



Applicant Information Pack

SUBJECT MENTOR (SCIENCE)



Headteacher Letter to Applicants

The Priory School is an oversubscribed, 11-16, comprehensive situated in a popular, residential area of the County Town of Shrewsbury. There are approximately 840 students on roll with a six-form entry. The school has an excellent reputation across the county.

Our main school building dates from the late 1930s, with a mix of additional classroom blocks added over time, to cater for the growing needs of the school. Our latest 'Maths Block' opened in 2019 and symbolises our determination to provide our students with a first-class environment, conducive to learning.

As soon as you enter our school you gain a 'feel' for our very special ethos and culture. Students conduct themselves in an exemplary manner and have high expectations of their own and others' conduct, both in and out of lessons. They are a pleasure to teach and be with. We are an inclusive school and value the diversity of our student body. Outcomes for our students are above average and progress over the last three years has improved year on year. We are determined to ensure this remains the case and constantly reflect on all that we do to ensure we continually improve.

We have a vibrant House System that embodies all we stand for and our students participate in a range of activities, in large numbers. The system helps us to celebrate a range of talents and interests, complementing an extensive extra-curricular programme and has become an integral part of 'Priory Life'. We believe education is about developing the individual holistically, not just academically. As a result, we have a rich and broad curriculum, to ensure the development of all our students into **Selfless, Self-Assured, and Successful** individuals.

Our staff are a close-knit team who are dedicated to ensuring our students have the best experience of school life. School leadership are committed to their continued professional development and have placed significant emphasis on staff well-being; reviewing workload to support a healthy work-life balance.

The successful applicant will be joining us at an exciting time of our development, both as a school and as part of an evolving multi-academy trust. They will work within a school, which prides itself on being outward facing, dynamic and aspirational whilst retaining an important feel of the traditional.

If you choose to join the Priory School you will not only benefit from joining an exceptional school, you will greatly benefit from working within an aspirational family of schools. Please take time to view our website <https://priory.tpstrust.co.uk/> for more details.

Alison Pope
Headteacher



Our Multi-Academy Trust (MAT) was established in 2016 with two schools, The Priory School and St Martins, a 3-16 school in North Shropshire. In July 2017, we were joined by Coleham School, a 4-11 school in Shrewsbury and a fourth school, Thomas Adams, joined us in March 2020. Thomas Adams is located in Wem and is an 11-18 comprehensive state boarding school, with approximately 1200 students. In April 2021 we were joined by William Brookes School an 11-18 school in Much Wenlock. We have hopes of further growth in the near future. The MAT provides a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

“The value of the individual, the benefit of the team”

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively. We are an evolving Trust in terms of our size and operation, in that as new schools seek to join us we look in turn to adapt the way we work together. In short, the leaders within the MAT are keen to receive expertise and share best practice. We want schools to retain their identity, character and ethos, all within the shared values of developing students who are selfless, self-assured and successful. The aspiration of the Trust is that every school gives and receives support and every child is in a great school.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details.

Job Description



The
3-18
Education
Trust

Title of Post:	Subject Mentor (Science)
Post Status	Fixed Term
Grade and SCP	NJC Grade 7 SCP 12–17 (£22,183 to £24,491)
Accountable to:	Head of Science

Main purpose

Support students in class or outside the classroom, individually or in small groups with subject specific teaching, coaching and mentoring in the subject area as directed by the line manager.

Duties and responsibilities

Support for Students

- Support students with generic mentoring in areas such as confidence, belief and esteem building, personal organisation and revision technique.
- Assist with the development and implementation of personalised learning programmes to address underperformance and gaps in skills and knowledge.
- Assist with the development and implementation of revision days.
- Develop and implement catch up programmes for students who may have missed school for a variety of reasons.
- Invigilate and support students in completing controlled assessments or examinations.
- Work with identified groups of students with barriers to learning to improve achievement.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact and work co-operatively with others and engage in learning activities.
- Set challenging and demanding expectations and promote independence.
- Provide constructive feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- Use specialist skills to assess the needs of pupils and support their learning.
- Produce a timetable to address work to be completed each term under the direction of the Head of Department.
- Keep accurate records of intervention work including dates, names of those involved, work covered and outcomes.
- Encourage students to develop their science skills at home by providing or recommending age/stage appropriate tasks, games and activities.

- Develop and deliver booster sessions and other programmes as directed by the Head of Department after school and during school holidays.
- To liaise effectively with tutors, Heads of House, the Student Support Officer and SENDCo in meeting the needs of students.
- To refer students formally to the Learning Support department when significant learning difficulties are identified.

Support for the Teacher

- Assist in data processing and analysis which supports the identification of the target students and students generally.
- Monitor and track student progress.
- Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.
- Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Manage the compilation of records, information, and data, and produce reports for analysis.
- Undertake routine marking of pupils' work, and accurately record achievement / progress.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and practice and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents / carers as agreed with the teacher, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.

Support for the Curriculum

- Support pupils in understanding instructions.
- Implement structured and agreed learning activities and programmes, adjusting activities according to pupil responses.
- Carry out independent research to develop the role and source high quality resources to promote student engagement and learning.
- Create ability and age appropriate resources at the direction of the Head of Department.

Support for the School

- Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support the achievement and progress of the pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Be responsible for the provision of out of school hours learning activities, within guidelines established by the school.

- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as directed.
- Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

Professional Development

- Help keep knowledge and understanding relevant and up to date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Become an expert in the programmes and GCSE Specifications being delivered within the Science academic area, taking opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the School and Trust.
- Appreciate and support the role of other professionals.

The postholder may be required to carry out any other duties that the Headteacher feels are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Headteacher in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed _____ Date _____

Headteacher

Signed _____ Date _____

Name _____

Postholder

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English, Maths and Science Teaching Assistant NVQ Level 4 or have completed training of a similar standard (including NNEB or a certificate in Literacy and Numeracy for Support Assistants) 	<ul style="list-style-type: none"> Teacher training. First Aid qualification. Science A'levels.
Work or relevant experience	<ul style="list-style-type: none"> At least 2 years' experience working in similar role. 	<ul style="list-style-type: none"> At least 3 years relevant experience working in an educational setting. Experience of attainment raising intervention work at GCSE.
Knowledge and understanding	<ul style="list-style-type: none"> A passion for Science. 	<ul style="list-style-type: none"> A knowledge of SIMS & data systems
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> Excellent communication skills and ability to relate well to children, staff and parents. Evidence of working well as part of a team. Excellent literacy and numeracy skills. Good ICT skills and the willingness to update skills and undertake further training. Ability to plan, prepare and deliver learning activities to individuals and groups . Management skills. Sufficiently fluent in spoken English to ensure effective performance in the role. Ability to work with small groups or an individual pupil. 	<ul style="list-style-type: none"> Ability to use Excel Spreadsheets. Ability to train, supervise and develop other staff.
Personal Qualities	<ul style="list-style-type: none"> Ability to bring to the role, initiative, enthusiasm and commitment. A positive 'can do' approach. Ability to plan and organise effectively. 	
Special Condition	<ul style="list-style-type: none"> Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	

Further Information

There is a Teaching School Alliance, which runs through The Priory School leadership team as well as a Maths Hub; this enables the school to evolve through an outward-facing philosophy.

Our Teaching School Alliance is a very successful and interesting part of the school – we have around 25 Initial Teacher Trainee graduates, a comprehensive CPD programme (some of which is delivered by our teachers) and we were a leading proponent of a £500,000 school to school support bid, through the SSIF project. We have been successful in our bid to be the lead school for the Teaching School Hub: Shropshire and Telford and Wrekin, working collaboratively with the other teaching school alliances across the area. This signals a very exciting new chapter for the school in its contribution to the wider development of teaching and support staff across the local area.

Our Maths Hub work, which arises through our Teaching School status, covers Shropshire, Herefordshire and Wolverhampton, and has seen significant growth and success since its inception in 2014.

The Appointment Process

Applications will only be accepted from applicants completing the Application Form in full. We do not accept CV's in support of an application.

The Application Form can be found on our website and all applications will be acknowledged.

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

Closing date for applications: 10am Friday 1st October 2021

Interviews: Thursday 7th October 2021

If you have any questions based on any aspect of the appointment process, need additional information, please contact Jo-Anne Kewell, PA to Headteacher/HR Administrator, on 01743 284000.

Please return completed applications to: HR, at: hr@tpstrust.co.uk or applications can be returned to The Priory School Trust, Longden Road, Shrewsbury, SY3 9EE

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people.

This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.