



**STONE LODGE**  
SCHOOL

## **Lead Coordinator for Humanities**

TLR range of £2,800-£6,600 depending on experience



**ENDEAVOUR**  
MAT



WILMINGTON  
GRAMMAR SCHOOL FOR BOYS



WILMINGTON  
GRAMMAR SCHOOL FOR GIRLS

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## 1) Introduction

Endeavour MAT is a newly formed Trust (01.04.17), which currently comprises Wilmington Grammar School for Girls (WGSG), Wilmington Grammar School for Boys (WGSB) and is the Trust chosen to open the brand-new Stone Lodge School in Dartford. I am pleased to say that the new school is already heavily oversubscribed for Year 7 in its opening year, September 2019. Endeavour has high ambitions for Stone Lodge to work across phases and Stone lodge allows us to have representation in both the selective and non-selective sectors.

We are committed to enhance the real-world opportunities of all our students and consequently have developed close working relationships with sponsor organisations such as Laing O' Rourke, Aecom and Whitecode Design and Engineering Consultants Ltd and we continue to seek others. Our aim is to ensure that in addition to acquiring first class academic qualifications, students also graduate from our schools with the skill set and emotional resilience to succeed in all areas of their life.

WGSG is the lead school in the North West Kent Teaching School Alliance (NWKTSa) and has an outstanding reputation for the provision of continuous professional development, both for the Trust's staff and for other schools in the Teaching School Alliance. WGSB has Specialist Leaders in Education in maths and English who contribute to the work of NWKTSa.

This is an extraordinarily exciting time to be joining a forward-thinking team and you will work under the guidance of Donna Lodge, Executive Head Teacher and National Leader in Education. For more information about the Trust and Stone Lodge School please visit [www.endeavour-mat.co.uk](http://www.endeavour-mat.co.uk), and [www.stonelodgeschool.co.uk](http://www.stonelodgeschool.co.uk).

I look forward to meeting you.

A handwritten signature in black ink, appearing to read 'John Horgan', with a stylized flourish at the end.

John Horgan

Chair of Trustees

## **2) The Post**

Stone Lodge School is seeking a Lead Coordinator for Humanities to lead this curriculum area in our brand new, co-educational community school from September 2019. There is surely no better time to impact on Stone Lodge School as it begins its lifecycle and the ideal candidate will be keen to grow subject areas with innovative curriculums, exceptional teaching and learning, highly effective assessment methodology and a high performing learning culture. The school will offer a broad and balanced curriculum with making this particular role both exciting and important. We expect to join the two established partner Grammar schools within Endeavour MAT in securing an excellent track record with GCSE results, as new students move towards Key Stage 4.

Whilst the school will begin with just four forms in Y7, it will expand to an eight-form entry school in future years, with plans to grow a 6<sup>th</sup> Form in partnership with Wilmington Grammar Joint 6<sup>th</sup> Form (WG6) in our second or third year of operation. The school has proved to be very popular, with very high numbers of applications for the inaugural Year 7 intake for September 2019.

The ideal candidate will be passionate about the Humanities curriculum and how these disciplines can be taught in an inspiring way to maximise exam success, passion for the subjects and to help students to lead successful future lives. They will be able to evidence a history of high impact in teaching, learning and curriculum excellence, to support strong outcomes and learning experiences in Humanities.

3)

## Job Description- Lead Coordinator



**STONE LODGE**  
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### Lead Coordinator for Humanities

#### Background

The Lead Coordinator for Humanities Post Holder has the strategic responsibility for the intention, implementation and impact of the curriculum for the separate Humanities disciplines in our brand new School. As an exceptional middle leader you will ensure that provision in these areas is of high quality, continuously improving and high performing. You will be expected to plan, monitor and evaluate teaching, learning and assessment for curriculum excellence across the subject specialisms within your responsibility and begin to develop teams and resources as the school grows in year two and beyond. There is potential for the right candidate to develop into a Faculty Leader of Humanities as the school grows to the large community school of first choice for local children.

Your responsibilities will include contributing to: supporting the achievement of the school's whole school priorities within Humanities areas; carrying out routine, rigorous and robust self-evaluation; ensuring classroom practice is always engaging and challenging through carefully facilitated Joint Practice Development among Humanities colleagues, and; analysing performance data to inform curriculum development and improvement strategies in your areas.

This is a key role for the school and one that would suit a highly motivated colleague with a proven track record of success in teaching Humanities.

#### Job Description-

Job Title	Lead Coordinator for Humanities
Salary	TLR range of £2,800-£6,600 depending on experience
Responsible to:	SLT Line Manager

#### Overall Job Purpose

To ensure students show excellent progress, behaviour and motivation in the Humanities, leading future subject staff to secure this culture through their exceptional professionalism and conduct. The post holder will have responsibility for ensuring a high quality learning experience and rapid progress for all student groups across the Humanities.

As a key Middle Leader, the appointee will play a key role in implementing Subject Improvement Plans that reflect our vision, values and whole school improvement planning objectives. A forward

thinking approach to staffing, curriculum and resources for a school that will increase significantly every year for the next 5 years will be central to the successful candidate's skill set.

### **Main Duties and Responsibilities**

**The specific nature and balance of the key tasks and responsibilities will vary according to the needs of the school and the strengths of the post holder.**

In general, the expectations for Lead Coordinators are as follows:

#### **Operational/Strategic Planning**

- To develop and review syllabuses, resources, schemes of work, assessment and teaching and learning strategies in your area.
- To oversee day-to-day management, control and operation of course provision within your area, including effective deployment of staff and physical resources.
- To actively monitor and improve student progress.
- To implement School Policies and Procedures, e.g. Equal Opportunities, Behaviour, T&L.
- To work with colleagues to formulate aims, objectives and strategic plans for your areas which have coherence and relevance to the needs of students and to the aims, objectives and strategic plans of the School.
- To ensure that Health and Safety policies and practices, including Risk Assessments, throughout your area are in-line with national requirements and are updated where necessary.

#### **Curriculum**

- To ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which compliments the School Improvement Objectives.
- To be accountable for the development and delivery of your subject's curriculum.
- To keep up to date with and respond to national developments in pedagogy.

#### **Recruitment/Deployment of Staff**

- To work with SLT to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To be responsible for the efficient and effective deployment of your areas support staff.
- To undertake Performance Management Review(s) and to act as reviewer for staff within your areas.
- To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within your areas, liaising with the cover staff to secure appropriate provision.
- To participate in the interview process for teaching posts when required and to ensure effective induction of new staff in line with school procedures.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To be responsible for the day-to-day management of staff within your areas and act as a positive role model.

### **Quality Assurance**

- To establish processes of summative assessment within your areas that are in line with whole school policy and ensure targets are met.
- To establish common standards of practice within your areas and develop the effectiveness of teaching and learning styles.
- To contribute to the school procedures for Joint Practice Development.
- To seek/implement modification and improvement where required.
- To ensure that your areas planning and evaluation procedures meet the requirements of School Development Plan and Self Evaluation.
- To produce examination analysis and subject reviews as part of the school's self-evaluation cycle.

### **Management Information**

- To ensure the maintenance of accurate and up-to-date information concerning your areas on the management information system.
- To analyse and evaluate performance data with your teams as they grow and take appropriate action in response.

### **Communications**

- To ensure that all members of your area are familiar with aims and objectives within the framework of the School Development Plan.
- To ensure effective communication/consultation as appropriate with the parents of students.
- To liaise with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies as appropriate.
- To represent your areas views and interests.

### **Marketing and Liaison**

- To contribute to the School liaison and marketing activities, e.g. the collection of material for press releases and the school website.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days/Evenings and other events.

### **Management of Resources**

- To manage the available resources of staff, finance, space and equipment efficiently within the limits, guidelines and procedures laid down; including deploying your budget.
- To work with the designated member of SLT in order to ensure that your areas teaching commitments are effectively and efficiently timetabled and roomed.

### **Pastoral System**

- To be familiar with the School's Child Protection Policy and to report concerns to the designated Child Protection Officer.

- To ensure the Behaviour Policy is implemented in your areas so that effective learning can take place.
- To monitor and support the overall progress and development of students within your areas.
- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.
- To contribute to PSHE, citizenship and other cross-curricular issues according to school policy.

### **Teaching**

- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.

### **Other Specific Duties**

- To play a full part in the life of the school community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students follow this example.
- To continue personal professional development as agreed.
- To engage actively in the performance review process.
- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.



#### 4) Person Specification

Area	Essential	Desirable	Evidence by
Education and Qualifications	Degree in History or Geography  PGCE/QTS	NPQML or evidence of willingness to carry out further study to similar level  Taught History or Geography to GCSE	CV
Experience and skills	Relevant high impact teaching  Confidence with a wide range of applications relevant to T&L pedagogy  Effective curriculum planning	Budget management experience  Mentoring/ Coaching experience	CV and Interview
Leadership Style	Adaptive leadership  Ability to prioritise  Proactive  Enthusiastic  Curriculum led, student centred  Empirically creative (data driven)		Selection tasks Interview
Special aptitudes	Strong written communication  Effective behaviour management  Reliability and integrity  Capacity to work hard, under pressure, to meet deadlines A good record of attendance during the last two years Adaptable and amenable with respect to working practices  Possesses a Growth Mind-set	Curriculum area post holder experience	Group exercise  In tray

ICT skills	Understanding of ICT to support TL&A in Humanities		<i>Interview</i>
CPD self and others	Values own CPD and that of their team	Experience of delivering effective CPD within subject area	<i>Selection tasks Interview</i>
Personality	Outgoing, positive, proactive  Sense of humour  Energy and passion for improving the life chances of students		<i>Interview</i>
Perspective	Passionate about developing Humanities to enhance possibilities for students  A commitment to an inclusive education		<i>Interview CV</i>
Personal circumstances	Potential for further development/promotion  Commit to at least 2-3 years  Aspires to be considered for leading a much larger area in the next 2-3 years at Stone Lodge School.		<i>Interview</i>

## 5) Application Process

- Closing date for applications is 12 noon 27<sup>th</sup> March 2019
- Interviews will be held in the week commencing 1st April 2019

Please complete the application form and provide a supporting statement (on no more than two sides of A4). The supporting statement should include how you meet the person specification and your skills and experience to date which makes you an ideal candidate for this post. Please email to:

Miss G Wellcoat  
Endeavour MAT  
Wilmington Grange  
Parsons Lane  
Wilmington  
Kent  
DA2 7BB

[gwellcoat@endeavour-mat.co.uk](mailto:gwellcoat@endeavour-mat.co.uk)

If you wish to visit Endeavour MAT and meet the Head Teacher of Stone Lodge School prior to application, please call Miss Wellcoat for an appointment on 01322 226351 ext 238



Gavin Barnett  
Head Teacher, Stone Lodge School