



Notre Dame
CATHOLIC SIXTH FORM COLLEGE

have faith in your future

HEAD OF DEPARTMENT – ECONOMICS

The appointment will be made on the Sixth Form Colleges' Association pay spine; £22,937 to £38,364 plus Responsibility Allowance of £2,000 rising to £4,000 over two years.

The Governors seek to appoint a well-qualified person to this full time post of Head of Department – Economics, to commence 1 September 2017.

BACKGROUND

Notre Dame is a Catholic Sixth Form College located near to the universities and within walking distance of the city centre with good transport connections to the rail/bus stations. It is a very successful college of approximately 1900 full time 16-18 year olds. The College is rated as 'Outstanding' by Ofsted and is heavily oversubscribed. This is in spite of the fact that the College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage).

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment which lives by its mission to build a community based on faith and trust. Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Although parts of the campus are 100 years old, there has been extensive new building work in recent years. A further five teaching blocks were opened during the last 12 years, including new science labs and the latest addition opened at Easter 2016.

At present approximately 92% of students follow A Levels or Applied Level 3 courses. The remainder follow Level 2 courses.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama, voluntary work, overseas visits (Spain, France, USA, Prague, China). There is a first class programme of student support and a very active Chaplaincy group.

Notre Dame's success rate makes it one of the best sixth form centres in the region. Student progression is excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places.

Recruitment and Selection Policy Statement

Notre Dame Catholic Sixth Form College is committed to safeguarding and promoting the welfare of young people and we expect all staff and students to share this commitment. A full copy of our Recruitment and Selection Policy is available on request.

This policy must be read in conjunction with our Equality and Diversity policies and forms part of our commitment to our statutory duties.

ECONOMICS AT NOTRE DAME

We are looking for a well-qualified, able and enthusiastic individual to lead and inspire a team of 2 specialists in the delivery of A level Economics. The specification followed will be that of the EDEXCEL. The department also teaches the LIBF Level 3 certificate in Financial Studies.

Currently 132 students are studying Economics, 77 in Lower Six and 55 in Upper Six. Additionally, 20 students are studying for the Level 3 Financial Studies.

There is a supportive, friendly and professional atmosphere within the Economics department and a strong emphasis on encouraging good rapport between staff and students while maintaining a business-like approach to work. All Economics classes are taught in very pleasant, well-resourced classes.

SALARY:

£22,937 to £38,364 **plus** Responsibility Allowance of £2,000 rising to £4,000 over two years.

Responsible to: the Curriculum Area Manager

MAIN PURPOSE OF JOB

To lead the Economics department and manage the team of staff.

Responsible for:

- Standards of achievement and attainment within the department
- The line management and supervision of all teaching staff within the department
- The coaching, mentoring and development of all staff within the department

Duties to include:

Management responsibilities

- Provide effective leadership and management of the department
- Development and planning of Economics courses
- Assisting with the planning of timetables for Economics courses
- Participation in the College quality assurance systems, including department review meetings, forward planning meetings, staff appraisal
- Production of the departmental self-assessment report and other reports
- To develop strategies to raise retention and achievement in line with national benchmarks
- Regular consultation with the other member(s) of the department
- To be the first point of reference for students in the department giving cause for concern
- General smooth running of the department
- Control of the departmental budget
- Administration of all aspects of examination entries in an accurate and timely manner
- Overseeing assessment of students on Economics courses
- Administration of coursework within deadlines
- To assist in liaison with partner schools, higher education, employer engagement, examination boards, awarding bodies and other relevant external bodies where appropriate

- To hold and attend meetings in accordance with the College meetings' schedule
- Contribute to activities which publicise and promote the work of the department
- To contribute to the provision of a stimulating teaching environment whilst adhering to the Health and Safety policy of the College
- To contribute to the recruitment and selection of departmental staff
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

Teaching and Learning:

- To manage and monitor the development of teaching and learning within the department
- To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher
- To organise the assessment of students' work in accordance with the College's assessment policy

Curriculum Provision and Development:

- To contribute to the development and delivery of curriculum subject(s) at different levels
- To contribute to the development of resources, schemes of work, marking policies and teaching strategies in the department
- To assist with the monitoring and follow up of student attendance
- To implement College policies and procedures e.g. Equality, Health and Safety as detailed in the College Handbook
- To contribute to the planning activities of the department, reflecting the needs of the students and the aims and objectives of the College
- To champion the effective use of ICT in the department, including the development of independent learning materials where appropriate and contribute to the College's VLE (Moodle)
- To work as part of a team and to contribute to effective working relations

Student Support Systems:

- To act as a Group Tutor and carry out the duties associated with this role. This includes delivering the College Pastoral Programme and conducting individual student reviews
- To monitor, support, and report on the progress and development of individual students as required
- To contribute to effective communication and consultation with parents of students when appropriate. This includes report writing and attendance at parents' evenings or other occasions designated by the College

Quality Assurance and Professional development:

- To actively participate in CPD activities
- To participate in the College appraisal system
- To have Line Management responsibility for monitoring the CPD, Appraisal and individual development plans of department staff
- To contribute to the process of the setting of targets within the department and to work towards their achievement
- To develop effective teaching and learning styles
- To contribute to and participate in the College's procedures for lesson observation
- To maintain accurate and up to date information concerning students and their progress

- To contribute to the College liaison and information events e.g. attendance at the Open Morning and parents' evenings, and any annual Presentation Evening

Other:

- To have regard to the principles and values expressed in the College's Mission Statement.
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy
- To undertake any other duties that may be reasonably assigned by the Principal

Any breach of confidentiality in relation to sensitive information, College staff or students is considered a dismissible offence.

This job description may be subject to revision depending on the future needs of the post and the College. Any changes will be discussed with the post-holder prior to implementation.

PERSONAL AND PROFESSIONAL REQUIREMENTS

Method of Assessment

A = Application I = Interview T = Task C = Certificate/s R = References

Essential

	Method of Assessment
• Degree in Economics or other relevant subject	A, C
• Post Graduate Certificate of Education or equivalent (Secondary or F.E.)	A, C
• Ability to teach Economics to Advanced Level	A, I, R, T
• Ability to motivate students and to develop strategies to stretch the more able	A, I, R, T
• Ability to adopt a creative and imaginative approach to developing resources	A, I, R, T
• Ability to use ICT to enhance teaching and learning	A, I, R, T
• Ability to use differentiation strategies in teaching and learning	A, I, R, T
• Experience of implementing quality improvement strategies	A, I, R
• Experience of using value added and other data to raise standards	A, I, R
• Excellent interpersonal and communication skills	A, I, R, T
• The ability to lead a team effectively	A, I, R
• Experience of managing others	A, I, R
• Ability to achieve challenging targets	A, I, R
• Ability to produce reports, action plans and analyse performance data	A, I, R, T
• Ability to coach and develop others	A, I, R
• Excellent record of attendance and punctuality	A, R
• Commitment to Safeguarding and promoting the welfare of young people	A, I, R, T
• Support for the Catholic ethos of the College	A, I

Desirable

• Good honours degree	A, C
• Ability to teach a second subject to Advanced Level	A, I
• Experience of working in a successful department	A, I, R
• Ability to work flexibly during time of change	A, R
• Knowledge of developments in the post-16 sector	A, I,
• Ability to chair meetings	A, I, T

COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

Completed applications should be returned via the TES Portal.

Closing date: Noon on Monday, 24 April, 2017.

It is intended that interviews will take place during week commencing 1 May 2017.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.