



Notre Dame

CATHOLIC SIXTH FORM COLLEGE

HEAD of Level 2 BTEC BUSINESS

The College is seeking to appoint a well-qualified, able and enthusiastic individual to the full time post of Head of Level 2 BTEC Business, who will lead and inspire a team consisting of both new and experienced teachers. The post will commence 27th August 2019.

BUSINESS CTEC at Notre Dame Catholic Sixth Form College

The Business BTEC subject area is extremely high performing with a track record of achieving Red ALPS for the last three years. Over 200 students currently study CTEC Level 3 and BTEC Level 2. The Business BTEC subject area is also part of the Business department which offers A Level Business Studies and A Level Accounting. The college has seen year on year growth in Business Studies and are now in the exciting position to offer this new post. We are seeking to appoint an exceptional individual who can demonstrate a track record of success in the teaching of both Level 3 and Level 2 Business BTEC. You will have the drive and enthusiasm to provide a high quality and challenging learning experience for our students whilst also ensuring a supportive and encouraging environment.

The post offers the opportunity for an experienced teacher to continue to further develop the programme with the advantage of our central location of Leeds city. Or equally, this could be a golden opportunity for an aspirational teacher who wishes to gain their first managerial experience knowing that Notre Dame is renowned for its highly supportive and friendly environment. Either way, you will be able to offer a track record of outstanding success and a commitment to making a significant contribution to the personal and academic development of all students, and the future of Notre Dame.

The appointment will be made at your current point on the Sixth Form Colleges' Association pay spine; (NSP1 to 9: £24,098 to £39,329 per annum) plus one Responsibility Allowance of one point (1 x £1020) per annum. This post is on an Extended contract of 210 days per year.

Responsible to: Head of Faculty

MAIN PURPOSE OF JOB

To lead the subject of Level 2 BTEC Business, manage the team of Level 2 BTEC Business staff and teach across Level 3 and Level 2 BTEC Business.

Responsible for:

- Outstanding standards of student achievement and attainment within the department
- The line management and supervision of all teaching staff within the department
- The development of all staff within the department
- To have regard to the principles and values expressed in the College's Mission Statement

Duties to include:
Management responsibilities

- Provide effective leadership and management of the department
- To motivate and inspire colleagues within the department in line with the College's Ethos and Mission Statement.
- To lead the department in embracing a varied and effective range of teaching and learning styles appropriate to the post-16 learner through the development of a team culture including the appropriate integration of ILT into programmes of study.
- To lead the curriculum and curriculum development of the department.
- To rigorously monitor and track the Quality Assurance in the department's teaching, learning and assessment to ensure consistency of provision
- To rigorously monitor the Subject Assessment Review (SAR) involving both staff and students in order to maintain outstanding provision
- To be a 'champion of the student' and to have overall responsibility for monitoring and improving student performance in terms of pass rates, high grades, value added and retention.
- To develop a vibrant, enriching and enjoyable experience for all students within the department.
- To manage the departmental budget.
- To manage, guide, direct and undertake Professional Management Reviews/Appraisals with staff within the department and ensure their training and development needs are identified and met.
- To manage administrative tasks required in promoting, delivering and assessing the department's learning programmes.
- To allocate responsibilities within the department in order to maximise the skills and talents of individuals.
- To provide opportunities for formal and informal meetings within the department.
- To be responsible for all relevant and timely reports to Head of Faculty
- To monitor policies and procedures within the department and ensure their consistency with whole College policies.
- To manage, guide and direct any non-teaching staff within the department as appropriate.
- To be responsible for ensuring that all staff and students in the subject area comply with all the College's policies and procedures.
- To promote subject specific liaison with High School staff and pupils in order to achieve an effective, proactive and successful working partnership.
- To develop strategies to maintain retention and achievement in line with college and national benchmarks
- To contribute to activities which publicise and promote the work of the department, including assisting in liaison with partner schools, higher education, employer engagement, examination boards, awarding bodies and other relevant external bodies where appropriate
- To perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility

Teaching, Learning and Assessment:

- To contribute to the provision of a stimulating teaching environment and to undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher.
- To undertake the assessment of students' work in accordance with the College's assessment policy.

Curriculum Provision and Development:

- To contribute to the development and delivery of curriculum subject(s) at different levels.
- To manage the development of resources, schemes of work, marking policies and teaching, learning, assessment strategies in the department.
- To manage and monitor students to ensure high attendance and punctuality
- To monitor, support, and report on the progress and development of individual students as required.
- To manage and promote high expectations for learners behaviour and conduct within the department
- To motivate the department to inspire students to have highly positive attitudes to their learning, including a commitment to independent study.
- To contribute to effective communication and consultation with parents of students when appropriate. This includes report writing and attendance at Parents' Evenings or other occasions designated by the College.
- To manage the departments' Moodle area.

Quality Assurance and Professional Development:

- To actively participate in staff development activities.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To contribute to and participate in the College's procedures for lesson observation.
- To contribute to the College liaison and information events e.g. attendance at the Open Morning and Parents' Evenings, and any annual Presentation Evening.
- To manage the development and planning of courses within the department and assist with the planning of department timetables.
- To hold and attend meetings in accordance with the College meetings' schedule

Other:

- To have regard to the principles and values expressed in the College's Mission Statement.
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy
- To have full regard for the College's Equality and Diversity and Health and Safety requirements
- To undertake any other duties that may be reasonably assigned by the Principal

This job description may be subject to revision depending on the future needs of the post and the College. Any changes will be discussed with the post-holder prior to implementation

PERSONAL AND PROFESSIONAL REQUIREMENTS

Method of Assessment

A = Application I = Interview T = Task C = Certificate/s R = Reference

Essential	Method of Assessment
• Degree in Business or relevant subject	A, C
• Post Graduate Certificate of Education or equivalent (Secondary or F.E.)	A, C
• Able to demonstrate outstanding results at Level 2 and Level 3	A, I, R,T
• An excellent classroom teacher	A, I, R,T
• Able to demonstrate successful experience of managing and developing staff	A, I, R,T
• Able to display high levels of skills in the management of learning	A, I, R
• Have a good knowledge of recent developments in the sixth form sector	A, I, R
• Display the values, attitudes and behaviour consistent with the Catholic ethos of the College	A, I, R,T
• Have a high level of communication and interpersonal skills	A, I, R,T
• Have an ability to enthuse, inspire and motivate staff	A, I, R
• Have an ability to set and achieve high standards for themselves, colleagues and students	A, I, R,T
• Have a high level of organisational and administrative skills with an ability to prioritise workloads and meet deadlines	A, I, R,T
• Be relentlessly proactive with students, staff and all members of the College community	A, I, R,T
• Have a commitment to a student-centred approach to the learning process	A, I, R,T
• Have the ability to manage student progress and achievement and complete all relevant documentation	A, I, R,T
• Have an awareness and understanding of current developments in the Business subject area	A, I, R,T
• Have a sense of humour, be able to keep issues in perspective, celebrate success and address under productivity.	A, I, R,T
• Experience of implementing effective quality improvement strategies	A, I, R
• Experience of using value added and other data to raise standards	A, I, R
• Excellent interpersonal and communication skills	A, I, R,T
• The ability to lead a team effectively	A, I, R
• Excellent record of attendance and punctuality	A, R
• Commitment to Safeguarding and promoting the welfare of young people	A, I, R,T
• Support for the Catholic ethos of the College	A, I

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

Completed applications should be returned via the TES Portal.

Closing date: 9am on 20th May 2019.

It is intended that interviews will take place on Thursday 23rd May 2019.

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

About Notre Dame Catholic Sixth Form College

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2000 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

An Outstanding College

We are Ofsted grade 1 Outstanding and have a sustained track record of outstanding results at A level and BTEC/CTEC as measured by ALPs, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

Our Community

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors.

The College has outstanding links with both the local and wider community. Learners and staff fully contribute to this for example, students at the College are encouraged to engage in volunteer work within the community. Voluntary work is carried out in the local community by the CAFOD Group; Health and Social Care students; the Medevs (medical, dentistry and veterinary science enrichment group) and Chaplaincy. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

Staff at Notre Dame Catholic College

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

What our staff say about Notre Dame Catholic College

Teacher of Law

'I have worked here for 13 years because it is a college which cares about the students both academically and pastorally and which allows them to achieve their potential.'

Head of Department

'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.'

Course Leader

'I am new to the College and I have found everyone to be so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'

Teacher of Health and Social Care

'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic college allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'



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What our students say
about Notre Dame Catholic
Sixth Form College

