



# THE URSULINE ACADEMY ILFORD

*A Catholic Secondary School for Girls Aged 11-19 in the Diocese of Brentwood*



## MISSION STATEMENT:

The Ursuline Academy Ilford is a Catholic community of faith, love, kindness and service. Guided by Gospel values and the Holy Spirit, we strive to create an inclusive environment where everyone in our diverse community can reach their full potential in all their endeavours.

Our young women are inspired by the witness of St Angela and the vibrant school community, whose motto 'SERVIAM' - I will serve, empowers us all to play our full part in society.

## TEACHER OF SCIENCE

*June 2025*



# WELCOME FROM THE HEADTEACHER

The Ursuline Academy Ilford is a four-form entry Catholic comprehensive school for girls aged 11-19, serving students who are supportive of and fully committed to the Catholic ethos of the school. Students who come here, join a community that is committed to success.

The school was founded by the Ursuline Order in 1903 and has been providing high quality education and pastoral care ever since. The school has a strong sense of community underpinned by Gospel values. Visitors regularly remark on the purposeful working atmosphere in which all are expected to do their best. We have an inclusive and community-focused ethos of which we are very proud. Our pupils are welcoming, engaging and articulate. They are ambitious for the school and for their own life beyond it.

Our Mission: We are a Catholic community of faith, love and service rooted in the spirit of St Angela. Through Christ and the Gospel and in our diverse community we strive to provide an environment for young women to flourish, spiritually, academically and socially. Together we are The Ursuline Academy Ilford.

To help bring this about Governors and staff at the school commit themselves to:

- Recognising the value and uniqueness of every student we teach
- Ensuring that the school is a safe place to be and one where the interests of justice are served
- Creating a community which is inclusive, one whose basis is mutual respect and equality
- Maintaining the long tradition of trust, cooperation and courtesy
- Generating good order and discipline based on sound relationships between staff, students, parents and carers
- Nurturing the religious and intellectual lives of our students through curricular and extra-curricular activities
- Inviting parents and carers to play an active role in their daughter's development, academically, spiritually and morally.

I am delighted you are interested in our school and hope this gives you some insight into who we are and what we stand for.

A handwritten signature in dark ink, reading 'F Stone', with a long horizontal flourish extending from the end of the name.

Fiona A Stone  
*Headteacher*

**THE URSULINE ACADEMY ILFORD**  
**PART-TIME 0.8FTE (would consider f/t for the right candidate)**  
**TEACHER OF SCIENCE**  
**From: 4<sup>th</sup> November 2025**  
**Salary Range: MPS (Outer London) - UPS (Outer London) available to the right candidate**

We are seeking a passionate, creative, and inspiring Biology Specialist, with the ability to teach at KS3 to KS5. The successful candidate will play a key role in our highly successful, popular, and oversubscribed Academy, where our ethos is rooted in Gospel values and the Ursuline motto of 'Serviam'.

*Applications are welcome from early career/established teachers who have a proven track record of academic success and who are committed to comprehensive education. The person appointed will be expected to make a significant contribution to the academic, spiritual, moral and cultural well-being of young people and will support an already successful department along the next stage of its development. In addition, the post will provide an excellent opportunity for professional development.*

**HOW TO APPLY**

Application Form is available to download from [www.uai.org.uk/vacancies](http://www.uai.org.uk/vacancies) Please submit the Academy application form and address the selection criteria and include your thoughts on what makes a good Teacher of Science.

Please return your completed application form via email to: [applications@uai.org.uk](mailto:applications@uai.org.uk)

Visits can be arranged by appointment please contact our HR Officer for details.

Short-listing for the position will take place following the closing date and references will be taken up prior to interview. The Academy is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with Safer Recruitment Policy and practice. The successful applicant will undertake an enhanced DBS check.

**We reserve the right to interview early applicants before the deadline date.**

***Please note we are unable to accept CVs.***

**Closing Date:** 12 noon Friday 27 June 2025

**Interviews:** w/c Monday 30<sup>th</sup> June 2025

# DEPARTMENT INFORMATION

## TEACHER OF SCIENCE

### Staffing

The department is staffed with an experienced team of committed Biology, Chemistry, Physics and Health & Social care specialists. There are eight full-time members of the department and two part-time teachers. In addition, the department is supported by two laboratory technicians.

### Courses

In Year 7 students have 4 lessons per week and in Year 8 students have 3 lessons a week. During Key Stage 3, students follow an accelerated 2-year scheme which is designed to give them a solid foundation in the fundamental ideas of Science before moving on to GCSE in Year 9.

From Year 9 (4 lessons per week), students follow the AQA syllabus for their Science GCSEs with approximately 50% of the year group following the Separate Science route (Biology, Chemistry and Physics) and 50% following the Combined Science route. During year 9, all students follow a common course covering areas of the Biology, Chemistry and Physics syllabus. It is a student's performances in Year 9 assessments and the end-of-year exam that determine whether Separate or Combined Science is the more appropriate route in Years 10 and 11 (6 lessons per week).

The results at GCSE are outstanding and are consistently in the top 5% of the country in terms of progress. At A-Level we have two groups for Biology (Edexcel) and one each for Chemistry (AQA), Physics (AQA) and Applied Human Biology (AQA). We have a history of excellent exam results, consistently achieving a 100% pass rate with a very high proportion of students going on to study STEM subjects at university.



## JOB DESCRIPTION

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| <b>Post Title</b>                              | Teacher of Science                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Reporting to</b>                            | Head of Department                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Start Date</b>                              | 4 <sup>th</sup> November 2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Main Purpose</b>                            | Teachers at The Ursuline Academy Ilford are expected to fully support the Academy's Catholic ethos while fostering an inclusive and encouraging learning environment where each student is valued as an individual. Their role includes inspiring independent learning, celebrating student achievements, and striving for academic excellence. Teachers work collaboratively to deliver a balanced and differentiated curriculum, monitor and support student progress, and engage in professional development. They also utilise technology to enhance teaching, maintain strong partnerships with parents and the community, and prepare students to become responsible and active citizens. |
| <b>Liaising with</b>                           | Department, Teaching and Support Staff and others as required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Working Time</b>                            | Part time 0.8FTE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Salary/Grade</b>                            | MPS Scale or UPS Scale                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Main Core Duties &amp; Responsibilities</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Operational/Strategic Planning</b>          | <ul style="list-style-type: none"> <li>Assist in the development of appropriate resources, schemes of work, marking policies and teaching strategies in the Curriculum Area and Department.</li> <li>Contribute to the department's development plan and its implementation.</li> <li>Plan for, prepare and teach courses.</li> <li>Contribute to the whole Academy's planning activities.</li> </ul>                                                                                                                                                                                                                                                                                           |
| <b>Curriculum Provision</b>                    | <ul style="list-style-type: none"> <li>Assist the Head of Department and senior management in ensuring that the curriculum area provides a quality of teaching which complements the Academy's strategic objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Staff Development</b>                       | <ul style="list-style-type: none"> <li>Take part in the Academy's staff development programme by participating in arrangements for further training and professional development.</li> <li>Continue personal development in the relevant areas including subject knowledge and teaching methods.</li> <li>engage actively in the Performance Management Review process.</li> <li>ensure the effective/efficient deployment of classroom support where appropriate.</li> <li>Work as a member of a designated team and contribute positively to effective working relations within the Academy.</li> </ul>                                                                                       |
| <b>Quality Assurance</b>                       | <ul style="list-style-type: none"> <li>Help implement Academy quality control procedures.</li> <li>Contribute to the process of monitoring and evaluation of the department in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.</li> <li>Seek and implement modification and improvement where required.</li> <li>Review from time-to-time methods of teaching and schemes of work.</li> <li>Take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the Academy.</li> </ul>                                                     |

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| <b>Management Information</b>  | <ul style="list-style-type: none"> <li>• Maintain appropriate records and provide relevant accurate and up-to-date information for all the school data and reports.</li> <li>• Complete relevant documentation to assist in the tracking of students.</li> <li>• Track student progress and use relevant data to inform teaching and learning.</li> <li>• Safeguard private/confidential information.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Communication</b>           | <ul style="list-style-type: none"> <li>• write reports on student progress to parents in accordance with Academy policy and practice.</li> <li>• communicate effectively with the parents at parent's consultation evenings.</li> <li>• follow agreed policies for communications in the Academy.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Marketing and Liaison</b>   | <ul style="list-style-type: none"> <li>• Attend all scheduled and relevant Academy events.</li> <li>• Contribute to the development of effective subject links with external agencies if appropriate.</li> <li>• Attend celebratory events associated with students personally taught including Prize giving.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Management of Resources</b> | <ul style="list-style-type: none"> <li>• Contribute to the process of ordering and allocation of equipment and materials.</li> <li>• Assist the Head of Department in identifying resource needs and to contribute to the efficient/effective use of physical resources.</li> <li>• Cooperate with other staff to ensure the sharing and effective use of resources for the benefit of the academy, department and students.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Pastoral System</b>         | <ul style="list-style-type: none"> <li>• Act as a Form Tutor if required.</li> <li>• Promote the general progress and well-being of individual students and of the Form Tutor Group as a whole.</li> <li>• Liaise and work with a Head of Year to ensure the implementation of the Academy's guidance and support system.</li> <li>• Register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of Academy life.</li> <li>• Evaluate and monitor the progress of students and keep up-to-date student records as may be required.</li> <li>• Contribute to the preparation of Action Plans and progress files and other reports as appropriate.</li> <li>• Alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.</li> <li>• Communicate as appropriate, with the parents of students and with people or bodies outside the Academy concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>• Contribute to citizenship and enterprise activities according to Academy policy.</li> <li>• Follow Academy policies on behaviour management.</li> </ul> |
| <b>Teaching</b>                | <ul style="list-style-type: none"> <li>• Teach students according to their educational needs.</li> <li>• Assess, record and report on the attendance, progress, development and attainment of students and keeping such records as are required.</li> <li>• Provide or contribute to oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>• Ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of students.</li> <li>• Ensure a high-quality learning experience for students which meets internal and external quality standards.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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|                              | <ul style="list-style-type: none"> <li>• Use a variety of delivery methods which will stimulate learning appropriately to student needs and demands of the syllabus.</li> <li>• Maintain discipline in accordance with the Academy's procedures, and to encourage excellent practice regarding punctuality, behaviour, standards of work and homework.</li> <li>• Undertake assessment of students as requested by external examination bodies, departmental and Academy procedures.</li> <li>• Mark, grade and give written/verbal and diagnostic feedback as required.</li> </ul> |
| <b>Other specific duties</b> | <ul style="list-style-type: none"> <li>• Play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</li> <li>• Support the Academy in meeting its legal requirements for worship.</li> <li>• Maintain relevant development.</li> <li>• Comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.</li> </ul>                                                                                                                            |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a Senior Manager to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the salary and job title.

#### **DECLARATION**

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection/Safeguarding and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the principal.

**Name:**

**Signature:**

**Date:**