



THE CITY OF
LEICESTER
COLLEGE

AMBITION FOR ALL

TEACHER OF HISTORY

THE CITY OF LEICESTER COLLEGE
DOWNING DRIVE
LEICESTER
LE5 6LN
TEL: 0116 2413984

January 2025

Dear Applicant,

Teacher of History

Firstly, I would like to thank you for considering our wonderful school as a place you would like to develop further. I have been Head Teacher at The City of Leicester College since April 2020 and I have become extremely proud to lead such a fantastic community. TCOLC is a very diverse place, drawing students across East Leicester and beyond. We are ambitious for all students and wish to see them being active in their learning and ambitious in meeting their potential. Our students are community spirited, polite and treat each other with kindness, accepting of the many faiths, ethnicities, and identities we welcome in our inclusive school. Our parents and carers are extremely supportive and appreciative of our work; they value education and genuinely want the best for their child, it is a pleasure to work in an inner-city community, that despite its local and national challenges upholds such a strong moral compass.

We are committed to developing well rounded learners who possess a set of characters and behaviours that enable them to flourish in life. Our TCOLC Character Pillars; Intellectual, Moral, Community and Performance underpin our commitment towards developing the whole child and are the foundations of our pastoral programme. Fundamentally however, we believe that examination attainment and deep knowledge are the keys to our young people securing further high-quality education, employment, and training. We are absolutely committed to providing a first-class education and setting up our students for future success, wherever that future may take them.

I believe that there are some central pillars of a successful school; a principled and rigorous curriculum taught by excellent and motivated staff; students with the right Character to make the most of their education and the support available; a well-resourced and proactive approach to pastoral matters and crucially; investing in developing staff.

The History department mirror these beliefs and are extremely effective at delivering excellent examination results under the brilliant leadership of the Head of Department and her deputy. The 2022 Progress 8 score for the school was +0.50 and the progress 8 scores in 2023 and 2024 were both almost exactly +0.30. The History department is a popular choice for students at GCSE and is under new leadership this academic year. The Head of Department is looking for a member of the team who can work with the rest of their experienced teachers, to fulfil her vision of a History curriculum that gets great results and produces great historians.

The College Leadership Team is a dedicated, highly effective, and dynamic group of professionals who feel a deep sense of accountability to improve all aspects of our offer to students. The college has made a wide range of significant changes in the last few years. The team would be looking for someone who is driven to see our fantastic students flourish as learners and as young people.

The City of Leicester College sits at the heart of the community and has many staff who attended here as students, including senior leaders. The diversity of our community means that we also understand the value of different perspectives and of knowledge gained elsewhere. We therefore warmly welcome applications from anyone who feels they have the ability to improve the life chances for our students, regardless of their individual experience or background.

We actively encourage applicants to visit our vibrant school prior to application. If you would like to come for a tour, please email my PA, Louise Modi, on lmodi@tcolc.aspirelp.uk. However, as busy professionals it is often difficult to squeeze in time to visit a school before applying so not doing so would not be a disadvantage to any prospective applicant.

I close this letter on the same note I opened with. Please accept my genuine thanks that you have taken the time to read this letter and consider an application to The City of Leicester College. Please include in your application a supporting statement, no longer than two sides of A4, outlining how your skills and experience make you a suitable candidate for this role.

I passionately believe that great staff are the key to great outcomes for our students and I hope you feel inspired to help us be truly ambitious for all.

Kind regards,

Ken Vernon
Head Teacher



JOB DESCRIPTION

Teacher of History

RESPONSIBLE TO: Head of Department

PRINCIPAL RESPONSIBILITIES

Teaching and Learning

- To enable all students to achieve their full potential by developing in them relevant skills, competencies, attitudes, concepts, and knowledge
- To help students to acquire confidence and gain self-esteem
- To be responsible for the progress of the students you teach
- To deliver highly engaging, purposeful and meaningful learning experiences for all students
- Ensure planning meets the needs of all students
- To have an excellent working knowledge of the appropriate examination syllabi and to use this to create engaging and appropriately challenging schemes of learning, lesson planning and associated student resources
- Utilise a range of effective feedback strategies in order to engage students with their learning and progress
- To use the appropriate assessment criteria to assess student work regularly and keep the necessary electronic records
- To continue to keep abreast of developments in teaching, incorporating new ideas and undertaking development work under the direction of the Head of Department
- To utilise the college behaviour code in lessons to monitor and improve student conduct
- When teaching post-16 groups, you may be required to teach outside normal college hours e.g., after school, lunchtime

Pastoral Care

- To work as required as a form tutor, taking responsibility for the academic, general welfare and progression of a group of students
- Responsibility to safeguard and promote the welfare of children and young people

Resources

- To monitor and oversee the upkeep of your teaching room, including displays, to enhance the positive learning environment

Professional Development and Collaboration

- To value and be responsible for your own professional learning and development.
- To participate in the college professional development cycle by setting targets and reviewing progress throughout the year.
- To work with other colleagues in developing the teaching and learning of the whole college
- To work collaboratively with other curriculum specialists to produce schemes of learning, resources and other materials as appropriate
- To take part in staff activities, which aid communication and development, e.g. meetings, development planning, appraisal, INSET etc.
- To take a share in the responsibility for the environment of the school and in general supervisory duties
- To liaise with other members of staff as required, including SEND

This job description is not necessarily a comprehensive definition of the post or statement of procedures and tasks but sets out the main expectations of the post holder's professional responsibilities and duties. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time by the Head Teacher after consultation with the holder of the post.

Conduct

Staff are required to wear business dress and be professionally presented.

Health and Safety

So far as reasonably practicable, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are identified in the College's Health and Safety Policy.

Equal Opportunities

Employees must adhere to the council's equal opportunities policies and ensure anti-discriminatory practice within the service area.

Child Protection

Employees must have due regard for safeguarding and promoting the welfare of children and young people and follow the child protection procedures adopted by the College/Authority.

Employee Name:

Signed: Date:

PERSON SPECIFICATION

Teacher of History (MPR)

Evidence = A – application; I – interview; R-reference, C - certificates

	Essential Attributes	Desirable Attributes	Evidence
Education	<p>Qualified teacher status.</p> <p>Relevant degree.</p> <p>Evidence of continuing professional development.</p> <p>Sound subject knowledge.</p>	<p>Post graduate qualification.</p>	A / C
Experience	<p>Understanding of, and experience to deliver, good or outstanding science lessons.</p> <p>Experience of implementing systems and processes to aid learning, teaching, and student development.</p> <p>Active involvement in the promotion of equal opportunities.</p> <p>Experience and confidence in working with and engaging with parents/carers.</p> <p>Experience in teaching history at KS3 and KS4.</p> <p>Experience of the ways ICT can enhance learning.</p>	<p>Experience of pastoral work.</p> <p>Experience of coaching or mentoring</p> <p>Experience in teaching history at KS5.</p>	A / I / R
Knowledge and skills	<p>Good knowledge of National Curriculum requirements in history.</p> <p>Working knowledge of Ofsted framework and protocol.</p> <p>Knowledge, skill, and intelligent use of strategies to inspire students and improve their outcomes.</p> <p>An ability to establish good working relationships with a wide range of people including students, parents, governors, and colleagues.</p> <p>Outstanding organisational skills to ensure efficient and effective operation.</p> <p>Excellent interpersonal and teamwork skills.</p>	<p>Understanding of the demands of working in a multi-cultural, inner-city environment.</p> <p>Ability to learn from experience.</p>	A / I / R

	<p>Ability to handle a situation calmly, effectively, and confidently.</p> <p>Ability to use initiative.</p>		
Motivation	Ambition and vision.		A / I / R
Attitudes and temperament	<p>Willingness to enter into the life of the school.</p> <p>Self-critical and able accept advice.</p> <p>Imagination, and personal commitment.</p> <p>A sense of humour and perspective.</p>		A / I / R
Pre-Employment Checks	<p>This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands, and bind-overs both spent and unspent in their application, regardless of the passage of time.</p>		

Employee Name:

Signed: Date:

Guidance Notes for Applicants

These guidance notes are designed to provide you with information on completing your application form and on our recruitment process and associated policies. You should read all the guidance notes prior to completion of the application form. If you would like any further advice regarding the vacancy or the recruitment process, please contact the College directly.

When completing the application form, please refer to the following information:

- Job Description – this describes the main duties and requirements for the post and provides an understanding of the role
- Person Specification – this describes the skills, knowledge and experience required for the post
- Advertisement – this will give you brief details of the job and key dates of the recruitment process.

Please ensure you complete all parts of the application form. Curriculum Vitae (CVs) are not accepted. The application form will be used to assess your skills, knowledge, and suitability for the job against the criteria on the person specification, so please ensure it is accurate and complete. Late applications will not be considered. We reserve the right to contact any of your previous employers/educational establishments to verify the information provided.

Personal Details

Only personal information required for processing your application is requested in the main body of the application form, other personal details are not required until after shortlisting.

Disabled Applicants

As an equal opportunity employer, we welcome applications from disabled people. Disabled applicants meeting all the essential criteria will be shortlisted for interview.

All candidates called for interview will be asked if they require any adjustments and/or adaptations in order to attend for interview, and we will, as far as possible, provide the adjustments and/or adaptations required.

For successful candidates, we will make reasonable adjustments to working conditions or physical environments and will provide aids, adaptations, equipment, and support where possible.

Relationships/Canvassing

Canvassing of any employee or Governor in relation to your application will disqualify you, or if discovered after appointment may result in dismissal without notice.

References

All applicants are expected to provide two referees, as detailed on the application form. One referee should be your current employer. Where you are not currently working with children, but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children. References will not be accepted from relatives or from people writing solely in the capacity of friends. **As part of our commitment to safeguarding children and safer recruitment, references will be requested for all short-listed candidates prior to interview.**

If you have just completed full-time education, you will need to provide the name of your Headteacher/Principal or other professional as a reference. If you are self-employed you will need to provide details of individuals/businesses that can provide you with a professional reference.

Employment History & Gaps in Employment

To ensure our responsibilities for safeguarding children and young people are met you must ensure your employment history and reasons for any gaps are clearly detailed.

Data Protection & GDPR

The information you provide on your application form and any subsequent information gathered in respect of your application will be held securely, in confidence and processed in accordance with the Data Protection Act 1998.

Please refer to our Job Applicants Privacy Notice on our website -

<https://www.cityleicester.co.uk/assets/Job-Applicants-Privacy-Notice-12-11-2024.pdf>

Applications and related information in respect of unsuccessful candidates will be held securely for 6 months in line with our recruitment and retention policy, after which time they will be confidentially destroyed.

Feedback

If you are not appointed to the post following interview, you may request feedback from the leadership recruiting team. You should contact the College directly who will arrange to provide helpful and constructive feedback.