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Dear Applicant

We are delighted that you are considering applying for the post of **Head of Law** to take up post from 1st January 2018, or earlier if possible

Cardinal Newman is a wonderful place to work and we welcome applications from those who are keen to gain a broad experience of working in an outstanding institution. We are a happy and thriving Catholic Sixth Form College and welcome colleagues and students into our community regardless of their religion or belief, ethnicity, gender, disability, sexual orientation, marital or pregnancy status.

At Cardinal Newman, we are committed to the development of the whole person and we value each student as an individual, with a unique mix of skills and talents. Our students achieve outstanding results, which consistently place Cardinal Newman amongst the top four Colleges nationally for Value Added. We were awarded Beacon Status in 2010 and the College was awarded an ‘outstanding’ Inspection in May 2009. However, we are as proud of our students’ social, cultural and spiritual achievements as we are of their outstanding exam results. We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us. We welcome applications from suitably experienced and qualified teachers for appointment to this management position. Please note that we welcome applications from teachers wishing to work full or part time (circa 0.75 fte).

Completed application forms should be returned to the Human Resources Department (via email or post) by Midnight on 3rd October 2017. Interviews are provisionally scheduled for Friday, 13th October 2017. We do ask that you accept, in the interests of economy, that if you have not heard from us by the end of October 2017 you have not been selected for interview on this occasion.

We will confirm receipt of all applications by email within one working day of receipt. Please call the HR team if you have not received a confirmation email within this timeframe.

Should you have any questions, which are not covered in the enclosed information, please do not hesitate to contact the Human Resources Department.

Yours faithfully



Nick Burnham

**Principal**

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**Mission Statement**

As a Catholic Sixth Form College, we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

**Values Statement**

Cardinal Newman College is a community, which aims to live out the gospel values of service and love. This means that:

* The individual student is central to all our endeavours
* The College values each individual as a unique person irrespective of gender, race, belief or ability and regards each person, made in the image and likeness of God, as worthy of the utmost respect
* The College strives to develop each person intellectually, socially and spiritually through an inclusive programme of study and enrichment
* The College values the spiritual journey of each individual and will offer opportunities for each to engage appropriately in their spiritual search
* The College is committed to creating a culture that is open and welcoming, free from fear and from violence of any kind, in which all individuals feel safe, happy and secure
* The College provides learning environments that are stimulating, enjoyable and challenging to students, fostering their creativity, imagination and search for truth
* The College encourages individuals to contribute positively to the world in which they live, to challenge injustice and to seek out more co-operative, just and peaceful forms of human existence.

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**Law at Cardinal Newman College**

**The Department of Law - Background Information**

The Law department is a successful, vibrant and expanding area that will serve around 370 students in the 2017/2018 academic year. The department currently offers:

* A Law (AQA) : 300 students
* BTEC Subsidiary Diploma in Applied Law : 70 students

**Course profiles and results**

The department’s students are drawn from a wide catchment area including Preston itself as well as surrounding areas such as Leyland, Chorley, Garstang and Lytham St Anne’s. The College requires students to have a range of GCSE’s at grades B and C to study at level 3. Most students have no prior experience of the study of Law. All classes contain a mix of abilities and require teaching accordingly. Class sizes within the department average around 24 students.

**About the Department**

The members of the department are all experienced and qualified teachers who have high expectations of themselves and their support for students. The staff work very much as a team and offer a wide and varied range of enrichment activities. There are currently 4 members of staff in the department, with one holding specific responsibility as Head of BTEC Law

The Department aims to become a centre of excellence. It celebrates the diversity of its students and nurtures their gifts and talents through a high quality educational experience. As such the individual is central to all our endeavours. The person appointed must embrace the ethos of the College and be willing to share in and promote the gospel values on which the College is founded. Students following a Law course are highly motivated, encouraged and stretched to reach their full potential.

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**JOB DESCRIPTION**

**Head of Law**

**Responsible to:** Assistant Principal

**Responsible for:** Teaching Staff

**Responsibilities:**

1. To motivate and inspire colleagues within the department in line with the College’s Ethos and Mission Statement.
2. To lead the department in embracing a varied range of teaching and learning styles appropriate to the post-16 learner through the development of a team culture including the appropriate integration of ILT into programmes of study.
3. To assist the College’s Schools Liaison and Marketing Manager in promoting subject - specific liaison with High School staff and pupils in order to achieve an effective, proactive and successful working partnership.
4. To monitor Quality Assurance in the department’s teaching and promotion of learning to ensure consistency of provision
5. To manage the departmental budget.
6. To manage, guide, direct and undertake Professional Management Reviews with staff within the department and ensure their training and development needs are identified and met.
7. To manage administrative tasks required in promoting, delivering and assessing the department’s learning programmes.
8. To allocate responsibilities within the department in order to maximise the skills and talents of individuals.
9. To provide opportunities for formal and informal meetings within the department.
10. To monitor the Subject Review Process involving both staff and students in order to influence developing planning.
11. To be responsible for all relevant and timely reports to Director of Curriculum and Quality
12. To monitor policies and procedures within the department and ensure their consistency with Whole College Policies.
13. To manage, guide and direct any non-teaching staff within the department as appropriate.
14. To be responsible for ensuring that all staff and students in the subject area comply with all the College’s policies and procedures.
15. To follow all College policies and procedures and work in accordance with the college’s Health & Safety Policy
16. To be a `champion of the student’ and to have overall responsibility for monitoring and improving student performance in terms of pass rates, high grades, value added and retention.
17. To develop a vibrant, enriching and enjoyable experience for all students within the department.

**PERSON SPECIFICATION**

**Head of Law**

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| **Attribute** | **Essential** |
| **1. Qualifications** | The successful candidate should have:* A relevant degree
* A teaching qualification (PGCE, DTLLS of equivalent)
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| **2. Experience/ Knowledge** | The successful candidate should be:* Able to demonstrate a proven track record of successful student outcomes at A2 or AS Level
* An excellent classroom teacher
* Able to demonstrate successful experience of managing and developing staff
* Have experience of managing resources and consumables
* Have a good knowledge of recent developments in the sector
* Able to display high levels of skills in the management of learning
* Competent in IT skills
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| **3. Personal Skills/Attitudes**  | The successful candidate should:* Display the values, attitudes and behaviour consistent with the Catholic Ethos of the College
* Have a commitment to Equality/Diversity and Safeguarding of young people and vulnerable adults
* Be eligible to work in the UK
* Have Disclosure and Barring Service Clearance (following a conditional offer of appointment)
* Have a high level of communication and interpersonal skills
* Have an ability to enthuse, inspire and motivate staff
* Have an ability to set and achieve high standards for themselves, colleagues and students
* Have a high level of organisational and administrative skills with an ability to prioritise workloads and meet deadlines
* Be relentlessly proactive with students, staff and all members of the College community
* Have a commitment to a student-centred approach to the learning process
* Be willing to undergo further personal/professional development
* Have the ability to work effectively in a team
* Have an awareness and understanding of current developments in subject areas
* Have the ability to manage student progress and achievement and complete all relevant documentation
* Have a sense of humour, be able to keep issues in perspective, celebrate success and address under productivity.
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**About Cardinal Newman College**

Based in the heart of Preston city centre, Cardinal Newman College is a Catholic Sixth Form College. Our core activity is to provide education for students aged 16-18, offering a range of A Level and BTEC courses, at both level 2 and 3. The College also offers a Foundation Learning course for young people with specific learning needs. In addition to the 16-18 provision, Cardinal Newman also offers a range of University courses, including Foundation Degrees in Teaching and Learning Support and Early Years, as well as the School Direct Programme, offering Initial Teacher Training for graduates looking to get into teaching.

Cardinal Newman College is the post-16 provider for the Newman Partnership, a working group consisting of the College and ten Catholic Partner High Schools. The location of these schools demonstrates the wide area from which the College draws a significant proportion of its full time 16–18 learners. Because of its distinctive ethos, its reputation, the levels of achievement, the support the College offers students and its provision of high quality courses, Cardinal Newman College is an attractive option for learners who attend other high schools in Preston and the surrounding area as well. Year-on-year applications from these schools have increased significantly.

**An Outstanding College**

The latest Ofsted Inspection in the summer of 2009 graded all areas of the College as ‘outstanding’. It confirmed that there is a culture of high expectations and rigorous quality improvement in all areas. Standards, expectations and processes have continued to improve since then. Students achieve well above their (high) target grades and make a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Every year, the vast majority of the College’s students, progress to Higher Education with almost 40% of those taking up places at Russell Group Universities.

**Our Community**

Links with the local and Catholic partner high schools are very strong. The Principal meets regularly with Head Teachers and the Newman Partnership Head Teachers meet to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationships with College trustees, and with the Diocese of Lancaster are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this for example students at the College are continually seeking to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Foundation Learning students; Health and Social Care students; the Medical Society and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, charities and local primary schools.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter. The team of specialist RE teachers live out the college’s commitment to ‘valuing the spiritual journey of each individual and offering opportunities for each to engage appropriately in their spiritual search’.

**College Facilities**

At Cardinal Newman College, we are blessed with wonderful surroundings for our students to work, learn and relax in. The College contains *Lark Hill House*, which was built in 1797 as a private house for Samuel Horrocks, a cotton manufacturer and later Mayor and [Member of Parliament](http://en.wikipedia.org/wiki/Member_of_Parliament) for Preston. In 1919 it became Lark Hill Convent Grammar school, which began taking sixth form students in 1967 from other local Catholic Secondary Schools. It finally became Cardinal Newman College in 1978, when it merged with Winckley Square Convent School and Preston Catholic College, taking its name from Cardinal John Henry Newman.

Over the past few years the College has embarked on an extensive redevelopment programme with approximately £16 million worth of investment in state-of-the-art facilities, which perfectly combine the old with the new.

In 2009 we saw the addition of the St Cecilia Building and the St Augustine’s Building in 2010, which was renovated and refurbished to house classrooms, drama/dance studios, as well as the original sports facilities. 2015 saw the addition of yet another new building in the form of St Francis, which is home to new classrooms for Sociology and Maths, as well as Open Learning Centres, Seminar rooms and a Mango Bean Coffee shop.

A further addition to the College’s already outstanding facilities, in the form of a brand new state-of-the-art gym in the St Augustine building, opened in October 2016. This was accompanied by a complete refurbishment of the social space and café area of the St Augustine’s building. This site also added a new modular building within its grounds, where RE lessons are now delivered from the eight classrooms it has provided.

**Staff at Cardinal Newman College**

Cardinal Newman College has achieved all of its success through the hard work, skills and commitment of its 300 plus staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Cardinal Newman’s curricular and pastoral offer to its students.

**What our staff say about working at Cardinal Newman College**

Over the last five years staff have been asked to take part in an annual staff survey. The college’s score, as determined by staff, has improved year on year and we are pleased that the scores for all areas (culture, demands, control, relationships, change, role, support, personal wellbeing and work-life balance) places the college at or above the top 10% of employers who take part in the same survey.

**What our students say about Cardinal Newman College**

**Name: David Corr**

**Previous School: Astley Park**

**Programme of Study: Foundation Learning**

“I wanted to come to Newman because my brother came here and I had heard good things about the course from people I know who were already studying it. I like meeting old friends and making new ones as well as being challenged by my work. I have lots of fun making clubs at lunchtime so that me and my friends can do things that we enjoy like dancing!”

**Name: Adil Lakha**

**Previous School: Archbishop Temple**

**Programme of Study: A Levels in Biology, Chemistry, Maths and Physics**

 “There are plenty of excellent enrichment opportunities available at Newman where you can stretch yourself beyond the standard course syllabus. All of my teachers have been enthusiastic and engaging and they are always willing to give me extra help outside of my lessons. I have really enjoyed my subjects and I have met some great friends here at Newman.”

**Name: Henna Reddy (main entrance blue jacket)**

**Previous School: Westholme**

**Programme of Study: A Levels in Biology, Chemistry and Maths**

 “Newman has opened my eyes to lots of opportunities and has allowed me to grow so much as a person, both academically and socially. I’ve had the chance to meet so many different people and the teaching here is excellent.”



**Name: Ella Shaw**

**Previous School: Leyland St Mary’s**

**Programme of Study: A Levels in French, Spanish, English Literature**

 “I have been able to develop my own interests and I have loved the independence that college has given me. Newman is definitely an amazing College and you feel part of something when you’re here. There hasn’t been a day where I have regretted coming to Newman, it’s everything I hoped College would be.”

**Name: Abbie Lund**

**Previous School: Clitheroe Royal Grammar School**

**Programme of Study: A Levels in Maths, Physics and Further Maths**

 “I decided to come to Newman because I wanted a change of scene and the chance to meet new people. Throughout my two years here I have always been encouraged to excel. When choosing which college to attend, make sure to go somewhere you feel comfortable and choose subjects you enjoy, success comes a lot more easily when you’re happy!”

**Isabella Raven**

**Previous School: Broughton**

**Programme of Study: Religious Studies, Philosophy, English Literature and EPQ**

 “I felt that coming to Newman would be a big step up from high school but Newman has made the transition much easier. You have a lot more independence when you come to College but the teachers are really supportive and welcoming. They will help you whenever you need it, but also push you to achieve your best. Newman has changed my life!”



**Temiloluwa Onilogbo**

**Previous School: Lancaster Royal Grammar**

**Programme of Study: A Levels in Maths, Chemistry, Physics and French**

 “The most important thing is picking courses that interest you and if a College you like has these subjects; go for it! For me, Newman has been a great step up from High School. You can meet people from all over Lancashire, who are actually interested in the subjects that they take, creating a welcoming learning environment.”

**Matthew Holden**

**Previous School: Holy Cross**

**Programme of Study: A Levels in Economics, Modern World History, English Literature & Business Studies**

“After researching local colleges and attending several open days, I was impressed by Newman’s facilities and friendly atmosphere. Their reputation as a brilliant college and their position in Sixth Form College League Tables also helped me decide that Newman was the right college for me.”

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