



## **Job Application Pack**

### **Head of Humanities**

**(RE Specialism)**

Permanent, Full Time

Salary: MPS/UPS + TLR 2A £4,838

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of Trust's.

*S. Hampton*

## About the Trust

Archway Learning Trust (ALT), previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes a large Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy. In January 2018 the Trust are welcomed The Nottingham Emmanuel School into our 'family' of schools.

This post is being created as ALT continues to grow. Following an approach by the Regional Schools Commissioner we are delighted to announce that our family will soon take on two new academies in Grantham. Bluecoat Meres Primary Academy (formerly St John's) and Bluecoat Meres Academy (formerly St Hugh's) will be joining our Trust. This post has been created to grow our Primary capacity and to build a 'hub' of schools and academies in the Grantham area. This exciting opportunity comes at a time when ALT is looking to build on its track record of taking Bluecoat Wollaton from good to outstanding and Bluecoat Beechdale from inadequate to good in under three years.

This is an exciting time to be joining a Trust that is ambitious for growth but passionate about putting children first in everything that we do. We care deeply about the futures of every young person who attends an ALT school and believe that every child, no matter what their starting point in life, should have the opportunity to go to a school where they can expect the best possible experience of education.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

## Welcome from the Regional Director of Archway



Stuart Anderson, Regional Director, is currently providing leadership to the Trust's two new schools in Grantham, St Hugh's and St John's, before they officially join the Archway Learning Trust from 1<sup>st</sup> June. He is also Principal at Bluecoat Wollaton Academy in Nottingham.

Like Bluecoat Wollaton Academy, the aim for the schools in Grantham is to offer a caring, nurturing and secure environment that enables every member of our staffing body to be the best they can be. We have high aspirations for ourselves, our students and the community we serve.

The Trust is committed to ensuring that the new schools – soon to be named Bluecoat Meres Academy and Bluecoat Meres Primary Academy - make rapid academic progress so that the students there are able to have the opportunities that other students have, regardless of background. As a church trust we place equal value on ensuring students grow and develop both personally and socially and leave us thoroughly prepared to become well rounded and successful citizens in a modern society.

We also expect our staff to be excellent by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible.

### Bluecoat Meres Academy (*formally St Hugh's*):

This is an exciting time to be joining the school. With the arrival of Archway there will be additional support and expertise deployed to Grantham and a strong network behind the staff and students to ensure that it achieves well.

The ethos of Archway is to make sure that staff have all of the support that they need and the school will work with all of those in the Archway family, a trust with a track record of school improvement and of strong outcomes.



Considerable time and energy is devoted to supporting our staff in becoming the best that they can be. The Academy recognises that each employee is as important as the other in contributing to the outstanding education we provide; employees are given the opportunity to attend and be part of extensive training programmes within their specialist area to develop the key skills to facilitate their career path. We believe in innovation, risk taking and welcome new ideas that people can bring to the Trust drawing from experiences in other workplaces.



Bluecoat Meres Academy is a Church of England Academy but respectful of all faiths. We will work closely with the Diocese of Lincoln but welcome staff and students irrespective of their background. At the heart of Bluecoat Meres is the belief that all students are unique and valued by God. Our mission statement sums up what we stand for: *'Believe; in yourself, in others, in God'*



We are passionate about the school and our desire is for its pupils to achieve well and progress to the secondary school with us and continue their Bluecoat journey.

## The Vacancy

We are seeking to appoint a committed, talented and inspirational Head of Faculty for Humanities (History, Geography and Religious Studies) to lead our positive and forward looking team.

The successful candidate will be an excellent classroom practitioner and be enthusiastic about the achievement of students across the Humanities. Their ability to consistently teach inspirational lessons will be supported by our fit for purpose facilities and resources and excellent training and development opportunities on offer. This post will require the candidate to teach Religious Studies across Key Stages 3 and 4 in their main teaching role, lead their own subject as well as leading the faculty by example. This vacancy is an excellent opportunity for either an experienced practitioner or for a colleague looking for their first leadership role as there will be the potential to lead aspects whole Academy improvement.



## Applications

For more information about Archway Learning Trust, please visit [www.archwaytrust.co.uk](http://www.archwaytrust.co.uk). To apply for the role please download the 'Teacher Application Form' from the 'Vacancies' section on our website and submit to [recruitment@archwaytrust.co.uk](mailto:recruitment@archwaytrust.co.uk) clearly demonstrating your suitability for the role.

**Closing Date: 9am Monday 20<sup>th</sup> May 2019**

**Interview Date: Wednesday 22<sup>nd</sup> May 2019**

## Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation. The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

### We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

## Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References

## Job Description

<b>POST TITLE:</b>	HEAD OF HUMANITIES
<b>GRADE:</b>	MPS/UPS + TLR 2a £4,838
<b>MAIN PURPOSE:</b>	Support the strategic leadership of the department Teaching Promoting the highest standards of behaviour in order to promote a calm working environment in the Academy, and to create an atmosphere conducive to learning
<b>RESPONSIBLE TO:</b>	Principal
<b>RELATIONSHIPS WITH:</b>	Senior Leadership Team Trust wide teaching colleagues SENCo / Teaching Assistants Support Staff Parents Local community and educational providers Governors and other stakeholders

### Introduction

The Head of Humanities is responsible for all aspects of teaching and learning throughout the Academy. This involves the leadership and support of the staff as well as the management, organisation and administration of the work of the department. The Head of Humanities has a duty to promote high quality in all aspects of the work of the team by maintaining high standards of achievement and ensuring that all students fulfil their potential through effective teaching and learning and high expectations.

The Head of Humanities is expected to contribute to the general management of the Academy in a number of ways.

This includes:

- Taking a lead role in the development of the Academy's Christian Distinctiveness;
- Advising on matters concerning the curriculum and the Faculty, including timetabling;
- Supporting with monitoring, evaluation and review work;
- Taking part in the selection and appointment of staff;
- Participating in whole academy policy and decision making processes;
- Contributing to whole academy and cross-curricular initiatives;
- Contributing to SIAMS inspections.

In supporting the management at Bluecoat Meres Academy, importance is attached to:

- Teamwork;
- Open consultation and participation in decision making;
- Good communication;
- A mutually supportive approach - sharing responsibility, success and problems;
- Maintaining high personal and professional standards;
- Being forward looking and anticipating change.
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At the Academy we expect staff to be fully committed to:

- Comprehensive, community education within fully comprehensive context;
- Working as a mutually supportive team, sharing responsibility, successes and challenges;
- Exercising positive leadership and creating a shared vision of the purpose and future development of the Academy that reflects our Mission Statement and aims;
- Maintaining high personal and professional standards in all aspects of Academy life;
- A consultative and participative approach to leadership and management;
- Being forward looking and anticipating change;

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**Website:** [www.archwaytrust.co.uk](http://www.archwaytrust.co.uk)

- Their own professional and leadership development.

## Classroom teaching

- 1) Develop a classroom environment and teaching practice which secures effective learning and provides a professional model, clearly demonstrating effective teaching, classroom organisation, learning environment and high standards of achievement, behaviour and discipline;
- 2) Monitor the quality of one's own teaching and students' achievements including the analysis of performance data and appropriate intervention;

## Main Departmental Responsibilities

### Part 1

You are required to carry out the duties of a school teacher as set out in the current School Teachers' Pay and Conditions of Service Document.

### Part 2

As Head of Humanities you are responsible to the Head of School and Executive Principal for:

- Teaching and learning;
- Leading and managing staff;
- Student attainment, achievement and intervention;
- MER and self-evaluation;
- The implementation of whole school policy and practice;
- Contributing to whole academy and wider community development;
- Undertaking professional duties and administrative tasks as reasonably delegated by the Head of School;

### Part 3

Amongst the general duties of the post are:

- To take responsibility as form tutor for the pastoral care of a tutor group, including liaison with parents and supporting the reports process for individual students;
- To attend and take part in Academy assemblies;
- To contribute towards the maintenance of good discipline in the Academy by following all agreed policies and routines and through membership of duty teams;
- To contribute to the development of Academy policy and apply this in practice;
- To be willing to accept reasonable changes in responsibility or teaching commitment according to experience, expertise and the needs of the Academy;
- To contribute to extra-curricular activities.

## Staff Conduct

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## Dress Code

The Trust expect staff to dress in a manner consistent with the professional nature of the post, working with young people and the values of the Academy.

Personal Specification – Head of Humanities	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> <li>Relevant 'A' Levels (or equivalent) and degree;</li> <li>Qualified Teacher Status.</li> </ul>	<ul style="list-style-type: none"> <li>Good honours degree (2:1 or better);</li> <li>Completion of middle leader CPD;</li> </ul>
Experience	
<ul style="list-style-type: none"> <li>Relevant teaching experience or teaching practice;</li> <li>Experience of working with students of a wide range of abilities;</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading a whole school initiative and/or leading a team;</li> <li>Relevant 'life experience' e.g. time working in business or industry.</li> </ul>
Knowledge & Understanding	
<ul style="list-style-type: none"> <li>An understanding of current educational developments and a clear grasp of issues relating to education in general and their subject specialism(s)</li> <li>The theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies);</li> <li>The theory and practice of raising attainment;</li> <li>Statutory National Curriculum requirements at the appropriate key stage;</li> <li>The monitoring, assessment, recording and reporting of pupils' progress;</li> <li>The statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEN and Child Protection;</li> <li>The positive links necessary within the Academy and with all its stakeholders;</li> <li>Effective teaching and learning styles.</li> </ul>	<ul style="list-style-type: none"> <li>An understanding of leadership and management in Academies/ Schools</li> <li>The integration of ICT into the wider curriculum;</li> <li>Curriculum development;</li> <li>EAL provision.</li> </ul>
Skills & Abilities	
<ul style="list-style-type: none"> <li>Ability to lead, build and work within teams;</li> <li>Ability to use innovative, active teaching methods;</li> <li>Ability to use ICT as a learning/admin tool;</li> <li>An ability to work in collaborative partnership with the full range of people associated with the Trust - staff, parents, governors, community, business, Diocese and LA;</li> <li>Effective communication skills, written and verbal;</li> <li>Good organisational skills;</li> <li>Ability to work with students with special needs or who are Gifted and Talented.</li> <li>Ability to develop resources across the curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to offering effective extra- curricular activities</li> </ul>
Personal Characteristics	
<ul style="list-style-type: none"> <li>Ability to work well with others, gaining the most from them;</li> <li>An empathy for children from a wide variety of social and cultural backgrounds;</li> <li>Ability to support the important Christian values of the Trust;</li> <li>A willingness to work hard with enthusiasm and vision;</li> <li>Tact and sensitivity;</li> <li>Integrity and good judgement;</li> <li>A sense of humour</li> <li>Confidence, independence and flexibility;</li> <li>Able to motivate self and others;</li> <li>Calm under pressure;</li> <li>Well-organised.</li> </ul>	