



Candidate Information Pack

Details of the Post

Job Title:	Teacher of Science (Biology)
Start date:	1 September 2025
Status of post:	Permanent
Closing date for application:	23 rd January 2025
Interview Date:	29 th January 2025

WELCOME – Headteacher

Dear Prospective Candidate,

Thank you for your interest in our post. I hope that after finding out more about Wood Green School, you will want to apply to be part of our dedicated staff team.

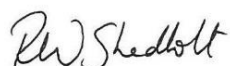
Wood Green School is an oversubscribed 11-18 comprehensive in Witney, close to the Cotswolds with excellent links to Oxford and London. We are an extremely supportive school, with staff wellbeing a priority. Our school stands out for its commitment to academic excellence and personal development. Our curriculum approach and teaching principles values subject specialism, giving strong department teams the freedom to share their love of their subject and to light fires. The extensive range of extracurricular activities encourages students to explore their wider talents and build leadership skills. Our dedicated, caring staff are passionate about nurturing each student's academic and personal potential.

This is a very exciting time for Wood Green. We have created our Wood Green Baccalaureate, that encourages and celebrates everything that a school should develop in young people: engagement in all subjects, learning skills such as research and communication, and personal skills such as thoughtfulness for others. We believe strongly in a culture of mutual respect and strong relationships, demonstrated in our Behaviour Policy built on restorative principles and our Diversity, Equality and Inclusion Policy. Everything is underpinned by our LEARNWell values. Our strong reputation and results improving year-on-year have led to a rapid rise in student applications. This holistic approach ensures that we live out our mission *to develop exceptional, well-qualified and well-rounded young people who make a positive contribution to our school, our community and the world.*

I believe that investing in staff is crucial to achieving our mission. At Wood Green, we provide a comprehensive programme of staff development, sharing best practice in-school and giving staff the opportunity to work with other schools through our local and national partnerships. All teaching staff work with peer coaches in school and have opportunities for professional development through Trust Peer Reviews, Oxford University Department of Education and National Professional Qualifications. Wood Green School is part of the Acer Multi-Academy Trust, consisting of nine schools: Wood Green School, Chalgrove Primary School, Stadhampton Primary School, Botley Primary School, Icknield Community College, Watlington Primary School, Glory Farm Primary School, Cooper School and Matthew Arnold School. All nine schools have strong track records of high performance or rapid improvement and share similar values. This partnership adds real benefit to Wood Green School, especially opportunities for staff development. The key values of the Acer Trust are Trust, Big-Heartedness and Ambition.

If this feels like a school where you can flourish, I look forward to hearing from you.

Yours sincerely



Rob Shadbolt, Headteacher

Mission, Values and Vision

Mission Statement

“Our mission is to develop exceptional, well-qualified and well-rounded young people who make a positive contribution to our school, our community and the world.”

Our Values

LEARNING EFFORT ASPIRATION RESPECT NURTURE WELLBEING

Our **LEARNWell** values reflect our commitment to developing the whole person and underpin everything we do:

- **Learning** – Wood Green students show curiosity, are creative thinkers, communicate powerfully, respond well to feedback, and find ways to learn that work for them
- **Effort** – Wood Green students are proud to try hard and to be successful, are not scared to fail, work well with others and by themselves
- **Aspiration** – Wood Green students achieve highly, believe they can improve, and leave prepared for their next exciting adventure
- **Respect** - Wood Green students respect all others, take responsibility for their own actions, develop good relationships with all students and staff, and take care of their environment
- **Nurture** - Wood Green students are kind to others and contribute to their community
- **Wellbeing** - Wood Green students manage themselves well emotionally, and know how to keep themselves healthy and safe

Department Information

The Science Department has an excellent reputation within the school and enjoys good GCSE and A level results. The Department is centrally located and comprises of ten laboratories, all with ICT facilities and three preparation rooms. The department is well-supported by a dedicated team of technicians. Each teacher is based largely in one laboratory and teaches all three Sciences in Key Stage 3 and teachers specialise at Key Stages 4 and 5. There is a science staff workroom. In 2026 we will benefit from new laboratories as part of the school's expansion.

Staffing

The Department comprises of a team of nine full time and two part-time teachers and three technicians. The department works as a team giving mutual support through discussion, the sharing of ideas and resources, and corporate decision making; there is a friendly and supportive atmosphere within the department. Opportunities are provided for staff development to promote department initiatives and to develop skills before seeking promotion.

Department Ethos

The department is committed to developing independent learners who are capable of thinking scientifically about the world around them and how it works. We place significant emphasis on assessment for learning across the curriculum, setting personal targets for individuals to enable them to make progress and aspire to the best outcomes possible.

Students are taught the skills to enable them to think critically about scientific ideas and data that they could be asked to process, linking these to real-life situations. Maths and literacy skills are integrated throughout the key stages to build confidence and prepare students for their GCSE and GCE examinations.

We are committed to grouping students in ways which will enable staff to focus effectively on the range of needs of a particular cohort; this includes teaching mixed ability groups at KS3 and KS4.

Curriculum

Key Stage 3

Uniquely in the school, the department has a two-year KS3, this will allow more time for students to study their GCSE subjects. In Year 7 students are taught in mixed ability tutor groups and in year 8 they are taught in mixed ability teaching groups. The Department has written schemes of work for Key Stage 3 that have used guidance from the National Curriculum, as well as the requirements of students in preparation for Key Stage 4 and are supported by the new Springboard Key Stage 3 Science Resources, which prepares students for the step up to GCSE with maths and literacy skills integrated throughout and homework tasks that build confidence in retrieval of key facts and information in preparation for GCSE.

Groups are taught by a member of staff with support for teaching off-specialism being provided through these schemes of work and by department INSET. Wherever possible, students are encouraged to take responsibility for their own learning with independent "pre-learning" tasks set. There is a strong focus on science skills, which are assessed through both formative and summative assessments each term. The high standard of resources at KS3 ensures that a wide variety of teaching and learning styles are used and the course ensures progression through the Key Stage and onto GCSE studies which begin in year 9.

Key Stage 4

Students in Year 9 will start to cover the AQA Science syllabus and extend their maths and literacy skills and encourages students to think and work scientifically.

Students in Years 10 and 11 follow the AQA Science syllabus and all students are taught Separate Sciences (Biology, Chemistry and Physics). The Separate Science course is taught by three subject specific teachers. INSET is provided by the department when necessary. The Department has written schemes of work for Key Stage 4 that has used guidance from the National Curriculum, as well as the relevant AQA GCSE syllabi and are supported by the new AQA Key Stage 4 Science Resources.

Key Stage 5

A levels are offered in the three separate sciences. The syllabuses in current use are Biology (AQA), Chemistry (AQA) and Physics (AQA). In Biology we follow a scheme of work, which has been written using the AQA specification, we have a wide range of resources and equipment available for use in lessons. We provide students with opportunities for extra support in the form of a weekly drop-in clinic. There are opportunities for support and guidance to enhance teaching at KS5.

Extra-Curricular Activities

A KS3 Science Club is attended weekly by students and the department organises events for the annual Science & Engineering Week. Science Speakers are invited into the department to give talks to Triple GCSE and AS/A-level students.

The department also organises a trip to the CERN Science Facility in Geneva on a bi-annual basis.

Department Development and Future Plans

The department is in the process of embedding AFL techniques to assess learning and respond to student's needs. The department is also making sure that all worksheets are accessible to all students, adapting worksheets so that students of all abilities can complete them with confidence. We are aiming to ensure that the new two year KS3 allows all students to be "GCSE ready" and then start to embed the important ideas during year 9. The department uses Carousel Learning to set homework for students from years 7 to 13. This system embeds key learning from lessons and improves the retrieval of key knowledge.

Job Description

Job Title	Teacher of Science (Biology)
Job Description	This job description forms part of the contract of employment of the successful applicant. The appointment is subject to the conditions of employment of Teachers contained in the School Teachers' Pay and Conditions document and other current educational and employment legislation.
Review Date of Job Description	September 2024
Establishment	Wood Green School, Woodstock Road, Witney, OX28 1DX
Responsible to:	Head Of Science
Responsible for:	Teaching and supporting all designated classes
Purpose of Post	<ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students and to support a designated curriculum area as appropriate To monitor and support the overall progress and development of students as a Teacher/Form Tutor To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential. To contribute to raising standards of student attainment To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth
Teaching	<ul style="list-style-type: none"> To undertake a designated programme of teaching across all key stages Teach consistently high-quality lessons Plan and deliver schemes of work and lessons that meet the requirements of the KS3, 4 and 5 curricula Be a role model for students, inspiring them to be actively interested in the subject To maintain appropriate records and to provide relevant accurate and up-to-date information for MIS systems To complete the relevant documentation to assist in the tracking of students Set expectations for staff and students in relation to standards of achievement and the quality of learning & teaching Prioritise and manage time effectively, ensuring continued professional development in line with the role To follow the school policies and procedures To ensure the effective/efficient deployment of classroom support To maintain discipline in accordance with the school procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework Promote aspects of Personal Development related to subject Updating professional knowledge and expertise as appropriate to keep up to date with developments in teaching practice and methodology, in general, and in the curriculum area of the subject Promote subject learning through out of hour's activities Ensuring a high-quality learning environment throughout the subject area.
Assessment, Feedback and Tracking	<ul style="list-style-type: none"> To lead, monitor and evaluate the assessment and feedback to students in line with whole school and department policy To follow department monitoring and tracking systems relating to students' attainment, progress and achievement Mark, grade and give written/verbal and diagnostic feedback as required Undertake assessment of students as requested by external examination bodies, curriculum areas and school procedures

	<ul style="list-style-type: none"> • Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required • Complete the relevant documentation to assist in the tracking of students • To follow department policy regarding department tracking of student progress and use information to inform learning and teaching • Follow setting and co-ordinating assessment arrangements in the subject at all Key Stages, and in all areas as required by school policies, including standardising those assessments.
Staff Development	<ul style="list-style-type: none"> • To continue personal development in the relevant areas including subject knowledge and teaching methods • To engage actively in the Performance Management process • Participate in whole school CPD programmes • To take part in the staff development programme by participating in arrangements for further training and professional development.
Student Support and Progress	<ul style="list-style-type: none"> • To be a Form Tutor to an assigned group of students • To promote the general progress and well-being of individual students and the Tutor Group as a whole • To liaise with the relevant pastoral leaders to ensure the progress of students • 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 lead the Wood Green Baccalaureate within the tutor group • To contribute to the preparation of Action Plans and other reports as required • To alert the appropriate staff to problems experienced by students • 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 PSHE and citizenship and enterprise according to school policy • To apply the Behaviour for Learning policy so that effective learning can take place • Meet with students over whom there are concerns and contact home where necessary in conjunction with student support team and department heads.
Safeguarding	<p>Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school. Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons.</p>

Person Specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Qualified teacher status • Successful teaching experience • Evidence of professional development relevant to this role

Skills and knowledge

- Good classroom practice, constantly showing a positive and resilient approach to students and staff
- Excellent communication and organisational skills
- Knowledge of effective teaching and learning strategies
- A good understanding of how children learn
- Ability to adapt teaching to meet students' needs
- Ability to build effective working relationships with students
- Knowledge of guidance and requirements around safeguarding children
- Knowledge of effective behaviour management strategies
- Effective communication and interpersonal skills
- Ability to build effective working relationships with staff and other stakeholders

Personal qualities

- High expectations for all students and belief in bringing out the best in all
- Commitment to upholding and promoting the ethos and values of the school
- Commitment to always act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the school
- Ability to work under pressure and prioritise effectively
- Commitment to maintaining confidentiality at all times
- Commitment to equality

We are not looking for the impossible! If you think that you have at least some of these attributes, we would very much like to hear from you.

Appointment will be subject to enhanced DBS check, qualifications and experience checks and satisfactory references.





Wood Green School
Woodstock Road
Witney
OX28 1DX

01993 702355
hrwest@acertrust.org.uk
www.wgswitney.org.uk