

SCHOOL OF HUMANITIES

APPOINTMENT OF HEAD OF SCHOOL OF HUMANITIES – Ref I80249

We are seeking an outstanding teacher and leader to join our high-performing College Management Team as Head of Humanities. The successful candidate will have a proven track record as an outstanding classroom practitioner, and will have highly developed interpersonal skills to influence others and continually make improvements.

The School of Humanities is a large and successful school offering A -Level qualifications in History, Geography, Religious Studies, Philosophy and Classical Civilisations. The School also offers the Extended Project Qualification. Key performance indicators are good and, in most cases, still improving.

The teaching team in the School of Humanities comprises 14 teaching staff. Within the School there are Curriculum Improvement Teams (CITs) for each subject area, each CIT is led by a Subject Leader. Teams work closely together in a spirit of collaboration and continuous improvement. All staff have relevant subject degrees and teaching qualifications and many have experience of marking for an examination board. The School is based in the college's new building, 'Patterdale' and all members of staff have access to their own PCs within the Humanities workroom.

Students benefit from a range of enrichment opportunities with many opportunities for trips, such as a Geography trip to Italy, a Classical Civilisations and Religious Studies trip to Rome and a combined Humanities and Social Sciences trip to Berlin and Krakow. Last year, the school invited in speakers for History, Geography, Religious Studies, Philosophy and Classical Civilisations in order to stretch Gifted and Talented students and give them a taste of university lectures. The School also has good links with local partner high schools.

The college is looking for a talented and committed Head of School who will build upon existing outstanding achievements and strengths, to lead this School.

Teachers at Runshaw normally teach 773 hours per annum. At Runshaw, we do believe that teaching and learning is by far the most important activity in the college and we actively support our teaching staff and the work they do with our learners. They are supported by:

- Pastoral support tutors, aided by evening guidance workers, to support teachers to follow up pastoral problems for 16-19 students, including the telephoning of parents
- Sympathetic timetabling to avoid a spread of too many different courses and levels and the inclusion, where possible, of repeat lessons
- A very supportive organisational structure with each teacher supported by his/her team and School
- Timetabled subject-specific support to provide extra help for individual students or small groups and counted as part of a teacher's annual teaching commitment
- Subject/course based staff workrooms located nearby to subject/course suites of classrooms
- The use of ILT and other strategies to put more responsibility on students for their learning
- The use by each teaching team of common schemes of work and shared teaching and learning resources which have been developed by the team

- A paid marker scheme where a teaching team can send scripts to be marked by an external marker
- An invigilation team which means that teaching staff are not involved in general invigilation
- Significant in class support from education support workers
- Developed administrative and pastoral support located in Faculty Offices
- A special programme of support for Newly Qualified Teachers (NQTs) which includes Induction and additional support from the College's Professional Tutors
- Teaching and Learning Academy that supports and develops teaching and learning skills for all teachers.
- A holiday entitlement which matches that of sixth form colleges
- A comprehensive professional development programme which includes in-house provision as well as externally organised events
- Salary scales which are among the best in the post-16 sector
- Prominence given to the development of teaching methodologies and curriculum development e.g. workshops on co-operative learning by Spencer Kagan
- A college ethos which focuses on valuing learners as individuals and supporting them to fulfil their potential

I am delighted you are interested in this post and I hope that we will receive an application from you. This is a very exciting opportunity to take the School forward and to contribute to the continued success of Runshaw College. The role will also provide many opportunities to develop your own management skills and further your career as an education leader. If you have any enquiries about the post, please do not hesitate to contact me for further information.

Marie Fairhurst

Assistant Principal

fairhurst.m@runshaw.ac.uk

JOB DESCRIPTION

JOB TITLE: Head of School of Humanities – Ref I80249

UPDATED: January 2018

RESPONSIBLE TO: Assistant Principal, Curriculum and Student Support

The description of key duties is a guide to the work that you will initially be required to undertake. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

KEY DUTIES
TEACHING RESPONSIBILITIES
<ul style="list-style-type: none">• Plan, prepare and teach as required
<ul style="list-style-type: none">• Develop resources for the course(s)/subject(s), including maintaining effective links across College for resources
<ul style="list-style-type: none">• Deliver enrichment and enhancement activities including accompanying students on external visits
<ul style="list-style-type: none">• Be up to date in teaching and your subject area
<ul style="list-style-type: none">• Be responsible for high quality teaching and curriculum management
<ul style="list-style-type: none">• Manage teaching effectively, including the teaching of classes when members of staff are absent
<ul style="list-style-type: none">• Ensure high levels of attendance, added value, retention, achievement and student satisfaction
<ul style="list-style-type: none">• Undertake lesson observations
MANAGEMENT
<ul style="list-style-type: none">• Deploy the agreed Personnel Procedures in the management of your School
<ul style="list-style-type: none">• Lead a School culture which demands high standards and in which staff feel empowered and recognised
<ul style="list-style-type: none">• Manage the School budget effectively to achieve best value
<ul style="list-style-type: none">• Manage the cover of any classes due to staff absence
<ul style="list-style-type: none">• Develop and implement a Strategic Plan for the School in liaison with other college managers
<ul style="list-style-type: none">• Timetable all School staff according to agreed rules to target levels of deployment
<ul style="list-style-type: none">• Be responsible for Performance Management of School staff including their training, coaching and development
<ul style="list-style-type: none">• Develop and maintain a School ethos of scholarship, high expectations, mutual support and care for students
<ul style="list-style-type: none">• Represent the School internally and externally, and develop and facilitate strong links with Partner High Schools, Higher Education Institutions and other educational organisations

<ul style="list-style-type: none"> • Lead the School enhancement and enrichment programme and the contribution it makes to subject specific support in the college
<ul style="list-style-type: none"> • Establish and maintain the School reputation as a national centre of excellence
STUDENT RESPONSIBILITIES
<ul style="list-style-type: none"> • Manage the pastoral care in your School in liaison with Heads of Studies
<ul style="list-style-type: none"> • Deploy the College's disciplinary procedures in your School
<ul style="list-style-type: none"> • Manage the behaviour of students
CURRICULUM DEVELOPMENT
<ul style="list-style-type: none"> • Engage in Curriculum development activities, individually and as a team to develop and improve the curriculum
<ul style="list-style-type: none"> • Be responsible for curriculum planning, development and implementation in your School
QUALITY
<ul style="list-style-type: none"> • Be actively involved in the College's continuous improvement culture
<ul style="list-style-type: none"> • Participate in standardisation and moderation as required
<ul style="list-style-type: none"> • Be responsible for the standards of verification and moderation in your School including liaison with awarding bodies as appropriate
<ul style="list-style-type: none"> • Manage the effective operation of Curriculum Improvement Teams (CITs) in your School
ADMINISTRATION
<ul style="list-style-type: none"> • Maintain comprehensive, up to date, course/subject records
<ul style="list-style-type: none"> • Be responsible for the appropriate administration for exam entries for the course/subject and liaise with external exam awarding bodies as appropriate
ROLE SPECIFIC
<ul style="list-style-type: none"> • Lead the School to achieve the targets set for it: in particular, targets in high grades, pass rates, recruitment, retention, added value and student satisfaction
<ul style="list-style-type: none"> • Lead the School to achieve outstanding teaching and learning, measured in lesson observation grades and Ofsted inspection reports
<ul style="list-style-type: none"> • Build on the existing enrichment programme, developing the provision for all Humanities students
<ul style="list-style-type: none"> • Further develop our 14-16 Gifted & Talented strategies, to further establish Runshaw as <u>the</u> college to progress to after school for the study of Humanities subjects
<ul style="list-style-type: none"> • Undertake project work as directed by your Line Manager

COLLEGE RESPONSIBILITIES
• Participate in appraisal and professional development activities as required
• Lead the School in the planning and preparation of cross college events and marketing activities
• Value diversity and promote equal opportunities
• Work within health and safety guidelines and be aware of your responsibilities for health and safety
• Adhere to College policies and procedures, including data protection
• Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults

**PERSON SPECIFICATION
HEAD OF SCHOOL OF HUMANITIES**

Where possible, please ensure your application includes details of each of the following attributes:

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A* - C	E	Application form/Interview
Certificate in Education, PGCE or equivalent	E	Application form
Good honours degree in a Humanities related subject	E	Application form
Management qualification	D	Application form
A willingness to undertake appropriate Continuing Professional Development	E	Application form/Interview
TRAINING, EXPERIENCE AND KNOWLEDGE		
Strong track record of teaching and achieving outstanding outcomes in a relevant Humanities subject at A level	E	Application form/ Interview (please give details of recent results)
Demonstrate a student centred approach to teaching	E	Lesson Observation
Strong track record of success in the leadership of Humanities subjects	E	Application form/Interview
PERSONAL SKILLS AND ATTITUDES		
Display initiative, be positive and friendly	E	Interview
Demonstrate a commitment to equal opportunities, customer care and quality assurance	E	Interview
Be industrious, enthusiastic and innovative with a capacity to initiate developments and see them through to completion	E	Interview
Possess excellent verbal and written communication skills	E	Application form/Interview
Possess high standards, be conscientious and have excellent organisational skills, being able to prioritise workloads and meet deadlines	E	Interview
Be a team player	E	Interview
Demonstrate a commitment to the process of continuous review and improvement	E	Interview
Be able to inspire, enthuse and motivate staff	E	Interview
Demonstrate good people management skills	E	Interview
Suitable to work with children, young people and vulnerable adults	E	Interview/ Employment Checks

SUMMARY OF MAIN TERMS AND CONDITIONS

ACADEMIC MANAGER

SALARY	Up to £45,000 per annum dependent upon qualifications and competencies
WORKING HOURS	You will be required to work such hours as are reasonable for the proper performance of your duties and responsibilities, normally 37 hours per week
PENSION SCHEME	You are entitled to join the Teachers' Pension Scheme. Further details are available at www.teacherspensions.co.uk
HOLIDAYS	Your holiday entitlement is similar to 6th Form Colleges.
SAFEGUARDING	<p>The College is committed to Safeguarding and protecting the health and welfare of children, young people and vulnerable adults. In order to check an individual's suitability to work in an educational environment, the successful applicant will require a DBS (Disclosure and Barring Service) Certificate.</p> <p>All applications for DBS certificates are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates</p> <p>Visit www.homeoffice.gov.uk/dbs for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk</p>
PAYMENT	Your salary will be paid on the last working day of each month by BACS transfer.
SMOKING	Smoking is not permitted on College premises except in designated smoking areas.
HEALTH	Appointments to the College are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12 month probation period.
NOTICE	The appointment can be terminated by three months' notice on either side.
FLEXIBLE WORKING	The College operates a Flexible Working Policy that includes Job Share.

Deadline for receipt of application forms is 23rd February 2018.

Interviews will be held on 5th March 2018.

Approved: *Marie Fairhurst*

Date: 24/01/18