

St George’s Road, Wallingford, Oxfordshire, OX10 8HH

Email: office.4140@wallingfordschool.com

Web: www.wallingfordschool.com

Telephone: 01491 837 115

Headteacher: NJ Willis

Email: head.4140@wallingfordschool.com

**Position: Curriculum Team Leader for Vocational Studies**

**Allowance: TLR1(2)**

**Contract Type: Permanent**

**Required for: September 2019**

**Closing Date for applications: 10am Tuesday 21st May 2019**

**Interviews: W/c Monday 20th May 2019**

Person Specification

**INTRODUCTION**

This job description should be read in conjunction with the current School Teachers’ Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher who, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the Post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school’s Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council’s Stress at Work Policy and the Dignity at Work Policy.

At Wallingford School we pride ourselves on providing a safe and happy environment where young people can flourish and we want to send every young person into the world able and qualified to play their full part in it.

**GENERAL DUTIES**

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers’ Pay and Conditions Document currently in operation, or any subsequent legislation.

Teaching and Learning:

1. Plan, prepare and deliver high quality lessons to students at Key Stages 3, 4 and 5.

2. Report on progress and any concerns to line manager and parents.

3. Contribute to curriculum development work of the team.

**GENERAL RESPONSIBILITIES**

Taking appropriate responsibility for one’s own health, safety and welfare and the health and safety of students, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies including: taking responsibility for raising concerns with an appropriate manager.

## **SELECTION CRITERIA**

**Essential:**

The successful candidate will:

* Hold Qualified Teacher Status
* Have an Enhanced DBS Certificate (originally known as a CRB)
* Be able to lead and develop the teaching and learning of Vocational Studies successfully across the ability range and up to KS5
* Gain successful results, believing that our pupils are capable of achieving high standards
* Be fully conversant with the demands of the Curriculum at KS3-5
* Be ready to lead a successful Vocational Studies team in its next phase of development
* Be a good, enthusiastic team member
* Be a reflective practitioner, who has the potential to develop his/her own career further
* Have the ability to communicate effectively with staff, parents and students

**Desirable:**

The successful candidate will:

* Have unquenchable enthusiasm for Vocational Studies
* Believe that students are capable of high standards, and expects them to achieve
* Have the capacity to develop our pupils both in lesson time and beyond
* Enjoy working as part of a team and sharing expertise
* Be keen to contribute to the development of the department
* Have competent ICT skills

## **SPECIFIC INFORMATION ABOUT THIS JOB**

Wallingford is a very pleasant place to work indeed. Relationships here are warm and supportive. Our students are polite, sensible and good fun to be around. We face very few challenges that involve rude or aggressive conduct. The atmosphere throughout the school is purposeful and pleasant. During lessons students behave in a courteous and civilised fashion and are also well behaved in their free time, despite a relatively low level of direct supervision. Teachers here do not go home and worry about the management of student behaviour.

The teaching force here is well qualified and extremely talented; there is the potential to achieve great things.

Teachers here choose to spend time with each other outside school, and there is a series of social and sporting events throughout the year. We have a welcoming staffroom, and the various teams are sociable too. The governors are very supportive and involved; they will take an interest in this particular appointment and will value the increase in information about the way the school works. Our community has a high regard for the school, largely as a result of the reputation we have now for good behavior. We have recently gone from having real concern about our numbers to being over-subscribed. The shift towards us seems to be of girls who might otherwise have gone to single sex schools, and families who previously would have chosen independent schools, of which there are many in Oxfordshire. This demonstrates the nature of the area and the direction we are going in.

The accommodation here is fit for purpose, and comfortable to work in. We have adequate resources to teach with, and the school is networked. Our grounds are very attractive. In fact, the location of the school is a really strong attribute.

As a school, our vocational offer is growing and evolving with increasing uptake at both Key Stage 4 and Key Stage 5. We currently offer the following Key Stage 4 vocational courses: Business, Health and Social Care, Sport and Skills. In addition we offer Food and Applied Science at Key Stage 5. Results are currently varied. Results are improving and there are some areas of strength, but there is still work to be done.

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| --- | --- | --- |
|  | Key Stage 4 | Key Stage 5 |
| Applied Science |  | Awaiting first set of results |
| Business | 97% P, 32% D/D\* | Ext Cert – Alps 8Diploma – Alps 8 |
| Food |  | Awaiting first set of results |
| Health and Social Care | 100% P, 41% D/D\* | Diploma – Alps 3 |
| Sport | 100% P, 25% M | Awaiting first set of results |
| Skills | 100% P | 100% P |

The successful applicant will coordinate with teachers from a range of subject areas to ensure that students make the best possible progress in their vocational studies. They will be in charge of leading vocational meetings, liaising with the exam boards and overseeing the assessment and tracking of student progress. In addition, they will be responsible for overseeing the internal verification process and will be our named quality nominee for BTEC courses.

# **Further Information:**

The Governors and Headteacher are fully convinced of the vital importance of Vocational Studies at Wallingford and, if appointed, you would be joining a team which will be working hard to provide curriculum experiences and extra-curricular activities of the highest quality. You will also find yourself in a school where the expectations for professional development are high.

Wallingford School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

The successful candidate will be expected to be a form tutor and on Friday mornings help with the delivery of the school’s PSE programme. In addition to support from within the Vocational Studies team, newly appointed staff benefit from the induction support programme organised by SLT.

We look forward to receiving your application. We are aware that there is a quick turn around on the application deadlines for this post.

**TEACHERS PENSION DETAILS**

The link for teaching staff to the Teachers’ Pension website is:

[https://www.teacherspensions.co.uk/members/member-hub.aspx](https://mail.wallingfordschool.com/owa/redir.aspx?C=3e8f67bf17504de1bcfaec624fa69268&URL=https%3a%2f%2fwww.teacherspensions.co.uk%2fmembers%2fmember-hub.aspx)

**TERMS & CONDITIONS**

The Wallingford Schools Academy Trust employs teaching staff working at Wallingford Schools Academy on the conditions of service contained in the General Terms and Conditions of Employment for Teaching Staff which can be found at <http://www.oxfordshire.gov.uk/cms/content/teachers-conditions-employment>

**TO APPLY**

Please complete the attached application form and email to **recruit@wallingfordschool.com**

We look forward to receiving your completed application form by

**10am Tuesday 21st May 2019**

**Interviews will take place the week beginning Monday 20th May 2019**