



## **Head of House & Subject Teacher**

### **An exciting opportunity to lead a team of tutors.**

Bolingbroke Academy, a secondary school for 11-18 year olds, welcomed its first year 7 pupils in September 2012, with another 120 pupils joining every year until the school is fully subscribed in 2018. This is a rare opportunity to join a growing team in a growing academy, located in refurbished Bolingbroke Hospital buildings next to Wandsworth Common, and play an important part in its success.

We are looking for an outstanding **Head of House and Subject Teacher** who will be committed to academic excellence and to helping every child succeed. The successful applicant will be a strong and engaging teacher who will deliver outstanding teaching and learning that supports all pupils to achieve their full potential.

You will be involved in the design and development of an engaging and challenging curriculum that inspires children to appreciate and enjoy your subject, instilling in them a love for the subject and a desire to learn and understand. This is a post of additional responsibility and is therefore only open to teachers with a wide range of experience developing teachers practice.

As Head of House, you will lead a House team of Civitas Tutors to develop, implement, and manage an outstanding Personal Development and SMSC programme at Bolingbroke Academy, you are collectively raising aspirations, rewarding and ensuring every pupils' development leads to a well-balanced child. Our ambition is for every child to be equipped with the character traits and academic achievements to be prepare for university and beyond.

### **Our ideal candidate will:**

- be an outstanding teacher, able to motivate and challenge learners of all abilities
- have experience of teaching to A Level
- have a proven track record of success, and raising pupil attainment in subject area
- have experience of leading and coaching others
- exude a passion for the subject which is evident in your day to day classroom practice
- demonstrate high levels of ambition and optimism regarding what the academy and its students can achieve
- have the resolve to make a real difference to the lives of pupils
- be committed to Bolingbroke Academy's ethos of high expectations and no excuses

The successful candidate will have the opportunity to:

- teach within the growing academy and help to develop subject and pastoral provision

- join a network of Ark academies and gain access to an exclusive range of benefits including reduced gym membership and a comprehensive CPD provision.

Please apply at <https://goo.gl/xTw97M> by **11am on Thursday 8<sup>th</sup> December 2016**.

**Applications will be reviewed as received and candidates may be invited to interview before the closing date.**

For any queries relating to your application, please contact the recruitment team on [recruitment@arkonline.org](mailto:recruitment@arkonline.org) or 020 3116 6345.

**Deadline:** 11am on Thursday 8<sup>th</sup> December 2016

**Location:** Wandsworth, London

**Start date:** June or September 2017

**Salary:** Ark MPS or UPS (Inner London) £28,799 - £39,195  
or £44,261 - £47,998 with TLR

*Ark committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

## **Job Description: Head of House & Subject Teacher**

<b>Reports to:</b>	Head of Department
<b>Start date:</b>	June or September 2017
<b>Salary:</b>	Ark MPS or UPS (Inner London) £28,799 - £39,195 or £44,261 - £47,998, with TLR

### **The Role**

To deliver outstanding teaching and learning of subject specialism and therefore help pupils achieve excellent academic results, and be a role-model/impact the academy more widely.

To design an engaging and challenging curriculum that inspires children to appreciate the subject and its application.

To lead a House team of Civitas Tutors to develop, implement, and manage an outstanding Personal Development and SMSC programme at Bolingbroke Academy.

### **Key responsibilities**

- To plan, resource and deliver lessons and sequences of lessons to the highest standard that ensure real learning takes place and pupils make superior progress
- To provide a nurturing classroom and academy environment that helps pupils to develop as learners
- To help to maintain/establish discipline across the whole academy
- To contribute to the effective working of the academy.

### **Head of House**

- To review and evaluate our weekly attendance for the House data. Identify intervention strategies with the Assistant Principal and implement agreed strategies with their House team.
- To work in conjunction with the Assistant Principal to design and create a pupil induction programme for Year 7, 8, 9 and beyond. Deliver training to their house team to ensure consistency of the rewards and behaviour policy are implemented correctly.
- To lead a team of Civitas tutors to deliver the 10 Civitas non-negotiables.
- To ensure highly effective feedback is given to pupils to meet the behaviour expectations and academic success.
- To evaluate the overall quality of Civitas time and implement strategies for success throughout the academic year.
- To actively promote the academy personal development and SMSC programme throughout the academic year.
- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld
- To contribute to discussions and decisions at extended core team meetings

- To communicate and liaise with staff, pupils, parents, governors and members of the local community as appropriate
- To be active in issues of staff and pupil welfare and support
- To maintain a teaching timetable, modelling outstanding practice in terms of classroom teaching, preparation, marking and assessment
- To demonstrate a commitment to Equality of Opportunity for all members of the Academy's community

## **Outcomes and Activities**

### **Teaching and Learning**

- Enrich the curriculum with trips and visits to enhance the learning experience of all pupils
- With direction from the Subject Leader and within the context of the academies curriculum and schemes of work, plan and prepare effective teaching modules and lessons
- Teach engaging and effective lessons that motivate, inspire and improve pupil attainment
- Use regular assessments to set targets for pupils, monitor pupil progress and respond accordingly to the results of such monitoring
- To produce/contribute to oral and written assessments, reports and references relating to individual and groups of pupils
- Develop plans and processes for the classroom with measurable results and evaluate those results to make improvements in pupil achievement
- Ensure that all pupils achieve at least at chronological age level or, if well below level, make significant and continuing progress towards achieving at chronological age level
- Maintain regular and productive communication with pupils, parents and carers, to report on progress, sanctions and rewards and all other communications
- Provide or contribute to oral and written assessments, reports and references relating to individual pupils and groups of pupils
- Direct and supervise support staff assigned to lessons and when required participate in related recruitment and selection activities
- Implement and adhere to the academies behaviour management policy, ensuring the health and well-being of pupils is maintained at all times
- Participate in preparing pupils for external examinations.

### **Curriculum and Assessment**

- To teach and model the delivery of outstanding Civitas lessons that motivate and inspire pupils, equipping them with the knowledge and practical skills needed to achieve at the highest levels

- To ensure that all pupil data is understood, interpreted and utilised by all Civitas Tutors can modify planning and personalise support
- To ensure that statutory requirements are met

### **Monitoring and Evaluation**

- To liaise with all appropriate personnel regarding support for pupil progress., including SENCO, Lead Teachers and parents/carers
- To ensure that all Academy policies are implemented consistently by subject staff
- As a middle leader for T&L/CPD to monitor the quality of teaching and learning across the Academy alongside the core team.
- To assist lead observers during ARK monitoring visits and Ofsted / HMI inspections.
- To review the ADP T&L /CPD section of the ADP on a half termly basis.

### **Staff Development**

- To lead the Newly Qualified Teachers (NQTs) teaching programme within the academy.
- To facilitate the strategic programme of support for School Direct teachers and formally assess their lessons once a term.
- To provide guidance and feedback to middle leaders, subject instructional coaches with Schools Direct and NQT teachers across the Academy.
- To support the development and training of subject staff (teaching, LSAs, Music tutors and Sports Coaches), ensuring that their CPD needs are met
- To establish a structure for mentoring, coaching and line managing staff in the subject area, including Newly Qualified Teachers and Beginning Teachers as appropriate.
- To implement learning from the Lead Teacher and NPQSL ARK School programme
- To participate in the recruitment process of future instructional coaches & lead instructional coaches
- To ensure effective induction of new staff in line with Academy procedures
- To promote teamwork and to motivate staff to ensure effective relations

### **Strategic Leadership**

- To identify key areas and success criteria for the Teaching & Learning/CPD section of the ADP.
- To contribute to the strategic leadership of the Academy, developing, implementing and evaluating systems, policies and procedures

## **Resources**

- To effectively manage and deploy teaching & learning resources for staff training sessions.
- To advise the Research & Development Leader on written resources and training books for staff.
- To effectively manage the staff training budget in order to progress Academy priorities, maximize attainment and ensure value for money

## **Academy Culture**

- Support the academy's values and ethos by contributing to the development and implementation of policies, practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop a school/department culture and ethos that is utterly committed to achievement
- To be active in issues of pupil welfare and support
- Support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

## **Other**

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Undertake whole school and other various responsibilities as directed by the Principal.

## **Person Specification: Head of Year & Subject Teacher**

### **Qualification Criteria**

- Qualified to degree level and above
- Qualified to teach in the UK
- Right to work in the UK

### **Experience**

- Experience of raising attainment in a challenging classroom environment
- Experience of reflecting on and improving teaching practice to increase pupil achievement
- Evidence of continually improving the teaching and learning of their subject through schemes of work and extra-curricular activities.

### **Knowledge**

- Up to date knowledge in the curriculum area
- Understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour.

### **Behaviours**

#### **Leadership**

- Effective team worker and leader
- High expectations for accountability and consistency
- Vision aligned with Ark's high aspirations, high expectations of self and others
- Genuine passion and a belief in the potential of every pupil
- Motivation to continually improve standards and achieve excellence
- Effective listening skills that lead to a strong understanding of others
- Commitment to the safeguarding and welfare of all pupils.

#### **Teaching and Learning**

- Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice
- Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards
- Thinks strategically about classroom practice and tailoring lessons to pupils needs
- Understands and interprets complex pupil data to drive lesson planning and pupil attainment
- Good communication, planning and organisational skills
- Demonstrates resilience, motivation and commitment to driving up standards of achievement
- Acts as a role model to staff and pupils

- Commitment to regular and on-going professional development and training to establish outstanding classroom practice.

### **Other**

- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure & Barring Service check.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.