

**Candidate**

**Information pack**

**Head of Faculty for**

**Humanities**

Dear Applicant,

Thank you for your interest in our academy. We hope that this letter and the attached information helps you to understand that we are working hard to make our academy stand out from the crowd; we intend to become an academy of choice in the local area. To achieve this Fowey River Academy is evolving, and fast. We are doing things differently, on purpose.

We have a strong sense of what we are about and so I would like to explain to you our philosophy and approach.

FRA believes in a growth mind-set. Intelligence is not fixed, but can and will be grown and nurtured. Our Adventure Learning ethos promotes exploration and discovery. We are committed to the idea that everyone is capable of excellence: the first attempt at something is just that, a first attempt. We believe that failure only occurs when you stop trying or there are insurmountable barriers.

Our philosophy is to teach students to persevere in order to master academic knowledge and skills; we need to teach them how to be resilient when faced with a challenge.

This is a new position which will further strengthen the current Humanities team that currently consists of 2 Geography specialists and 2 History specialists. The Humanities department has a suite of 5 rooms and its own computer suite. We are in the process of recruiting a new RE specialist.

FRA has recently been awarded a grant for the Big Lottery to run a project called ‘oracy empowers!’. In May, we take delivery of 2 new outside amphitheatres and it is envisaged that this post-holder will play a key role in this project.

We are looking for talented colleagues who can help take us to the next level. We hope this pack informs and interests you and we look forward to receiving your application by the deadline.

We hope this pack informs and interests you and we look forward to receiving your application by the deadline.



Martin Dale

Principal





**Salary, Continuing Professional Development and Benefits**

Salary MPS/UPS + leadership allowance £4,000 (a leadership scale contract may be available for a suitably experienced candidate: range L1 – L4)

Full time/part time

The exact starting point will be determined with you at interview and will be commensurate with your experience and track record to date.

CPD

Our new Performance Management processes will ensure that you get plenty of opportunities to hone and develop your teaching skills. You will have regular career development conversations in which we will discuss how you want to grow over the coming years and you will have access to our MAT's CPD, training and support structures.

Your ability to progress in your career matters to us because it is what we call a ‘win-win'. You will be ready for new, harder challenges because you will have done such a great job of transforming the lives of our students, by securing outstanding practice and results, that you will be hungry to impact in new roles and challenges.

Benefits

As a new member of staff, you will receive extra ring-fenced time in your first year to learn new skills and pedagogical approaches which you can then apply or, in the case of Lead Practitioners/ SLEs, time for you to coach and develop others.

You will be allocated a professional mentor who will be dedicated to inducting you and then helping you grow. They will assist you to build a portfolio with career progression in mind. When you are ready, you will have opportunities to lead projects on pedagogy, curriculum design and innovation.

You will have free access to the academy's Sports Hub, fitness suite, classes and programmes.

You will receive a MacBook Pro and an iPad to help you plan your lessons and develop and deliver professional resources and presentations.

You will have access to a national network of leading practitioners via our partners and our memberships to national organisations like Challenge Partners and PiXL.

**Head of Faculty for Humanities: Person Specification**

This post is suitable for an experienced teacher.

Fowey River Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This role will require the post holder to have an enhanced DBS disclosure. It is the individual's responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

Essentials:

Good Honours Degree

DfE recognised QTS Experience

Experience of teaching Geography.

A proven track record of students making excellent progress in your lessons.

Appropriate in-service training and professional development undertaken.

Experience:

* Proven record of managing diverse resources in a school or similar environment.
* Previous successful experience in a middle/senior leadership role.
* Successful involvement in performance management, self-evaluation processes and data analysis
* Experience in development of strategic objectives.
* Experience of conveying information in a non-obtrusive manner.
* Experience in contributing to establishing performance targets and the monitoring of performance against these.
* Experience of school development planning and implementing the vision to take the school forward.
* Proven track record of gaining excellent results with high value added

Skills, abilities, competencies and personal qualities

* A commitment to the mission and vision of the Adventure Learning Academy Trust
* A strong commitment to promoting excellence in teaching and research.
* Excellent people management skills with the ability to communicate at different levels.
* Ability to manage teams and effectively and encourage individuals to contribute ideas.
* Ability to work positively with others and with humour
* Ability to take on numerous roles within a team to enable it to function effectively.
* Ability to build strong relationships with people at all levels and from different disciplines.
* A willingness to tackle difficult issues.
* An ability to think creatively and imaginatively to anticipate and solve problems and identify opportunities
* Ambitious and driven and able to articulate a clear personal career path and development strategy



**Job Description**

Post: Head of Faculty for Humanities

Salary: MPS/UPS + leadership allowance £4,000 (a leadership scale contract may be available for a suitably experienced candidate: range L1 – L4)

Full Time, permanent.

Purpose

Help students to understand others through their languages, histories and cultures. Reveal how people have tried to make moral, spiritual and intellectual sense of the world. Teach empathy. Weigh-up evidence sceptically in order to avoid the dangers of ‘the single story’. Build skills in writing and critical reading. Encourage creative thinkers to shape informed and democratic communities.

* Promote creativity and engagement through memorable learning experiences
* Develop and enhance the teaching practice of others
* Provide an appropriately broad, balanced, relevant and differentiated curriculum
* Contribute to the overall success of the academy by establishing a shared strategic vision for the subjects with the Humanities Faculty
* Be accountable for student attainment and achievement within the Faculty, monitoring, supporting and ensuring student progress

Planning and Strategy Development

* Raise standards of student attainment and achievement
* Lead staff to vision the strategic direction of Humanities at FRA
* Ensure there are procedures in place to monitor and progress the strategic plan
* Work with subject specialists to transfer strategic goals into cost effective operational plans
* In liaison with the RSD: Communications and Cultures, approve operational plans
* Lead subject teams to implement operational plans
* Identify, propose and plan for changes in line with the academy requirements for resource allocation or reallocation arising from changing needs and plans
* Ensure that Health and Safety policies and practices, including Risk Assessments, throughout the faculty are in-line with national requirements and are updated where necessary, therefore liaising with the academy’s Health and Safety advisory service

Pro-active leadership to raise standards

* Provide overall academic leadership of the subjects within the Humanities Faculty with the aim of maintaining the highest possible standards in teaching and research
* Ensure the Faculty team is kept up to date and well informed about academic matters which are under discussion in the academy, Trust and the wider educational environment
* Actively monitor and follow up student progress, being alert to attendance issues and being proactive about improving attendance so that it does not negatively impact on attainment and achievement
* Maintain and enhance the teaching quality of courses and programmes by initiating routine course evaluations via stakeholders including students and parents/carers
* Lead the development and implementation of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department
* Ensure that departmental development plans, policies and practices are updated annually and aligned with the academy’s aims and objectives

Quality Assurance, monitoring and Data Systems

* Develop and monitor appropriate quality assurance mechanisms
* Establish the processes of setting targets within the Faculty and work towards their achievement
* Contribute as required to academy procedures for learning walks, drop-ins, health checks/reviews and lesson observations
* Ensure that the teachers within the Faculty meet the standards set by relevant professional bodies and that statutory requirements are met
* Ensure the maintenance of accurate and up-to-date academic progress and attainment data on the management information system, ensuring deadlines are met
* Provide highly accurate and insightful analysis of data to team and RSD after each data drop
* Evaluate student and staff performance: identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken
* Produce reports within the monitoring cycles as directed by the RSD
* Produce annual reports on examination performance, including the use of value-added data.
* Provide the Drive Team with relevant information relating to the faculty’s performance and development as required

People Management

* Contribute to the recruitment, deployment and professional development of staff as appropriate
* Take responsibility for the day-to-day management, control and operation of course provision within the department including effective deployment of staff and physical resources



* To undertake Performance Management Review(s) and to act as reviewer for a group of staff within the designated faculty
* Monitor staff attendance rates and implement the staff attendance policy and procedures where necessary and in consultation with the RSD
* Ensure that cover requests are appropriate and in line with the Faculty’s strategic plans and staff CPD needs as determined via their ‘management of performance’ plan
* Make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the Faculty
* Ensure that teachers are aware of new ideas, methods and resources within the subject, its particular contribution to knowledge, and have the opportunity to exchange ideas and good practice with other members of the Faculty, local networks and the wider Trust
* Ensure that appropriate arrangements are in place for the organisation of Health and Safety and a safe place to work in provided for all staff, students and visitors
* To implement effective procedures to support teachers who are underperforming in line with academy policies
* Ensure that the process for allocating management, academic and other duties is fair and consistent
* Implement School Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH
* Take responsibility for the handling any grievance procedures for staff under the supervision of the RSD
* Be responsible for the efficient and effective deployment of the Faculty’s technician
* To participate in the school’s ITT programme

Financial/Resource Management

* Ensure that the Faculty budget is a realistic projection of the needs of the subjects and that up to-date records of expenditure are maintained during the course of the year so that requirements for the future can be accurately assessed
* Ensure that subjects are able to deliver an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the academy’s and Faculty’s strategic objectives
* Ensure that all teachers are adequately resourced with books and materials in order to carry out their teaching duties effectively

Own teaching

* Undertake an appropriate programme of teaching in accordance with the duties of Head of Faculty
* Teach students according to their educational needs, including the setting and marking of work to be carried out by the student in academy and elsewhere
* Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required
* Provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students
* Ensure the ICT, Literacy, Numeracy are reflected in the teaching/learning experience of students
* Ensure a high-quality learning experience for students, which meets internal and external quality standards.
* To prepare and update subject materials
* Use a variety of delivery methods, which will stimulate learning appropriate to student needs and demands of the syllabus
* Maintain discipline in accordance with the academy’s procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework
* Undertake assessment of students as requested by external examination bodies, departmental and school procedures.
* Mark, grade and give written/verbal and diagnostic feedback as required

General

* Be a form tutor and carry out the duties of the role as outlined in the generic job description
* Play a full part in the life of the academy
* Contribute to the academy’s enrichment programme and study support programmes
* Comply with academy policies
* Undertake any other duty as specified by the STPCB not mentioned in the above
* Be aware of and work in accordance of the Trust and academy’s child protection policies and procedures in order to safeguard and promote the welfare of children and raise any concerns relating to such procedures which may be noted during the course of duty.
* The post-holder must maintain high standards of professional conduct and personal appearance and to work as a positive team player, demonstrating mutual respect and integrity for others whilst maintaining open and effective communication at all levels within the academy.

Footnotes

1. The above details are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to him/her by the Principal or his representative.
2. This Job Description may be reviewed at any time via consultation between the SLT and the post-holder, as may be necessary and appropriate to the needs of the academy. It will be reviewed annually.



**How to apply**

* We encourage you to read a copy of our prospectus available on our website – this sets out our Adventure Learning philosophy
* Read the job description and person specification again
* Complete the application forms – FRA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In compliance with Safer Recruitment guidelines,
* CVs cannot be accepted.
* Write a letter of application

We look forward to hearing from you by the deadline. Please note we reserve the right to close this vacancy earlier than advertised should the position be filled or we receive a high volume of applications.

Please send completed applications to Ali Honey **ali@neopeople.net**

(Should you require alternative formats please contact Ali)

Closing date**: 09:00am Monday 23rd April 2018**

**Fowey River Academy is an equal opportunities employer and is committed to Safeguarding and promoting the welfare of children and young people. The post is subject to satisfactory receipt of all statutory requirements in line with safer recruitment, inclusive of an enhanced DBS check.**