



# Risedale Sports & Community College

Learning and Achieving Together



## Working at Risedale Your candidate Recruitment Pack

### Risedale Sports & Community College

Principal: Colin D Scott BEd NPQH  
11-16 Comprehensive School

Call **01748 833501**

or email

**[enquiries@risedale.org.uk](mailto:enquiries@risedale.org.uk)**

to find out more

Hipswell - Catterick Garrison  
North Yorkshire - DL9 4BD

**[www.risedale.org.uk](http://www.risedale.org.uk)**

**[@RisedaleCollege](https://www.facebook.com/RisedaleCollege)**



**“ This is a GOOD school ”**  
Ofsted





Principal: Colin D Scott BEd NPQH

Hipswell, Catterick Garrison, North Yorkshire, DL9 4BD. Phone: 01748 833501 Fax: 01748 836149

## - Recruitment Pack -

### Head of Faculty – Communications including English

Full Time, Permanent, MPS/UPs + TLR1

Recruitment allowance is available in the first year for an exceptional candidate  
(up to 10% of annual salary)

April 2018

Dear Candidate

Thank-you for your interest in the post of **Head of Communications Faculty (English and MFL)** at Risedale Sports & Community College. I hope you find all the information you require within this Recruitment Pack.

If you decide to apply, please do so using the **NYCC 'Job Application Form – Schools'** utilising **Section 16 - 'Supporting Evidence'** to detail how your knowledge, skills and experience meet the requirements for this post. **Please do not send a CV or apply through a recruitment agency.**

Return your application either via email to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively post your application to Colin Scott, Principal, Risedale Sports & Community College, Hipswell, Catterick Garrison, DL9 4BD. Please ensure your application arrives no later than **12 a.m. midnight on Sunday 13<sup>th</sup> May 2018**. Please mark your envelope '**English**' in the top left-hand corner.

I hope you will accept my thanks in advance for your interest in this post, and excuse my discourtesy in responding only if you are shortlisted for interview.

I look forward to hearing from you.

Yours sincerely

Colin Scott  
Principal





## - Job Information / Advert -

**Job Title:** Head of Faculty – Communications including English

**Contract Type / Term:** Full Time / Permanent

**Grade:** Main Pay Scale/Upper Pay Scale + TLR1. A recruitment allowance is available in the first year for an exceptional candidate (up to 10% of annual salary).

**Location:** Risedale Sports & Community College, Hipswell, Catterick Garrison DL9 4BD

**Start Date:** September 2018

**Closing Date:** 12 a.m. midnight Sunday 13<sup>th</sup> May 2018

**Interviews to be arranged:** Week commencing 21<sup>st</sup> May 2018

Are you an aspiring senior leader? Do you have a proven record of success and sustained growth either as lead or within your classroom in the subject of English? Are you keen to develop your skills further in a broader faculty which includes all areas of communications? Are you ready to take up the torch of improving vocabulary and literacy for all so that students are able to do their best in all of their subjects? Are you resilient, focused and reflective in your work? If so, why not join us?

Risedale Sports and Community College is a school that is becoming ever more popular within Catterick and the surrounding area; residents now see the school as their good, local community school. Even before the military expansion of the Garrison in which it sits, it has already attracted more students than ever before to select us as their first choice school.

This role involves directly leading a team of four English and two modern foreign languages teachers. Additionally, it offers whole-school opportunity through membership of the Teaching and Learning Group, a strategic team charged with enhancing both the provision and the delivery of teaching across all subject areas. The successful candidate will also be responsible for the strategic leadership and delivery of whole-school vocabulary, literacy and a love of reading. This is an ideal opportunity for a person ultimately aspiring to more senior roles.

Due to our expansion, and the promotion of others, a fantastic opportunity has arisen to continue the impressive improvement within English and to ensure that pupils continue to make exceptional progress and develop a love of learning.

Our school devotes time to support its staff in growing their skills and encourages its practitioners to take risks in the classroom to enhance the provision for the pupils. Generous management time is given to leaders who are able to use this in supporting colleagues and planning exceptional curriculum provision.



For further details relating to the job and an application form please visit our website <http://www.risedale.org.uk/recruitment>

Completed forms should be emailed to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively can be posted to Colin Scott, Principal, Risedale Sports & Community College, Hipswell, Catterick Garrison, North Yorkshire DL9 4BD.

PLEASE NOTE: The school will not accept referrals or CVs from supply or employment agencies for this post. Applications must be sent personally by the applicant.

Visits to the college are welcomed and if you would like to visit then please contact Stephanie Blood on 01748 833501 Ext. 202 to arrange a suitable time.

Closing date: 12 a.m. midnight Sunday 13<sup>th</sup> May 2018.

Interviews will take place week commencing 21<sup>st</sup> May 2018.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will therefore be required to complete an enhanced Criminal Records Disclosure. We encourage applications from all sectors of the community.



## Job Description

**Job Title:** Head of Faculty –  
Communications including English

**Grade:** Main Pay Scale/Upper Pay Scale + TLR1

**Responsible to:** SLT Link



1. To meet the needs and aspirations of all learners through your contribution to the learning environment. Your area of work is:
  - Head of Faculty
  - To be accountable for the subject(s) standards and achievement of targets and to manage efficiently and effectively the resources made available.
2. To be committed to self-evaluation and personal/professional development, and to take responsibility for a level of leadership appropriate to your post and area of work, and reflection on what you do.

### Have knowledge and understanding of:

- The college's aims, priorities, targets and action plans.
- The relationship of the subject(s) to the curriculum as a whole.
- Any statutory curriculum requirements and the requirements for assessment, recording and reporting of students' attainment and progress.
- The characteristics of high quality teaching and the main strategies for improving and sustaining high standards of teaching, learning and achievement for all students.
- Management, including employment law, equal opportunities legislation, personnel, external relations, finance and change.
- The implications of the Code of Practice for Special Educational Needs for teaching and learning.

### Planning and setting expectations:

- Set expectations and targets for staff and students in relation to standards of student achievement and the quality of teaching.
- Work with the SENDCo, and any other staff with Special Educational Needs expertise, to ensure that individual education plans are used to set subject specific targets and match work well to students' needs.
- Establish, with the involvement of relevant staff, short, medium and long term plans for the development and resourcing of the faculty which:
  - contribute to whole-college aims, policies and practices including those in relation to behaviour, discipline, bullying and racial harassment;



- are based on a range of comparative information and evidence, including the attainment of students;
- identify realistic and challenging targets for improvement.
- are understood by all those involved in putting the plans into practice;
- are clear about action to be taken, timescales and criteria for success.
- Set appropriate and demanding expectations for student's learning and maturation.

## Teaching and managing students' learning by ensuring:

- Curriculum coverage, continuity and progression in the subject for all pupils, including those of high ability and those with special educational or linguistic needs.
- Teachers are clear about the teaching of objectives in lessons, understand the sequence of teaching and learning in the subject, and communicate such information to students.
- Guidance is provided on the choice of appropriate teaching and learning methods to meet the needs of the subject and of different students.
- Effective development of students' literacy, numeracy and information technology skills through the subject.
- Teachers of the subject are aware of its contribution to students' understanding of the duties, opportunities, responsibilities and rights of citizens.
- Teachers of the subject(s) know how to recognise and deal with racial stereotyping.
- Effective development of students' individual and collaborative study skills necessary for them to become increasingly independent when out of school.

## Assessment and evaluation:

- Analyse and interpret relevant national, local and college data, research and inspection evidence to inform policies, practices, expectations, targets and teaching methods.
- Establish and implement clear policies and practices for assessing, recording and reporting on student achievement, and for using this information to recognise achievement and to assist students in setting targets for further improvement.
- Ensure that information about students' achievements in previous classes and schools is used effectively to secure good progress in the subject.
- Monitor the progress made in achieving subject plans and targets, evaluate the effects on teaching and learning, and use this analysis to guide further improvement.
- Evaluate the teaching of the subject in the college, use this analysis to identify effective practice and areas for improvement and take action to improve further the quality of teaching.

## Student achievement:

- Establish clear targets for students' achievement, and evaluate progress and achievement by all students, including those with special educational linguistic needs.
- Use data effectively to identify students who are underachieving and, where necessary, create and implement effective plans of action to support those students.



## Relations with parents and the wider community:

- Establish a partnership with parents to involve them in their child's learning of the subject, as well as providing information about curriculum, attainment, progress and targets.
- Develop effective links with the local community, including business and industry, in order to extend the subject, enhance teaching and develop the students' wider understanding.
- Communicate effectively, orally and in writing, with parents, governors, external agencies and the wider community, including business and industry.

## Managing own performance and development:

- Prioritise and manage own time effectively, particularly in relation to balancing the demands made by teaching, subject management and involvement in college development.
- Achieve challenging professional goals.
- Take responsibility for your own professional developments.

## Managing and developing staff and other adults:

- Help staff to achieve constructive working relationships with students.
- Establish clear expectations and constructive working relationships among staff, including through team working and mutual support, devolving responsibilities and delegating tasks, evaluating practice, and developing an acceptance of accountability.
- Appraise staff as required by the college policy on Performance Management and use the process to develop the personal and professional effectiveness of the teacher.
- Ensure that trainee and newly qualified teachers are appropriately trained, monitored, supported and assessed in relation to standards for the award of Qualified Teacher Status, the Career Entry Profiles and standards for induction.
- Lead professional development through example and support, and co-ordinate the provision of high quality professional development by methods such as coaching, drawing on other sources of expertise as necessary, for example, higher education, LEAs and subject associations.

## Managing resources:

- Establish staff and resource needs and advise the principal and senior managers of likely priorities for expenditure, and allocate available resources with maximum efficiency to meet the objectives of the school and subject plans and achieve value for money.
- Deploy, or advise the principal on the deployment of staff involved in working with pupils with SEN to ensure the most efficient use of teaching and other expertise.
- Organise and co-ordinate the deployment of learning resources, including information and communications technology, and monitor their effectiveness.
- Maintain existing resources and explore opportunities to develop or incorporate new resources from the wide range of sources inside and outside the school.
- Ensure the effective and efficient management and organisation of learning resources, including information and communications technology.



## Strategic leadership:

- Develop and implement policies and practices to ensure governors are well informed about faculty policies and plans, the success in meeting objectives and targets, and faculty-related professional development plans.
- Create a climate which enables other staff to develop and maintain positive attitudes towards the subject and confidence in teaching it.

## 3. To use best practices in the tasks you do

- Use self-evaluation to enhance students' opportunities for academic progress and personal development.
- Be responsible for personal development linked to faculty/college objectives and priorities.
- Seek out the most efficient/effective practice and be an active participant in a process of subject/team development.

## Person Specification

**Job Title:** Head of Faculty - Communications including English  
**Grade:** Main Pay Scale/Upper Pay Scale + TLR1



Attribute	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Qualified teacher status</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of recent CPD</li> <li>Honours degree to include study of specialist subject</li> <li>Awareness of current syllabus development</li> </ul>
Experience / knowledge / understanding	<ul style="list-style-type: none"> <li>Recent relevant experience in KS3/KS4</li> <li>Excellent experience of leading in significant aspects of teaching and learning</li> <li>Experience of planning and delivering curriculum at the relevant Key Stage</li> <li>A thorough knowledge and understanding of all relevant aspects of the National Curriculum in relation to the post</li> <li>Experience of managing an area of development</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the Ofsted framework</li> <li>Timetabling/rooming a department</li> <li>Involvement in, or leadership of, developments at departmental or whole school level</li> </ul>
Skills	<ul style="list-style-type: none"> <li>Transferable ICT skills</li> <li>Excellent time management</li> <li>Efficient record keeping</li> <li>Excellent classroom practitioner</li> <li>Efficient manager and administrator</li> <li>Ability to produce high quality written documents</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work under pressure</li> <li>Ability to have the vision to plan the way ahead and to get things done</li> </ul>
Attitude and values / personal qualities	<ul style="list-style-type: none"> <li>Ability to relate to and build relationships with pupils, parents, and other members of the College community</li> <li>Enthusiasm and commitment to the aims and objectives of the College</li> <li>Good communication skills</li> <li>Quick to perceive and deal with problems</li> <li>Able to lead a team and get the best out of staff and students</li> <li>Make a positive contribution to the wider life of the school</li> <li>Willingness to participate fully in College activities</li> </ul>	



## Commitment to the role of the Personal Tutor

Personal tutors are seen as a vital link in the learning process and in the management of the school. The role centres on monitoring and mentoring, and requires tutors:

- to be aware of the strengths and needs of each student in their tutor group (usually 25 maximum)
- to assist in raising the level of performance of students (by monitoring progress, reviewing and target setting) using allocated time-tabled time
- to promote the development of a positive attitude (by monitoring attendance/punctuality, checking Student Planners etc.)
- to communicate and interpret agreed guidelines and practices to students
- to communicate effectively with parents and colleagues on a day-to-day basis.

This is an important, demanding and time-consuming role which makes a significant contribution to the achievement of students. It is essential that applicants for teaching posts understand that they will be required to be Personal Tutors and therefore must endorse this philosophy.



*"Teachers know their subjects well. They have developed a clear culture of learning and respect with their pupils for whom they obviously care deeply"*



## Information about the English Faculty

Risedale Sports and Community College Communications Faculty is a forward thinking, innovative and creative team of specialists. We pride ourselves on putting the students at the centre of all we do, from creating an engaging, positive, welcoming environment to exploring cutting edge pedagogy.

Our 'Street of Positivity' empowers all our learners to fulfil their potential.

At KS4 students follow the Edexcel English Language and Literacy specification. We encourage independent learning through regular dilemma based thinking opportunities; we also ensure that the new challenging curriculum is accessible to our students through a variety of strategies, from drama to technology. At KS3 we have used the end of levels as an opportunity to introduce a mastery learning approach. This has enabled us to refocus the students away from reductive number labels to a genuine pursuit of skills and understanding.

The successful candidate will be open to new ideas and committed to the philosophy of the team. The profession requires resilience, hard work, adaptability and a sense of humour. The successful candidate will benefit from a supportive staff team, high quality CPD and the chance to be the teacher you really want to be.



*"Risedale is a very special place to be and as a team we work tirelessly to ensure the very best for our students. We are a small school and because of this a family feel is often mentioned. We support each other and celebrate each other's achievements. The faculty contains a fantastic range of characters who love to talk about teaching and learning; we are constantly seeking to improve our provision – from getting our students in the learning pit or immersing them in the wonderful world of literature and language"*

Sarah Matthewman – SLT link to the English Faculty

## Our Mission Statement

Risedale Sports and Community College – committed to nurturing and sustaining a positive future for all, through an inclusive and exceptional learning journey.

## Aims

- To ensure everyone exceeds their potential
- To shape our curriculum to meet the future aspirations of our children
- To learn from failures and celebrate success
- To always be a force for resilience and excellence



## Catterick Garrison

Risedale Sports & Community College is located within the pretty village of Hipswell at the heart of Catterick Garrison, close to the historic market town of Richmond. It is set within a beautiful part of North Yorkshire, close to both Swaledale and Wensleydale. Catterick is a thriving and advancing location offering a choice of affordable and desirable housing opportunities prompted by the planned expansion to the Garrison over the forthcoming years. The newly built Princes Gate Retail Park offers all major amenities including supermarkets, cafes, shops, cinema, a leisure centre and library. Risedale is just a 5 minute drive from the A1(M) providing easy access to Teesside, York and the Leeds conurbation. Major centres like Darlington are within easy reach for commuters, shoppers or leisure seekers, at around a 30-minute drive along the A1(M). For more information about living and teaching in North Yorkshire please visit [www.inspireleadteach.co.uk](http://www.inspireleadteach.co.uk)



## Risedale Sports & Community College

Risedale Sports & Community College is a smaller than the average sized secondary school and currently has 485 students aged 11-16 years. It enjoys an enviable and growing reputation in its local community. It is expected to expand to between 600 and 800 students over the next decade as the population of Catterick Garrison increases and becomes a 'Super Garrison'. Links with the Armed Forces are strong. The college has one of the largest proportions of service children (over 40%) of any secondary school in the UK. This military connection is an essential part of the college's distinctive character.

Risedale has been on an 8 year journey of improvement leading to a GOOD judgement by Ofsted in 2015. Justifiably proud of this accomplishment college staff are by no means complacent and know there is more work to be done and are enjoying the challenge. We work diligently to better ourselves, and our staff consistently seek to affect positive change among our students. In September 2016 Risedale welcomed its new Principal Colin Scott, whose passion, determination and dedication is already a formidable force, striving to empower staff and students so they can achieve and be the very best they can.



**Principal Colin Scott and  
Lt. Col Joe Jordan, Catterick Garrison  
Commander and Risedale Governor.**





## Child Protection Information / Instructions for applicant

*We are committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them:*

1. All applicants are requested to provide in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.
2. Applicants are advised that references should be from "suitable" referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate. In line with Safer Recruitment and Selection Guidance, for appointment to this post, references will be taken up prior to interview.
3. All reference requests will specifically ask for information about the candidate's suitability to work with children and young people and will request details of: any disciplinary procedures and the outcome of these; any allegations or concerns relating to Child Protection and/or the welfare of children and young people; details of any criminal convictions, cautions or bind overs.
4. At interview, candidates will be asked about any allegations or concerns raised against them and the outcome of these, including the details of both current and expired disciplinary sanctions. Interviewees are required to bring to interview original documents relating to identity and qualifications.
5. All appointments will be subject to a satisfactory, enhanced level DBS check, a minimum of two satisfactory references and medical clearance. This post is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 therefore all convictions, cautions and bind overs, including those regarded as "spent" must be declared. Any pending prosecutions, current court proceedings and police enquiries relating to you, also must be disclosed. If you have any of these, you must provide details in a sealed envelope, marked confidential, attached to your application form. Applicants are required to declare if they have been referred to or included on the Barring List, barring or restricting work with young people or vulnerable adults. For new employees to North Yorkshire County Council, the appointment will be subject to satisfactory completion of a six month probationary period (Applies to school support staff posts).
6. On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Board, Local Authority's and School's Child Protection and Safeguarding Policies and Practice Guidance and information on expected safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures.