



**HORIZON  
COMMUNITY  
COLLEGE**

# RECRUITMENT PACK

**Assistant Subject Leader of Geography**

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**February 2020**



School Ready; Work Ready; Life Ready

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## Horizon Community College: Our Vision

The economic, cultural and social landscape of Barnsley is changing. Opportunities in further education, higher education and professional roles are increasing; opportunities for individuals to shape their own career pathways are growing; opportunities for individuals to challenge traditional socio-economic patterns are multiplying.

At Horizon Community College, our responsibility is to prepare students for this reality. We want young people to leave the College well qualified and with a unique skill set that will enable them to stand out from the crowd. We want young people to be in possession of a passport of qualifications and employability skills that will enable them to pursue exciting careers, attend prestigious universities, complete dynamic apprenticeships and play leading roles in regenerating this area and beyond.

Our curriculum is tailored to the needs of and meets our ambition for each individual student. This is underpinned by the College's core values which help to prepare every student for a lifetime of success. Our Curriculum and Culture ambition:

- aims to **challenge every learner, in every lesson, every day**
- develops the character and skill set of all, through the belief that we are **'Positive Role Models'**
- ensures **opportunities for all** through our personal development and Careers and Enterprise programmes.

Successful education is also about working in close partnership with our families and the community to ensure our students succeed in each School year and are prepared for the next appropriate phase of their education. We work together to empower our students to believe that anything and everything is possible.

We heavily invest in the growth and development of our entire workforce, so they are also prepared for the next phase of their careers. We promote 'one team' working hard to support each other. We are focused on continued professional development for staff at every level.

We embed a curriculum and culture that results in Equity of Opportunity, Strong Community, High Expectations, Global Readiness and Kindness so that our students are School Ready; Work Ready; Life Ready.



**Nick Bowen**  
**Executive Principal**



**Claire Huddart**  
**Principal**

**We are delighted that you are applying for a role at Horizon Community College, and hope that this document will inform you about how we aim to provide the very best secondary education in Barnsley and beyond.**

# Vision Overview 2020-2025

## Vision

**School Ready; Work Ready; Life Ready**

## Ambition

Our Curriculum and Culture:

- aims to **challenge every learner, in every lesson, every day.**
- develops the character and skill set of all, through the belief that we are **Positive Role Models.**
- ensures that there are **opportunities for all** through our personal development and Careers and Enterprise programmes.

## Values

Tolerance Teamwork Kindness Respect Pride Engagement Questioning Independence Organisation Resilience

## Aims

### Equity of Opportunity

To remove academic and social barriers and ensure equitable access to qualifications, programmes and wider opportunities in College.

### Global Readiness

An ambitious curriculum that ensures students gain the knowledge, skills and cultural capital needed to graduate with options to be highly successful and make a positive contribution to the community and beyond.

### High Expectations

Students are challenged and supported to reach their highest academic potential. An extensive personal development programme allows students to build character and resilience ensuring personal growth year on year.

### Strong Community

Engage with our students, families, staff and community to cultivate a safe and welcoming College built on mutual respect and courtesy so all learners thrive. Students recognise risk and know how to stay safe.

### Culture of Kindness

A culture of Kindness throughout the College, with caring and culturally proficient, tolerant students and staff.



# CORE VALUES

## At Horizon Community College

<b>PRIDE</b> Wear full College uniform at all times Take pride in all you do and actively look to improve your work	<b>ORGANISATION</b> Bring correct equipment to every lesson Organise your time and complete homework to the best of your ability	<b>ENGAGEMENT</b> Be focussed and attentive in lessons act on advice and feedback Seek to discover new things & be prepared to take risks	<b>QUESTIONING</b> Contribute in every lesson Ask questions to deepen your knowledge and understanding	<b>RESPECT</b> Follow staff instructions the first time & every time Be honest and polite to others	<b>KINDNESS</b> Be considerate and supportive of others Treat others as you would expect to be treated	<b>TEAMWORK</b> Engage with cooperative learning Take on an active role within the team, readily sharing ideas and information	<b>TOLERANCE</b> Value others regardless of sexuality, race, faith gender or disability Accept the quirks of others	<b>INDEPENDENCE</b> Demonstrate dedication & commitment Be self-disciplined and evidence self-direction	<b>RESILIENCE</b> Persevere and recognise it is alright to make a mistake Respond well to constructive criticism
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## Child Safeguarding Policy

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service (DBS) check will be undertaken for the successful applicant.

The College pays full regard to DfES guidance 'Safeguarding Children and Safer Recruitment in Education' Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for Horizon who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit:

<https://horizoncc.co.uk/safeguarding/>

## Vacancy Details

**Role: Assistant Subject Leader of Geography**

**Salary: MPS / UPS + £4,607 (TLR 2b)**

**Type: Permanent**

**Closing Date: Monday 24 February 2020 at 12 noon**

**To Start: September 2020**

We are delighted to offer this exciting opportunity for an inspirational and talented teacher to join our Geography team. Reporting directly to the Subject Leader of Geography, this role will focus on teaching, learning and assessment of Geography, alongside the coaching and development of staff.

This role would suit an ambitious and consistently good or outstanding teacher looking to develop their career into middle leadership or equally someone who already has TLR experience and is looking for a new challenge.

You will benefit from a balanced timetable and the support of a strong leadership team. We welcome applications from colleagues who want to be part of a positive and forward-thinking team at this exciting time for the school.

In return we can offer:

- Relatively small class sizes;
- A calm teaching environment where behaviour for learning is good;
- Superb career development opportunities;
- Bespoke CPD opportunities to enhance professional growth;
- Exceptional teaching and learning facilities and resources.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A disclosure and barring services check will be undertaken for the successful applicant.

Horizon Community College reserve the right to close this advert prior to the closing date above.



**Job Description**

<b>SERVICE AREA: Horizon Community College</b>	
<b>JOB TITLE: Assistant Subject Leader of Geography</b>	
<b>GRADE: MPS/UPS + TLR 2b</b>	
<b>RESPONSIBLE TO: Subject Leader of Geography</b>	
<b>EMPLOYEE SUPERVISION: Subject Teachers and Support Staff (where this occurs) working within the Department</b>	
<b>DATE AGREED:</b>	<b>BY WHOM:</b>

**Purpose of Post:**

Assist the Subject Leader in the teaching, learning and development of the subject throughout the College, ensuring that each student is positively encouraged to develop his/her potential to the full. Take on specific subject/teaching and learning responsibilities - appropriate to the grade – to be negotiated after appointment with the Subject Leader

**Key Areas:**

- To assist in the implementation of the whole College Teaching and Learning Strategy within the subject area of every School.
- To assist in developing and maintaining high quality teaching and learning throughout the subject area for which the teacher is accountable.

**Duties and Responsibilities:**

**Duties to be performed in accordance with the provisions set out in the School Teachers' Pay and Conditions Document and the relevant standards for teaching staff.**

**Assisting, Advising, Supporting and Deputising for the Subject Leader in:**

1. Ensuring the whole College Teaching and Learning Strategy is implemented by all teachers within this subject area in every School.
2. Ensuring that there are high standards of teaching and learning through lesson observation and ensuring appropriate CPD for department members, having a commitment to your own development.
3. Ensuring the majority of students achieve challenging targets and implementing effective intervention as appropriate.
4. Having up to date knowledge of subject, pedagogy, classroom management, research/inspection findings.
5. Planning, implementing and reviewing the subject curriculum within the framework of the National Curriculum, ensuring that appropriate schemes of work are in place.
6. Encourage and model collaborative planning.
7. Ensuring that assessment is both regular and thorough and that full records of work done by teachers and students in the department are kept.
8. Ensuring that department members monitor and evaluate student progress using comparative data.
9. Having appropriate knowledge of how ICT can be used to enhance learning.



10. Assisting the Principal in the performance management and the threshold assessment process.
11. Contributing to the selection for appointment and professional development of other teachers and support staff, including the induction and assessment of new teachers and teachers serving induction periods.
12. Representing the department in all matters in the school relating to the curriculum.
13. Attending curriculum/CPD meetings.
14. Liaising with the Learning Resource Centre Manager in the task of supporting learning in the school.
15. Assisting the school's SENCO in ensuring that students who have special learning difficulties follow appropriate teaching and learning programmes.
16. Maintaining and developing links with partnership feeder schools, colleges, universities and appropriate employers.
17. Ensuring educational enhancement (e.g. booster classes, visits).
18. Preparing and monitoring the departmental budget, ensuring value for money.
19. Ensuring that the stock and equipment is well cared for and efficiently used.
20. Ensuring that the teaching spaces present a safe and stimulating environment conducive to learning and that appropriate risk assessments are carried out.
21. Organise all external examination entries with the Examinations Officer for the department.
22. Ensuring that accurate subject levels are recorded for all students at the end of KS3 where necessary.
23. Implementing such policies as determined by the College's Governing Body.
24. To comply with policies and procedures relating to the Code of Conduct, safeguarding, health and safety, security, confidentiality and data protection etc.

**The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.**

**The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

Date Job Description Revised:	By whom:
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## Employee Specification

When filling in the application form, please demonstrate with clear, concise examples how you would meet the requirements of the post. You will be assessed in relation to the Essential and Minor criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applications for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Minor)
<b>Relevant Experience</b>	Experience of supporting Subject Leadership within a secondary school context	Application form/interview	Essential
	Experience of using school data effectively to raise achievement	Application form/interview	Essential
	Experience of supporting the leading teams of staff ensuring subject knowledge to enable learning	Application form/interview	Essential
	Experience of developing and improving the quality of teaching and learning within a subject area	Application form/interview	Essential
	Experience of helping to turn Inadequate and Satisfactory Teaching and Learning into Good and Good into Outstanding	Application form/interview	Essential
<b>Education and Training Attainments</b>	Qualified teacher	Application form/certificates	Essential
<b>General and Special Knowledge</b>	Excellent subject knowledge	Application form/Interview	Essential
	Knowledge of latest developments in Teaching and Learning.	Application form/interview	Essential
	Knowledge of Accelerated Learning Cycle, Collaborative/Co-operative Learning and Assessment for Learning	Application form/interview	Essential

	<p>Knowledge of school data and how to analyse this data and then effectively use what the data tells us in order to support department members in raising achievement</p> <p>A clear understanding of benchmarks/estimates, predictions and targets and how to use these appropriately and effectively to support all department members in raising achievement</p>	<p>Application form/interview</p> <p>Application form/interview</p>	<p>Essential</p> <p>Essential</p>
<b>Skills and Abilities</b>	<p>Ability to model good/outstanding teaching and learning</p> <p>Ability to ensure a whole-school positive behaviour culture and assist department members in doing the same</p> <p>Ability to work on own initiative and prioritise work to given deadlines.</p> <p>Ability to present information clearly and concisely to prescribed formats.</p> <p>Ability to assist other teachers to become outstanding practitioners</p> <p>Ability to accurately assess quality of Teaching and Learning</p> <p>Excellent written and verbal communication skills.</p> <p>Ability to work accurately and methodically under pressure.</p> <p>Ability to respect and maintain confidentiality.</p> <p>Ability to work individually and as part of a team.</p> <p>Commitment to the safeguarding and promotion of the welfare of young people.</p> <p>Ability to maintain appropriate relationships with staff and students</p>	<p>Lesson Observation</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p> <p>Application form/interview</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

	Ability to deal appropriately with a range of sensitive issues.	Application form/interview	Essential
<b>Additional Factors</b>	A willingness to take part in training and development opportunities as required.	Application form	Essential

**In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.**

## Employee Benefits

The college offers the following benefits to its staff in addition to competitive salaries:

- Access to Local Government or Teachers' Pension Scheme
- Excellent access to the college by public transport – direct trains to Barnsley from Leeds, Huddersfield, Sheffield, Wakefield, Meadowhall
- Proximity to the M1 and A628 – around 30 minutes commute from Leeds, Huddersfield, Sheffield, Rotherham, Doncaster
- Comprehensive staff wellbeing offer including: free breakfast; access to local authority wellbeing support; in-college HR wellbeing guidance and access to counselling; staff workload review; flu vaccinations; free access to the college gym
- A comprehensive professional development programme for teaching and support staff, including opportunities for achieving professional qualifications and supporting career progression
- Free Microsoft Office 365 and OneDrive for personal use for up to five machines/devices.

Horizon Community College is committed to ensuring and promoting the wellbeing and professional support of all staff under its care.

## The Application Process

Please read the Guidance Notes for Applicants before completing an application form.

The candidates selected for interview will be informed after shortlisting and full details of the interview process will be provided.

**This is an exciting and rewarding role and we look forward to receiving your application.**

Should you wish to discuss the role further please contact us on 01226 704230.