



***"Outstanding in all aspects of its provision".***  
*(most recent Ofsted Inspection August 2007)*

## Head of Subject - Criminology

<b>Job Ref:</b>	HOSCM19
<b>Closing Date:</b>	12 Noon, on Monday 18 March 2019
<b>Department:</b>	Criminology (Business & Social Science Area)
<b>Salary/Grade:</b>	£23,396 to £38,748 per annum, plus Management Allowance of £1,020 to £2,040 per annum, depending on experience.
<b>Contract:</b>	Established
<b>Hours of Work:</b>	Full Time
<b>Start Date:</b>	August 2019
<b>DBS:</b>	*All posts are subject to Enhanced Disclosure through the Disclosure and Barring Service (DBS).

### CRIMINOLOGY DEPARTMENT

Criminology is studied at Level 3 (Exam Board WJEC).

The department has developed a wide range of teaching and learning resources and prides itself in its excellent assessment for learning material. The department is housed in the West Park building

Great emphasis is placed on teaching and learning, enabling students to realise their creative potential. Individual support for students is very strong through a structural tutorial programme. The successful candidate will become part of a lively, dynamic team.

## HEAD OF SUBJECT

<b>Reporting to:</b>	Curriculum Leader
<b>Responsible to:</b>	Assistant Principal (Student Achievement)
<b>Responsible for:</b>	Appropriate area

## JOB DESCRIPTION – HEAD OF SUBJECT

### THE ROLE:

**The person appointed would be expected to:**

- Be a dynamic and experienced manager able to provide curriculum and operational leadership to a team delivering high quality provision
- Have extensive successful experience of curriculum development and team leadership
- Contribute to the tutorial system of the College
- Be sympathetic to the Mission of the College
- Be flexible, enthusiastic and able to motivate students to realise their full potential
- Contribute to other aspects of College life as appropriate

### All staff must make a positive contribution to:

- The Catholic ethos of the College
- The College Equality & Diversity Policy;
- The pursuit of excellence and the highest standards of quality in all aspects of College life;
- Their own professional development, in accordance with the needs of the College.

### Responsibility, in conjunction with the Principal, for duties commensurate with the following:

All aspects of the Department and those subjects and courses assigned to it, specifically:

**Leadership**

- Development and dissemination of Schemes of Work, materials for teaching/learning and assessment systems.
- Promoting good practice in teaching and learning.
- Induction and guidance of staff within the Department.
- Advising Corporate Management Team and Academic Board on strategic, curriculum, staffing and resource issues.

- Academic developments associated with the Department.
- Promoting the Mission & Distinctive nature of the college within the Department

### **Management**

- Ensuring efficient, effective and harmonious communication within the Department.
- Convening and chairing regular minuted Departmental meetings.
- Attending meetings convened by the Faculty Head or member of the Corporate Management Team.
- Allocation of duties and tasks within the Department, eg:
- Stock/record checks
- Requisition(s)
- Tutorial arrangements
- Filing/household management
- Development of teaching and other materials
- Maintenance of Departmental records
- Development of Departmental policies.
- Liaison with the Examinations Office to ensure that students are entered for appropriate examinations according to Examination Board guidelines.
- Ensuring that a member of the Department is present at the beginning of all examinations.
- Working with the Assistant Principal (Curriculum) to ensure the efficient and effective staffing, timetabling and rooming of all classes.
- Working with the Assistant Principal (Student Achievement) to:
- Establish and review criteria for admissions
- Oversee the admissions process, including borderline decisions, monitoring target numbers and advising on individual cases
- Ensure effective marketing of the Department.
- Responsibility for Health & Safety within the area / department, ensuring that the department complies with appropriate guidelines.
- Promote Equality & Diversity within the Department.

### **Quality Assurance**

- Reviewing the progress of students within the Department to identify high and low achievers in order to take appropriate action.
- Ensuring that staff within the Department carry out their role to agreed College guidelines.
- Completing the area Self-Assessment Review and attending meetings as part of the College Quality Assurance cycle.
- Implementing actions agreed as part of the above process.
- In consultation with the Curriculum Lead, to ensure the annual lesson observation and performance management of all staff.
- Promotion of appropriate professional development of staff.

**General**

- Carrying out the roles of Subject Tutor as required.
- Liaising with other members of staff as required for the effective running of the Department.
- Each member of the College will take reasonable care for the health and safety of himself/herself and persons who may be affected by his/her acts or omissions at work.
- To undertake any other duties as may be assigned commensurate with the grade and overall responsibility level of the post and as changing circumstances may require.

PERSON SPECIFICATION		HEAD OF SUBJECT	
<b>All staff must make a positive contribution to:</b> <ul style="list-style-type: none"><li>the Catholic ethos of the College;</li><li>the College Equality &amp; Diversity Policy;</li><li>the pursuit of excellence and the highest standards of quality in all aspects of College life;</li><li>their own professional development, in accordance with the needs of the College.</li></ul>			
	Essential	Desirable	How Identified
<b>Relevant experience</b>	<ul style="list-style-type: none"><li>Be a teacher with a proven record of success in the subject</li><li>Have experience of contributing to curriculum development</li></ul>	<ul style="list-style-type: none"><li>Have experience of teaching to Advanced level</li><li>Have a record of contribution to the wider school / college community</li></ul>	<ul style="list-style-type: none"><li>Application Form/CV</li><li>Interview</li><li>References</li></ul>
<b>Qualifications / Education and Training</b>	<ul style="list-style-type: none"><li>Educated to degree level or equivalent</li><li>A teaching qualification</li></ul>		<ul style="list-style-type: none"><li>Application Form/CV</li></ul>
<i>Knowledge/ Skills &amp; Personal Qualities</i>	<ul style="list-style-type: none"><li>Be able to work with others to achieve the further development of the college, in particular, the maintenance of Ofsted’s “outstanding” college status</li><li>Ability to motivate people as members of a team</li><li>Have a clear vision for the future development of the department</li><li>Be interested in developing the management of learning within the college</li><li>Excellent communication/presentation skills</li><li>Excellent organisational and planning skills</li><li>Ability to meet deadlines</li><li>Ability to work under pressure</li><li>Commitment to the ethos of the college</li><li>Commitment to equality and diversity</li><li>Good record of attendance and punctuality</li></ul>		<ul style="list-style-type: none"><li>Application Form/CV</li><li>Interview</li><li>References</li></ul>

\*Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure and Barring Service. Please note candidate's suitability to work with children will be explored at interview, including the motivation to work with young people and attitudes towards the use of authority and maintaining discipline.