on its continuing journey towards excellence. Main duties include effectively managing teaching/support staff, being accountable for student progress and ensuring the provision of an appropriately broad, balanced, and relevant curriculum.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this selfdisclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post.

This [policy](#) outlines the Trust's approach to the recruitment of ex-offenders.

In addition to a competitive salary the Trust contributes to a local government pension scheme for staff and provides staff with access to a range of salary sacrifice purchasing schemes and various health benefits including a generous sick pay scheme. Staff also have access to our recently refurbished onsite fitness suite.

Please email Cherry Collings [c.collings@pchs.cheviotlt.co.uk](mailto:c.collings@pchs.cheviotlt.co.uk) if you would like to arrange a visit before submitting an application. Application should be submitted to Cherry Collings either by email or post to Prudhoe Community High School, Moor Road, Prudhoe, Northumberland, NE42 5LJ.

**Closing date:** Tuesday 15 October 2024 at 12 noon

## Completing an Application Form

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Doc

Without a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word



# Job Description

**Job title:** Subject Leader of Physics

**Line Management and appraisal:** Teaching staff and other relevant personnel within the department.

**Responsible for:** The provision of a full learning experience and support for the students.

**Liaising with:** Leadership Team other Team Leaders , Heads of Achievement and Learning, other Subject Leaders, Student Support Services and relevant staff with cross-curricular responsibilities, relevant non- teaching support staff, and parents/carers.

## Job Purpose:

- To raise standards of student achievement within the whole curricular area and to monitor and support student progress.
- To be accountable for student progress and development within the subject area.
- To develop and enhance the teaching practice of others.
- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department in accordance with the aims of the school and the curricular policies determined by the Governing Body and Head teacher of the school.
- To be accountable for leading, managing and developing the subject/curricular area.
- To effectively manage and deploy teaching/ support staff, financial and physical resources within the department to support the designated curriculum portfolio.

## Operational and Strategic Planning:

- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, data and teaching strategies in the department within the designated area.
- To assist in the monitoring and follow up of student progress.
- To implement school policies and procedures, for example Equal opportunities, Health and Safety etc.
- To support the relevant manager in the application of ICT in the curriculum area.

- To lead the development of appropriate syllabi, resources, schemes of work, STAR marking policies, assessment and teaching and learning strategies in the department.
- The day-to-day, management control and operation of course provision with the department, including effective employment of staff and physical resources.
- To work with colleagues to formulate aims, objectives, and strategic plans for the department which have coherence and relevance to the needs of the students and to the aims, objectives and strategic plans of the school.
- To lead and manage the Physics department planning and to ensure the planning activities of the department reflect the needs of the students in the subject area, of the School Improvement Plan and of the wider aims of the school.
- To link with other TLR post holders to ensure that the work in the curriculum area fully reflects the school's distinctive ethos and mission.

## Curriculum provision:

- To liaise with Line Manager to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the School Improvement Plan.
- To ensure that the school evaluation and department form is up to date and relevant.
- To contribute data analysis and other initiatives / school evaluation.

## Curriculum development:

- To lead curriculum development for the whole department.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum development and initiatives at national regional and local levels.
- To liaise with the Line Manager learning to maintain accreditation with the relevant examination and validating bodies.



# Job Description (continued)

## Staff Development, Recruitment and Deployment:

- To work with the Line Manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of support staff working in lessons.
- To undertake appraisal reviews and lesson observations to act as a reviewer for staff in the department.
- To make appropriate arrangements for classes when staff are absent by liaising with the Cover Supervisor / other relevant staff to secure appropriate cover and work.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To participate in the school's ITT programme.
- To be responsible for the day -to-day management of staff in the designated department and to act as a positive role model.
- To regularly review own personal development needs.

## Quality Assurance:

- To ensure the effective operation of quality assurance systems.
- To establish the process of target setting within the department and to work towards their achievement.
- To establish common standards of practice in the department and develop the effectiveness of the teaching and learning styles in all Years and ability ranges.
- To contribute to school procedures and requirements for appraisals and lesson observation.
- To implement School Quality Assurance and adherence to those within the department.
- To monitor and evaluate the curriculum area / department in line with agreed school procedures including evaluation against quality standards and performance criteria.

- To seek / implement modification and improvement where required.
- To ensure that the department's Quality Assurance meets the requirements of the School Evaluation Form and School Improvement Plan.

## Management Information:

- To work with the data team to develop procedures for recording accurate and up-to-date information concerning the department on the school's Management Information System.
- To make use of data to analyse performance data.
- To identify and take appropriate action on issues arising from data, systems, reports; setting deadlines where necessary and reviewing progress on the action taken.
- To produce reports within the quality assurance cycle for the department.
- To produce reports on examination performance including the use of value added data.
- To provide the Governing Body with relevant information relating to departmental performance when required.

## Communications:

- To ensure that all members of the department are familiar with its aims and objectives.
- To ensure effective communication / consultation as appropriate with the parents/carers of students.
- To, liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies.
- To represent the department's views and interests.

## Marketing and Liaison:

- To contribute to school liaison and marketing activities e.g. the collection of material for press releases.
- To contribute to the development of effective subject links with partner schools and the community.

## Job Description (continued)

- Attendance where necessary at events as directed by Line Manager or Head Teacher.
- To actively promote the development of effective subject links with external agencies and Middle Schools.

### Management of resources:

- To manage the available resources of space, staff, money and equipment efficiently within the limits guidelines and procedures laid down, including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.
- To work with the Line Manager in order to ensure the department's teaching commitments are effectively and efficiently timetabled and roomed.

### Pastoral Structure:

- To monitor and support the overall progress and development of students within the department.
- To monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensure that follow up procedures are adhered to and that appropriate action is taken where necessary.
- To act as form tutor and to carry out duties associated with that role as outlined in the generic job description.
- To contribute to tutorial programmes.
- To ensure the behaviour management system is implemented in the department so that effective learning can take place.

### Teaching:

- To undertake an appropriate programme of teaching in accordance with the role of Team Leader.
- To undertake the responsibilities expected of all classroom teachers in the school.
- To lead and teach across the age and ability range.



## Job Description (continued)

### Leading:

- To be responsible to the Line Manager for developments in the courses provided by the department.
- To be responsible for the personnel who currently teach Physics.
- To lead and manage at least one Key Stage or curriculum area within the department.
- To assist the other post holder in establishing an up-to-date strategic direction for the curriculum.
- To give practical direction to the School Improvement Plan and to recognise the key priorities accruing to the department within the community.
- To take a lead in lesson observation and to ensure the operation of good practice in Physics.
- To organise and chair department meetings in Physics and work with colleagues in the Middle and First schools on curriculum development
- To advise the school's Leadership Team regarding changing national priorities with regard to Physics.
- To ensure key learning techniques are given appropriate prominence in Physics.
- To advise on updated staffing and curriculum needs.
- To keep abreast of online learning techniques at all levels in Physics.

### Management:

- To work with other post-holder in the department to ensure that teaching resources, assessment material, monitoring and review are affected at all levels within the department.
- To have responsibility for the induction of new colleagues.
- To ensure that external liaison is maintained.
- To be the first source of line management and to monitor the work of post holders and other teaching personnel in Physics.

### Additional Duties–Generic:

- 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 recognise in leadership style that the school is committed to a team ethic and to working collaboratively.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appointed person in school or other appropriate person in school.
- Contribute to the ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Participate in training and other learning activities and performance development as required.

### Additional duties–specific:

- To promote actively the school's policies.
- To continue personal development as agreed.
- To actively engage in staff review and development.
- To undertake any other duty as specified by STPCB not mentioned above.

**The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.**



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## Department Information

The Science department at Prudhoe Community High School has performed consistently well over recent years and is well respected by students, parents and carers alike. This reputation has been earned over a number of years and we are now looking for a new team member to both enhance the department and to continue to support our drive forward.

We are an enthusiastic and forward-looking team currently consisting of seven full time and one part time Science teacher with a range of teaching experience. The majority of teaching is done within the member of staff's Science specialism. We are supported by two Science technicians. Every member of the department plays an essential role in ensuring the highest

quality of learning for each individual student, regardless of ability.

We are a school that wants to be one of the best in the North East and as such it is essential that every team member is able to contribute to the development of teaching and learning and also provide an enthusiastic and productive learning environment for all our students.

Curriculum time has been increased this year to offer separate science to all GCSE students reflecting the importance of this core area and our aim to offer an ambitious curriculum. As well as A level Biology, Chemistry and Physics we also successfully offer Applied Science to our post 16 students.



# Person Specification

Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Relevant Physics Degree and Qualified Teachers Status at secondary school level.</li> <li>The ability to teach Physics at GCSE and A Level.</li> </ul>	<ul style="list-style-type: none"> <li>Additional qualifications in another subject.</li> <li>Recent and relevant professional development.</li> <li>Recent leadership training (NPQ).</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Have recent experience in the secondary sector.</li> <li>Have experience of mixed ability settings.</li> <li>A proven track record of success in examination performance of students.</li> <li>Be a highly successful teacher who can deliver excellent outcomes for all students.</li> <li>Have an appropriate record of professional development.</li> <li>Be highly competent in managing behaviour and securing an effective climate for learning in the classroom.</li> <li>Experience in curriculum innovation planning and organisation.</li> <li>Knowledge and experience of SEND.</li> <li>A commitment to extra-curricular activities.</li> </ul>	<ul style="list-style-type: none"> <li>Successfully coordinated at least one whole school curriculum area.</li> <li>Evidence of the ability to deal with young people in the academic, pastoral and personal domains.</li> </ul>
<b>Knowledge, Understanding and Skills</b>	
<ul style="list-style-type: none"> <li>Willingness to share expertise and curricular techniques with colleagues.</li> <li>Successful application of interpersonal skills.</li> <li>Success in working with parents to secure effective learning.</li> <li>Ability to problem-solve, innovate, conciliate, mediate, with respect to student development in schools.</li> <li>Evidence of the ability to work in a teamwork capacity, to maximise student achievement and self-esteem.</li> <li>A secure understanding of all aspects of the Physics curricula and associated examination specifications.</li> <li>Knowledge of effective strategies to raise attainment.</li> <li>Secure knowledge and understanding of school improvement, self evaluation, planning and processes.</li> <li>Ability to analyse problems and implement solutions.</li> <li>Ability to evaluate rigorously.</li> <li>Secure understanding and experience of the Appraisal process to secure and drive improvements.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of working with children outside the main school curriculum.</li> </ul>

# Person Specification

Essential	Desirable
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>• A positive approach to all aspects of pastoral and curricular work in school.</li> <li>• Sensitivity to the needs of others, teachers, students and parents.</li> <li>• The drive to succeed on behalf of all students towards the raising of achievement.</li> <li>• The ability to identify and secure professional development and learning to enhance the learning experiences of students.</li> <li>• A passion for the education of young people with the vision and ability to set and achieve goals.</li> <li>• Provide strong leadership with the dedication and ability to monitor performance and evaluate effectiveness.</li> <li>• A commitment to a team approach.</li> <li>• A sense of humour.</li> </ul>	<ul style="list-style-type: none"> <li>• A capacity to respond to change.</li> <li>• The ability to innovate.</li> <li>• Have the flexibility to deal with the everyday challenges of pastoral work in schools.</li> </ul>
<b>Safeguarding</b>	
<ul style="list-style-type: none"> <li>• Evidence of secure knowledge and understanding of KCSIE.</li> <li>• A commitment to regular and continual CPD to update and improve knowledge in order to ensure best practice in safeguarding young people.</li> <li>• Constant vigilance to ensure the safety of all young people in line with our 'excellence in all we do agenda.</li> </ul>	





**Contact us**

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