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BISHOPSHALT SCHOOL

"Above all else a place for learning"

January 2018

Dear Applicant,

POST: Teacher of History (MPS)

Bishopshalt is an 11-18 comprehensive school with around 1303 pupils including a Sixth Form of 390+. An Arts College, specialising in music and the performing arts, Bishopshalt has been listed by the Technology Colleges Trust among the 100 most improved specialist schools in the country. The School therefore has an excellent reputation and is over-subscribed with in excess of 1100 applications each year for the 181 places in Year 7 and a long waiting list in each year group. In addition, each year many local 16 year olds transfer to Bishopshalt for their Advanced Level studies and local firms are keen to employ our school leavers. In December 2016, we were inspected by Ofsted and maintained the judgement given to us in February 2012, when they reported that we are a 'Good' school in all categories.

Our GCSE results in the summer of 2017 65% A*-C (English and Mathematics) bear testimony to the strategies in place to secure this improvement. At A Level, 53% of our students secured A*, A or B grade and the school offers over 37 different A Level subjects.

The School Ethos...

This success has been achieved by placing the interests and welfare of our pupils at the centre of our activities. The school exists to help young people to discover and develop their abilities, to learn the skills and knowledge that will help them in their careers and to grow into confident and caring members of the community. We make our expectations clear and are prepared to enforce the highest standards of behaviour, courtesy, uniform, effort and work. We believe strongly in the motivating power of reward and praise but are prepared to back this up with firm sanctions when necessary.

Find enclosed the following information:

The Post - salary, support for new teachers, appointment procedure.
Job Description & Person Description

Please note that the closing date for applications is **noon on Friday 26th January 2018**.

Yours sincerely,

K Rowe (Mr) M.A.
Head Teacher



An Arts College specialising in Music and the Performing Arts
Royal Lane, Hillingdon, Uxbridge, UB8 3RF

Headteacher: Mr K Rowe MA

BISHOPSHALT SCHOOL

THE POST

The Post – History Teacher

We are seeking to appoint a well-qualified, highly motivated professional who is an excellent classroom practitioner with a record of effective teaching to join our Humanities Faculty.

Applications are welcome from teachers who are in the early stages of their careers, as well as more experienced teachers.

Requirements

In addition to the job description and personal specification the person appointed will:

- Have confidence in delivering our curriculum to all ability levels, up to and including AS/A2
- Be dedicated to achieving high standards of academic work and discipline in the classroom
- Be expected to work independently as well as part of a team in contributing to departmental development
- Possess good organisational and administrative skills
- Possess excellent communication skills
- Possess a capacity for further professional development
- Possess excellent ICT skills

Salary

The person appointed to the post, will be paid at the appropriate point on the Main Pay Spine including Outer London Allowance.

Support for New Staff

- i. A strong, well-established department led by a highly qualified and experienced Head of Department.
- ii. Full induction programme led by a member of the Senior Leadership team.

Appointment Procedure

Candidates invited for interview will be provided with an opportunity to tour the school on the day of interview. The appointment procedure will be based on references taken up in advance of interview and two formal interviews: one with a focus on teaching and learning; the other with a focus on your background, experience and pastoral matters. Candidates will be asked to demonstrate a sample lesson.

Bishopshalt School operates strict Child Protection Recruitment Procedures and all successful candidates will be expected to undertake an enhanced DBS check.

Bishopshalt School is a non-smoking site and as such smoking is not permitted on the school grounds.

The History Department

Curriculum

Bishopshalt School operates a 10 day timetable organised on a Week A/Week B basis. History is taught as a compulsory subject at KS3 and as an option subject in KS4 and KS5.

History is taught in mixed ability classes in Year 7, GCSE and A-Level. In Year 8 and Year 9 pupils are taught in sets.

In **Year 7** pupils begin a series of introductory lessons exploring the skills required to study History. Pupils then embark on a series of lessons about the Norman Conquest in 1066, the medieval church and medieval life

In **Year 8** pupils explore Britain between 1485-1750. Pupils examine the Tudor and Stuart monarchs and the social, political, religious and cultural developments during this period. At the end of the year pupils study the French Revolution and the American civil rights movement.

In **Year 9** pupils examine the period 1750-1900 which encompasses the Industrial Revolution, the Transatlantic Slave Trade, the British Empire and the Edwardian era. In the spring term pupils begin to study Britain in the twentieth century in readiness for the GCSE course.

Pupils in KS3 are regularly assessed throughout the year on their progress towards the national curriculum key concepts.

GCSE History has been the most popular free option choice at Bishopshalt School for a number of years. The department follow the AQA History B (Modern World) specification. Pupils complete three units including a coursework unit.

History maintains its popularity at **KS5** where we run two large classes at AS and A2. At KS5 we offer the Edexcel designed course which consists of four units. Units one and two (Italian and German Unification and British Political History) are taught at AS and Unit Three (The French Revolution) and Unit Four (Civil Rights in the USA) are taught at A2.

The History department forms part of the Humanities faculty, which also includes the Geography department and the Religious Studies department and we enjoy strong cross curricular links across all key stages.

We have very successful examination results and are currently seeking to maximise pupil achievement by focusing on both lower attaining and gifted and talented pupils in History, in addition to the mentoring C/D borderline GCSE candidates.

The Department has two broad aims that are inextricably linked:

1. The Teaching of History which is in line with both the National Curriculum and various Examination Board specifications.
2. To foster an interest and enthusiasm for the study of History by making teaching and learning as enjoyable as possible for both students and staff. This is achieved through collaborative curriculum development and a variety of teaching techniques and aids making the subject as accessible as possible to all.

Staffing

The History Department is staffed by specialist teachers, currently numbering four including the Head of Department. Co-operation and sharing of skills are both essential to the way we work.

We work collaboratively to draw on our individual strengths and expertise to benefit the team. We have rewritten KS3 schemes of work and are looking to constantly evaluate and develop these. GCSE schemes of work have recently been adapted in line with the Examination Board changes. All staff are expected to contribute to the development of lessons and schemes of work.

Facilities

- The Department has a suite of three rooms and three resource rooms.
- There is a Department office with two networked computers and a printer.
- All of the classrooms have Promethean interactive boards.

Additional Information

- We try to offer pupils extra-curricular opportunities whenever appropriate. This have included trips to the Black Country Museum (Y9), The World War One Battlefields in Ypres (Y10 – Coursework), Warwick Castle (Y8), the Jack the Ripper tour (Y9) plus various Y12/13 Conferences.
- In Key Stage 4, sixth form helpers give extra individual support to targeted pupils to help them to progress.
- In class, support is available for pupils identified with special educational needs.
- There is a good team atmosphere within the department and it is hoped that the successful applicant will fit in and enhance the teaching, learning and enjoyment of History that goes on at Bishopshalt School.

JOB DESCRIPTION CLASSROOM TEACHER

The Classroom Teacher is responsible for teaching pupils at Bishopshalt School in accordance with the general duties and responsibilities contained in the statement of Conditions of Employment to be found in the current School Teachers' Pay and Conditions Document. The Classroom Teacher is immediately responsible to his/her Head of Department and through him/her to the Head of Faculty and ultimately to the Headmaster.

1. Teaching Responsibilities

- 1.1 To teach across the age and ability range as directed by the Head of Department (in consultation with the Deputy Head Curriculum) expecting the highest possible standards of work from the pupils commensurate with their abilities.
- 1.2 To comply with the school Teaching and Learning Policy and with school and departmental policy regarding aims and objectives, schemes of work, assessment, target setting, homework and administrative duties.
- 1.3 To make use, as appropriate of the resources of the departments, including information technology.
- 1.4 To mark pupils' work, assess their progress regularly and complete assessment sheets/reports by agreed dates.
- 1.5 To ensure the classroom is clean, attractive and educationally stimulating.
- 1.6 To encourage high standards of behaviour within the classroom particularly supporting the school policy on Classroom Expectations.
- 1.7 To foster high standards of hygiene and safety in all practical lessons.

2. Departmental Responsibilities

- 2.1 To contribute to the achievement of school development plan and department development plan goals and targets.
- 2.2 To attend and contribute to departmental meetings.
- 2.3 To take part in In-Service Training activities as appropriate.

3. General Responsibilities

- 3.1 To support the pastoral work of the school, including to be a Form Tutor and to contribute to teaching the school programme of Mentoring and Personal, Social, Health, Citizenship and Careers Education as required.
- 3.2 To take appropriate action when there is a breach of the school rules.
- 3.3 To carry out an equitable share of supervising duties in accordance with agreed rosters.
- 3.4 To adhere to safety regulations.
- 3.5 To participate in appropriate meetings with colleagues and parents in Directed Time, as required.
- 3.6 To participate in the school Performance Management/Staff Appraisal Scheme.
- 3.7 To adhere to and promote school policies on equal opportunities and race equality.

4. Review of Job Description

- 4.1 This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Headteacher.
- 4.2 This job description will be reviewed at least once each year in the autumn term.
- 4.3 Person Responsible: Headteacher.

BISHOPSHALT SCHOOL PERSON DESCRIPTION

1. *Experience*

- 1.1 You will have successfully completed a course in Higher Education that carries a nationally accepted qualification.
- 1.2 You will have successfully completed appropriate and relevant professional training.
- 1.3 You will have had experience in your career that can be seen to have been relevant preparation for this post.
- 1.4 There will be evidence from your present or previous posts to show that you are a good practitioner in areas relevant to this post.
- 1.5 There will be evidence from your present or previous posts to demonstrate your creative and innovative capabilities.
- 1.6 We shall regard it as desirable to know that you have interests and experience outside the main teaching area.

2. *Job Related Skills*

- 2.1 The prime requirement is for you to be able to fulfil to a high standard the various responsibilities specified in the Job Description but, in particular, to:
 - direct, guide encourage and support other staff so that the quality of their work is enhanced. This implies developing an awareness of their professional needs, interests and abilities and a sensitivity in managing their work; it also implies that **your** success will be marked by the achievements of the staff for whom you are responsible;
 - encourage the highest possible expectations of pupil achievements, be able to convert these into targets and goals and for you personally to expect the best standards in pupil work and behaviour;
 - carry out the administrative and organisational requirements of the post in a prompt and competent manner.
- 2.2 You will teach your subject with success. We shall particularly seek to verify teaching ability through your references.
- 2.3 It is normal practice in the school for staff to teach pupils from across a wide age and ability range. We shall expect you to be able to share successfully in this practice.
- 2.4 We shall be interested to know if you have skills or abilities that complement or strengthen those already to be found in the faculty.
- 2.5 A good teacher needs to be able to communicate effectively with pupils, parents and other staff. We shall expect you to possess this ability.
- 2.6 A good teacher needs to be able to create an atmosphere in which pupils can learn effectively; this implies quiet but firm class control and a high level of organisational skill in managing the work of pupils and the teaching resources available. We shall expect you to be able to meet this requirement.
- 2.7 A good teacher constantly expects the best in the work and behaviour of pupils. You will have high expectations of what your pupils can achieve.
- 2.8 We shall regard it as desirable for you to have interest and skills in the use of Information Technology.

2.9 We shall expect you to be able to demonstrate a range of organisational curriculum and personnel management skills appropriate to a middle management appointment.

3. *Personal Qualities*

3.1 You will be enthusiastic, will enjoy dealing with young people and will have a good sense of humour.

3.2 You will be willing to take responsibility and will show adaptability, enterprise and initiative in making your contribution to the school within the context of departmental and school policies.

3.3 You will have a commitment to the best interests of all pupils. This implies a warmth and sensitivity to pupils and a willingness to devote sufficient time to meeting their needs.

3.4 You will be joining a staff which works on the basic principles of mutual support whether as a department, as a pastoral year team or as the whole staff. We shall expect you to be reliable and co-operative and have the ability to both lead and work as part of a team.

3.5 Professional commitment is a strong characteristic of our staff. As a new colleague we shall expect you to join us in maintaining:-

- * a very low level of staff absence,
- * a very high level of staff punctuality both in attendance at school and to lessons,
- * a smart and tidy appearance,
- * a willingness to become involved in extra-curricular activities,
- * a commitment to further professional training and advancement,
- * a commitment to the pursuit of the highest possible standards in everything we do as teachers.

3.6 You will be willing and able to comply with school policies on equal opportunities.

3.7 You will be willing and able to comply with the school Smoking Policy, which states that no one may smoke on the school premises.