Recruitment Application Pack

Subject Leader: Religious Studies and Social Sciences

Required September 2018

MPS/UPS + TLR1A

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Welcome Letter

Dear Colleague,

Thank you for your interest in the role of Attendance Improvement Officer at Bishop Young C of E Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach, the high aspirations we have for ourselves and our students, and the exciting journey we're embarking on together having joined the Abbey Multi Academy Trust in May 2017.

As a member of the Abbey Multi Academy Trust, we aim to provide the best possible environment for the staff, students and community we serve. Together we need to be both realistic about the challenges ahead, but unswerving in our commitment to tackling them with pace and confidence.

The Academy has seen big changes to its staffing, structures and routines in the last year. We have a dedicated and talented team who are committed to achieving the best for our students.

Joining us at this exciting time presents a career defining opportunity. We have begun an improvement journey that will take us to "outstanding", which will be an incredibly rewarding experience for everyone at Bishop Young. All staff will benefit from opportunities to work closely with other partners in the Abbey Multi Academy Trust and, most importantly, our students will flourish.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Bishop Young Academy and Abbey MAT have to offer.

We look forward to meeting you and reading your application.

Carol Kitson
Executive Principal and CEO
Abbey Multi Academy Trust

Paul Cooper
Principal
Bishop Young C of E Academy

Advert

BISHOP YOUNG C of E ACADEMY
Bishops Way, Leeds LS14 6NU |Executive Principal: Carol Kitson, Principal: Paul Cooper

Subject Leader of Religious Studies and Social Sciences (Sociology and Psychology)
Salary: MPS + TLR1a

Advert Reference: BYA14

Required for September 2018

Additional recruitment and retention allowance may be available for an exceptional candidate plus access to an individually tailored CPD package

Bishop Young C of E Academy is a thriving 11-18 Church of England convertor Academy which serves communities right across the city of Leeds. We are part of a newly formed and growing multi academy trust, **Abbey Multi Academy Trust.**

We are looking to appoint a highly motivated teacher to join our successful Humanities Department and to lead RE and Social Sciences. The successful candidate will show a passion for teaching and learning and be committed to achieving the very best outcomes for our students. You will be required to teach throughout the age and ability range to GCSE. The ability to teach A Level would be an advantage. The successful candidate would also take on the strategic leadership of Religious Students and Social Sciences and work closely with the Chaplaincy team to shape the Christian life of our school community.

This is an exciting opportunity for a committed and passionate teacher to join a successful and CPD focused department where new initiatives are welcomed and encouraged.

Visits to Bishop Young Academy are encouraged and can be arranged by contacting Lucy Johnson, HR Administrator, at **ljohnson@bishopyoungacademy.co.uk**

To obtain an application pack please visit our vacancy page
http://www.abbeymat.co.uk/vacancies.html

The closing date for applications is Friday 25th May 2018 with interviews held shortly after.
For an informal discussion about the role, please contact Lucy Johnson on 0113 2739126.

Abbey Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. An enhanced disclosure from the DBS will be required for this post.

Application Process

The closing date for applications is Friday 25th May 2018.

Completed applications should be returned by email to:
ljohnson@bishopyoungacademy.co.uk

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 273 9126.

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

Queries

If you have any queries on any aspect of the application process or need any further information please contact ljohnson@bishopyoungacademy.co.uk

Job title: Subject Leader: Religious Studies and Social Sciences (Sociology and Psychology)

TLR: 1a

Reporting to: Achievement Director: Curriculum

Overall purpose of the post:

To support the Director of Achievement in his/her key role and undertake reasonable tasks as requested.

- Ensuring consistently high levels of progress for all students
- Ensuring high standards and expectation from students and staff
- Ensuring the provision of high quality teaching and learning

To work with leadership at all levels to support achievement across the Academy.

Key responsibilities:

- To provide a lead for high quality teaching and learning within the subject.
- To ensure high standards of achievement and progress for all students within the curriculum area.
- To support the Achievement Director to ensure the delivery of an appropriate, comprehensive, high quality and cost effective curriculum programme which complements the Academy's strategic objectives.
- To lead on the development and implementation of effective assessment and monitoring systems within the subject.
- To lead the subject in tracking and intervention across the age and ability range.
- Support the Director of Achievement, to devise and implement quality assurance systems, including regular learning observations, learning walks and work scrutiny, in line with the Academy procedure.
- To play a significant role in the development and the promotion of the curriculum area.
- To undertake and support subject-specific staff training and professional development within the curriculum area.
- To take a leading role with the Achievement Director in the Curriculum Area Development Plan and self-evaluation processes.
- To lead, monitor and ensure delivery of a Subject Improvement Plan and self-evaluation processes within the context of the Academy's Improvement Plan and self-evaluation processes.
- Support aspects of the Performance Development procedure within the Subject.
- To manage the resources of the Department, including the effective deployment of staff, physical and financial resources, within the limits of the delegated budget and in accordance with the Academy's financial procedures.
- To ensure effective use and transfer of performance data at all transition points.
- To work closely with the Chaplaincy team to shape the Christian life of our school community

Responsible for:

- Leadership, support and accountability of a subject team to ensure high expectations and high standards of teaching and learning.
- Ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students study in the subject, in accordance with the aims and ethos of the Academy.

Responsible for (continued):

- To set, monitor and evaluate subject and individual student progress targets to make a measureable contribution to whole Academy targets.
- To monitor and evaluate the subject in line with agreed Academy procedures, including evaluation against quality standards and performance criteria.

Key Tasks:

Educate

Teaching & Learning

- To work with colleagues to develop innovative and engaging schemes of work, lesson plans and related learning resources that accelerate student progress.
- To ensure appropriate, effective and exciting Schemes of Work are created and delivered to support the subjects.
- To keep up to date with national developments in the subject area and teaching practice and methodology.
- To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels.
- To maintain accreditation with the relevant examination and validating bodies.
- To ensure the effective operation of quality assurance systems and ensure adherence within the subject.
- To co-operate with other subjects to ensure a sharing and effective use of resources and experiences to the benefit of the Academy and the students.

Achievement/Progress

- To ensure the implementation and evaluation of intervention strategies to ensure excellent student progress.
- To ensure progress data of all teachers within the subject is up to date, accurate and used effectively as required.
- To liaise effectively with the Exams and Assessment Team and relevant examination and awarding bodies.
- To ensure transfer of performance data from feeder primary schools and other transition points to teaching staff within subject.

Nurture

- To support the implementation of the Behaviour Policy within the subject so that effective learning can take place.
- To comply with the Academy's Child Safeguarding Procedures and to report concerns to the Designated Child Protection Officer.

Key Tasks continued:

Empower

Staff

- To work alongside the Achievement Director of ensure staff training needs are identified and appropriate programmes are designed to meet such needs.
- To support the effective and efficient deployment of classroom support.
- To support the use of analysis and evaluation of performance data as part of Performance Management.
- To ensure the maintenance and production of the Self Evaluation portfolio for the subject.
- To ensure the production of reports within the quality assurance cycle.
- To participate in and support the Academy's ITT and Schools Direct Programme.
- To support the implementation of Academy policies and procedures eg Equal Opportunities, Health & Safety etc.

Students

- To ensure the involvement of Student Voice in the production of Self Evaluation and the development of the subject.
- To ensure that the delivery of the subject within the curriculum area delivers on the Academy's Mission Statement to empower students.

Partnership

- To work closely with the Chaplaincy team in order to develop the Spiritual life of the academy.
- To ensure effective communication/consultation, as appropriate, with the parents/carers of students, monitoring the overall accuracy and quality of reports to parents/carers, ensuring all deadlines are met.
- To lead on the development of effective subject links with partner schools and other external partners.
- To ensure the effective promotion of the subject at Open Days/Evenings, 'Moving on' Evenings and other events.

General Duties:

- To carry out supervisory duties in accordance with published schedules.
- To take part in appropriate meetings and events with colleagues, parents/carers, governors and external partners.
- To accept personal responsibility for supporting the general ethos, atmosphere and progress of the Academy.
- To act as Form Tutor and class teacher as required.
- To contribute to the PHSCE programme as required.

Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Principal or the incumbent of the post. The above must be viewed in conjunction with the relevant sections of the School Teachers' Pay and Conditions of Service document which is published annually.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection 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 CEO/Principal/Headteacher.	
Name:	Signature:
Date:	

SUBJECT LEADER: RELIGIOUS STUDIES AND SOCIAL SCIENCES PERSON SPECIFICATION CRITERIA							
Qualifications		**ESSENTIAL**			**DESIRABLE**		
1	Qualified teacher status for England (or equivalent)	A	R				
2	Relevant degree (or equivalent)	A	R				
3	Recent, relevant professional learning and development	A	R				
4	Completion of, or working towards, additional professional qualifications				A	R	
Professional knowledge, skills and abilities		**ESSENTIAL**			**DESIRABLE**		
1	Evidence of high expectations which inspire, motivate and challenge every student	A	R	I			
2	Evidence of track record of results that exceed expectations	A	R	I			
3	Demonstration of in-depth subject and curriculum knowledge	A	R	I			
4	Consistently plan and deliver well-structured lessons that enable all learners to make exceptional progress	A	R	I			
5	Manage behaviour effectively to ensure and foster a safe, engaging, enjoyable and outstanding climate for learning		R	I			
6	Awareness of the need to safeguard students' well-being, in accordance with statutory provisions and policies		R	I			
7	Successful involvement in self-evaluation processes and data analysis as an aid in personal and school improvement, development and change	A	R				
8	Successful experience in leading and managing change and innovation				A	R	I
9	Ability to lead, motivate and develop staff and students to work independently and in teams towards a common goal	A	R	I			
10	Active involvement in the development and improvement of teaching and teaching	A	R	I			
11	Secure commitment to a clear vision and direction for the subject	A		I			
12	Awareness and understanding of the wider educational context and national accountability frameworks	A	R	I			
13	Knowledge of/involvement in educational research on teaching and learning				A	R	I
14	Consistently good and outstanding teacher of RS and ability to teach RS at 'A' level and/or Sociology or Psychology	A	R	I			
15	Up to date knowledge of development in RS and Social Science teaching	A	R	I			

15	Confident in the use of ICT to support learning	A	R	I			

Experience		**ESSENTIAL**			**DESIRABLE**		
1	Experience of teaching Key Stage 5 RS and/or Sociology/Psychology	A	R				
2	Successful working relationships with students, staff, parents/carers	A	R	I			
3	Experience of school improvement planning				A		I
4	Experience of monitoring classroom performance across school/Academy	A		I			
5	Significant, substantial and successful experience in a post of responsibility in a school/academy	A	R	I			
6	Successful experience of developing and implementing systems and structures to manage, track and evaluate policy, change and improvement.				A	R	I
7	Experience of pastoral/tutor role	A					
8	Experience of cross curricular initiatives/projects or whole school developments				A		I
9	Experience of implementing and developing curriculum change in RS/ Social Sciences				A	R	I
10	Managing finance/budget	A	R				
Professional Attributes, Qualities and Values		**ESSENTIAL**			**DESIRABLE**		
1	Track record of making a positive contribution to the wider life of the school/Academy and community	A	R				
2	Developed effective professional relationships with all		R	I			
3	Ability to reflect critically, and respond to, performance and feedback	A	R	I			
4	An inspirational leader, passionate about teaching and learning	A	R	I			
5	Possess personal integrity, warmth, a willingness to grow and learn, and a sense of humour	A	R	I			
6	Ability to articulate, communicate and support the ethos and values of Bishop Young Academy			I			
7	Enabling the highest levels of student achievement through translating vision, ethos and values into practice			I			
8	Enthusiasm to take the Academy forward through a process of change, development and ongoing improvement			I			
9	Commitment to leadership by example	A		I			

10	Excellent interpersonal, written and oral communication skills			I			
Professional Attributes, Qualities and Values		**ESSENTIAL**			**DESIRABLE**		
11	High level of emotional intelligence and self-awareness		R	I			
12	Resourceful and creative		R	I			
13	Excellent time manager		R	I			
14	Personal resilience		R	I			
15	Inspire, challenge, motivate staff and pupils towards a shared vision		R	I			
16	Foster an open, fair and equitable culture, managing conflict where necessary		R	I			
17	Prioritise, plan and organise self and others across the wide range of responsibilities		R	I			
18	Think creatively in order to anticipate and problem solve		R	I			
19	Support for the Christian ethos of the Academy	A		I			
20	A willingness to play a full part in Academy life and activities outside the classroom	A		I			

The criteria will be evidenced as indicated below:

'A' refers to the candidate's Application form and covering letter
'I' to interview
'R' to reference

Candidates should address at least all items marked 'A'
Referees are asked to comment on items marked 'R'

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.