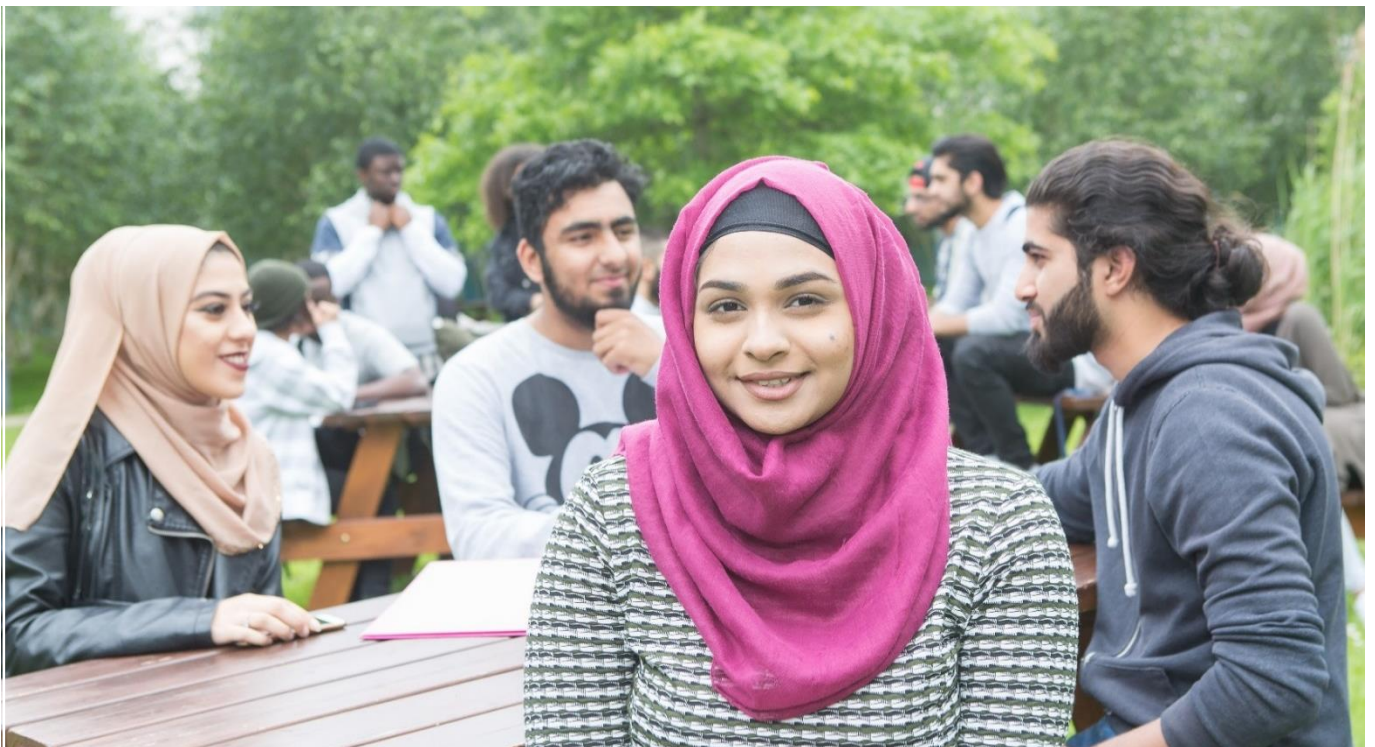


Application Pack

ASSISTANT HEAD OF DEPARTMENT



Raising Aspirations for Successful Futures

Joseph Chamberlain Sixth Form College
1 Belgrave Road
Highgate
Birmingham
B12 9FF

 0121 446 2200
 www.jcc.ac.uk

 personnel@jcc.ac.uk



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INTRODUCTION FROM THE PRINCIPAL

Dear Colleague,

Thank you for your interest in the position of **Assistant Head of Department** at Joseph Chamberlain Sixth Form College. This is an excellent opportunity for a remarkable candidate to work in a large, inclusive and highly successful Sixth Form College near central Birmingham. I joined the College in 2012 as the Deputy Principal and have recently been appointed as the Principal from January 2019. I am really proud and excited to be leading our exceptional college, where the staff and students are an absolute pleasure to work with.

Our 16-18 year old students come from diverse backgrounds and, being placed in one of the more deprived areas of the country, presents us with some challenges. However, what makes Joseph Chamberlain College so special, and such an energising place to work at, are the rewards that come from seeing those same students achieve phenomenal success and develop as confident, aspirational young adults who enter Higher Education at the end of two years with us. We take great pleasure in knowing that we make a really positive difference to the lives of hundreds of young people each year, setting them off on the right path to secure excellent careers in the future. In addition, our separate Adult Learning Centre provides an outstanding curriculum at all levels to our local community, with a particular focus on improving the English and maths skills for students whose first language is not English.

Since I joined the College, I have watched it grow from strength to strength. Our achievement rates are extremely high and the progress our students make places us in the top 10% of all school sixth forms, Sixth Form Colleges and FE Colleges in the country. We are the highest performing Sixth Form College in the Midlands and, in our most recent Ofsted inspection, we were awarded their highest grade of 'outstanding' in all categories. This is, I believe, because our teachers are some of the best in the country and they are relentless in their dedication to our students. Our teachers are also ably supported by fantastic support service teams, who are equally dedicated and committed to the ensuring the success of the students we work with.

I want to continue to appoint positive like-minded individuals, who share a passion for working with young people to transform their lives for the better, who will work with drive and determination to help them achieve and who will care a great deal about their development and well-being. In return, whatever your experience, I will ensure that you are fully recognised and appreciated for this hard-work and benefit from extensive professional development, great career opportunities, first-class facilities and positive support from exceptional colleagues and leaders who care about those they work with.

Finally, I would like to say that I do appreciate your investment of time in exploring the College and, hopefully, submitting an application for this role. If you have any questions at all, please do contact us and we will be more than happy to help.

Whatever the outcome, I wish you the very best in the future.

Tony Day – Principal

ABOUT JOSEPH CHAMBERLAIN COLLEGE



Background and Context

Joseph Chamberlain College is a popular and highly successful Sixth Form College that was established in 1983 and now offers a wide range of academic courses at all levels to around 2300 school leavers and approximately 700 adults on a separate site.

Our curriculum offer and entry criteria are highly inclusive, offering clear progression routes to success for all students, regardless of their starting points and backgrounds. Approximately 80% of our work is with 16-18 year olds at Level 3, who study AS/A2 Levels or Level 3 BTEC Extended Diplomas. At Level 2, we offer BTECs and a comprehensive GCSE programme to 16-18 year olds; at Entry Level and Level One, we have a relatively extensive ESOL provision for both 16-18 year olds and 19+ learners. In addition, our Adult Learning Directorate offers classes in ESOL, Literacy, Numeracy, Access to HE, Higher Education, Teacher Training and a range of Vocational Provision to the local community. Our wider curriculum is also rich and varied and students benefit from a great deal of choice in sports, additional languages, performing arts, citizenship, and various other student-led clubs/societies.

In 2018, Joseph Chamberlain College achieved an A-level pass rate of 99% for the fifth year running and the best results in the history of the College. In our recent inspection in 2017 we were graded as 'outstanding' in all categories and we continue to provide a broad, inclusive and high quality education to all of our students that results in some of the highest levels of progression to Higher Education in the sector. The College is situated within easy reach of Birmingham city centre in a state of the art building with superbly equipped classrooms and outstanding facilities.

We were featured in the 2015 Parliamentary Review and will feature again in the 2019 Parliamentary Review for best practice in further education. We are a member of the Teachers' Development Trust which recognises our comprehensive package of innovative and high impact professional development. As part of a local Teaching Alliance, we support all newly qualified teachers, from both secondary and post-16 backgrounds, to complete their NQT year and achieve either QTS or QTLS.

We are ambitious institution, with a clear strategy to keep being highly successful for our students. Staff, students and visitors often comment on the warm and welcoming atmosphere at the College and the strong sense of community that permeates the organisation.

Our Purpose – What we are here to do

To provide an exceptional learning experience for all of our students, raising their aspirations and improving their achievements so that they can enjoy a level of success in later life that realises their highest ambitions.

Our Vision For 2019

In 2019, Joseph Chamberlain College will be the first choice for school leavers in Birmingham because it will be recognised for excellence in academic achievement, exceptionally high standards of teaching and its capacity to raise the aspirations and ambitions of all of its staff and students so that they can enjoy rewarding and successful futures.

Our Core Values

Central to all that we do, are our core values. As a team of staff, students and governors, we believe in:

• Excellence and Ambition

- Everything we do is focused on improving the student learning experience.
- We have high ambitions, expectations and commit to excellent in everything we do.
- We demonstrate a 'can do' attitude, embracing the need for continuous improvement and positive change.

• Cooperation and Communication

- We work together positively as a team for the benefit of the College.
- We learn from our own and each other's mistakes and successes, taking responsibility for our actions.
- We are professionally honest with each other and create trust through effective relationships and transparent communication.

• Equality and Recognition

- We value diversity and inclusivity and let this underpin all we do, treating people with respect and fairness.
- We value and recognise everyone's work and the individual contribution they make to the lives of students.
- We display loyalty to and pride in our college and its students.



Our Strategic Ambitions

Our strategic plan up to 2019 has the following as its strategic ambitions:

1. The Academic Achievements and Success of Our Students

To be highly ambitious for all of our students and prioritise their success so that they achieve the highest standards academically, making significant progress throughout their time with us.

2. The Learning Experience of Our Students

To ensure that all of our students benefit from an exceptional learning experience that excites, inspires and broadens their minds both in the classroom and beyond.

3. The Support and Development of Our Students

To ensure that all of our students are supported to develop into confident and responsible citizens who believe in their own ability to do well in later life and who are respectful of the diverse societies of modern Britain and the wider world.

4. The Reputation and Recognition of the College

To position the College as a nationally recognised Sixth Form College that attracts an increasing number of students each year, is a highly desirable place to work and captures the interests of a wide range of partners with whom we will collaborate.

5. The Leadership of the College and its Resources

To manage our resources and finances expertly so that we can continue to grow and develop as a College to seek innovative opportunities for improvement amidst the challenges facing the sector now and in the future.

JOB DESCRIPTION



JOB DESCRIPTION: Assistant Head of Department

Location of the post within the College structure:

The post holder will be a member of the Middle Leadership Team, reporting to a Head of Department.

Reports to:

Head of Department (HOD)

Duties and responsibilities:

In the first instance, the duties and responsibilities are listed below. Going forward, as the role develops, the duties and responsibilities within this role may also be subject to further change.

Overall Purpose of the Role:

To assist the Head of Department in sustaining or securing outstanding student achievement and value-added performance within a subject department. This role will assist the Head of Department in creating a subject department that has shape and character, ensuring students benefit from very high standards of classroom practice and an overall departmental experience that challenges, inspires and motivates them to make exceptional progress.

1) Leading Teaching and Learning

- Plan, prepare and teach your own classes, acting as an excellent role model to colleagues in the department
- Assist the HOD in securing very high levels of value added (ALPS), achievement rates and high grades across all courses in the department
- Assist the HOD in the development of learning materials and resources in the department so that the area is comprehensively resourced to a very high standard
- Work closely with the Heads of Teaching, Learning and Assessment to assist the HOD in ensuring that coaching is in place for those that need it and that individual teacher improvement plans are high impact and driving forward standards of classroom practice.

2) Leading Others

- Assist the HOD in leading a departmental culture that demands high standards and in which staff feel empowered, valued and recognised for the work they do
- Assist the HOD in managing the cover of any classes due to staff absence, liaising with the Learning Resources Manager to provide assistance, if required

3) Leading Systems and Processes

- Assist the HOD to prepare a self-assessment report (SAR) each year that closely analyses strengths and areas for improvement for the year ahead, ensuring that this is updated and reviewed regularly
- Assist the HOD in developing and implementing a department improvement plan (DIP) for the subject
- Assist the HOD in leading regular department meetings that focus on curriculum issues, student achievement, teaching strategies and the student experience

4) Leading Students

- Assist the HOD in developing and maintaining a subject ethos of scholarship, high expectations, mutual support and care for students
- Work with Senior Pastoral Managers and Personal Progress Tutors to assist the HOD in ensuring high levels of attendance, behaviour and punctuality in the department
- Assist the HOD in deploying effective strategies to capture the opinions and feedback of students, responding as appropriate to secure high levels of student satisfaction with courses in the department
- Manage the behaviour of students whilst in the department, deploying the College's student disciplinary procedures as appropriate
- Work with the Head of Extended Learning and HOD to establish a broad and interesting programme of enrichment and enhancement activities in the department, including clubs, societies, guest speakers and external visits

5) Leading the Curriculum

- Assist the HOD in his/her responsibility for the standards of verification and moderation in your department, as set out by the awarding body
- Engage in curriculum development and planning activities, individually and as a team, to develop and improve the curriculum
- that appropriate entry criteria are set for each course in your department
- Work with the HOD to ensure that an appropriate curriculum offer is in place in terms of the range of provision and in terms of the chosen exam board specifications/qualifications
- Assist the HOD in the appropriate administration of exam entries for courses in the department and liaise with external exam awarding bodies as appropriate.

6) Leading Self

- Actively promote your department and its success, including represent it internally and externally and developing strong links with Partner High Schools, Higher Education Institutions and other organisations, as appropriate
- Participate fully in your appraisal and professional development activities, such as leadership training, as required
- Value diversity and promote equal opportunities
- Work within health and safety guidelines and be aware of your responsibilities for health and safety
- Adhere to College policies and procedures, including data protection
- Be responsible for safeguarding and promoting the health and welfare of children, young people and vulnerable adults

PERSON SPECIFICATION

	Essential	Desirable	Method of Assessment *					
Education, Qualifications and Training			A	I	R	C	T	D
Degree in a relevant subject	✓		✓			✓		
Teaching Qualification e.g. PGCE	✓		✓			✓		
GCSE Maths and English Grade A* - C	✓		✓			✓		
Evidence of personal professional development in key areas relevant to the role and a willingness to undertake further training, as required		✓	✓	✓	✓			
Experiences and Knowledge								
A very strong track record of achieving outstanding outcomes in a relevant subject at A level and/or BTEC Level 3 for a minimum of one academic year. Typically, this will include evidence of excellent ALPS value-added performance, pass rates and high grades across a number of classes/groups.	✓		✓	✓	✓			
Evidence of excellence in your own classroom practice	✓		✓	✓	✓			
Evidence of successful leadership potential, either through cross college projects/initiatives or through subject coordination		✓	✓	✓	✓			
A clear understanding of what constitutes the highest standards and student experience in an outstanding Sixth Form College subject department		✓	✓	✓	✓		✓	
A clear understanding of an A-level and/or BTEC curriculum, including what constitutes outstanding teaching and the most effective strategies for raising student achievement and progress		✓	✓	✓	✓		✓	
Skills and Qualities								
Evidence of potential to lead with outstanding 'people skills' that build teams and bring out the very best in individual staff so that they feel confident, able and motivated to do their job effectively		✓		✓	✓			
Experience, and passion for, working in a large, comprehensive, ethnically and socio-economically diverse school or college	✓		✓	✓	✓			
Be industrious, enthusiastic and innovative with a capacity to initiate developments and see them through to completion	✓			✓	✓		✓	
Excellent communication skills (both in writing and in speaking) and exemplary organisational skills	✓		✓	✓	✓		✓	

Possess high standards, be conscientious and have excellent organisational skills, being able to prioritise workloads and meet deadlines	✓			✓	✓		✓	
Commitment to equality initiatives, including the British values, anti-discriminatory practice and a dedication to treating all staff and students with respect	✓			✓	✓		✓	
Demonstrably professional, honest and loyal to the College at all times	✓			✓	✓			
Be able to inspire, enthuse and motivate staff		✓		✓	✓			
Ability to establish a strong rapport with students, raise their aspirations and maintain their good conduct	✓			✓	✓			
A commitment to safeguarding and promoting the welfare of children and young people	✓			✓	✓			
Reflective, self-critical and adaptable to new ideas for the benefit of the College, its staff and its students	✓		✓	✓	✓			
Other								
Enhanced DBS Clearance	✓		✓		✓			✓
Ability to meet the requirements of the Asylum and Immigration Act (to be legally work in the UK)	✓		✓		✓	✓		

Methods of Assessment:

Application Form (A), Interview (I), Tasks (T), Certificates (C), References (R), DBS (D)



FURTHER PARTICULARS



Post Title: Assistant Head of Department

Salary

The salary for this post is paid on the Sixth Form College Teacher's main scale, ranging from £24,098 to £39,329 with an additional management allowance of £2000 (MA1) per annum.

Pay progression will be on an annual basis until the top of the range is reached and will be subject to ongoing high level performance against identified targets, and a successful probationary period/performance review as applicable.

Start Date

1st September 2019

Please note that the contract will start on 1st September 2019; however, the first day of work will be earlier on Thursday 22nd August 2019 for which you will be paid.

Working Week

Contact hours for this position will be up to 23 hours per week and may include some support, enrichment or workshop time. You will be expected to work such hours as are reasonably necessary for the proper performance of your duties and responsibilities.

Holiday Entitlement

The post is for term time only. The leave year shall run from August to July each year.

Probationary Period and Annual Review

The first 12 months of the appointment constitute a probationary period during which time suitability for the post will be assessed. Probationary periods will not be deemed to be successfully completed unless until confirmation is made in writing.

On completion of a probationary period the College's arrangements for performance review will apply.

Notice

The contract may be terminated by either party by giving notice, as per the teaching contract. If the employment is terminated by reason of redundancy, statutory and/or contractual notice periods will apply. In all cases notice must be given in writing.

Sickness and Maternity/Paternity/Adoption

The Corporation's policies will apply. Details are available from the HR department.

Disclosure and Barring Service Check

Appointment is subject to you obtaining a satisfactory Enhanced Criminal Records Check through the Disclosure and Barring Service. The successful candidate will be required to provide relevant evidence enable a DBS check to be undertake prior to commencement of employment. Further details will be given upon appointment.

In the future, you may also be asked to subscribe to the DBS Update Service and to maintain that subscription of an annual basis. There will be a small annual cost to the individual. The College will undertake 'status checks' on DBS Disclosures to assess that the information on the original certificate remains current; membership of the Update Service is therefore mandatory to enable status checks to be completed.

Superannuation

The successful candidate will be eligible to join the Teachers' or Local Government Pension Scheme and you will automatically become a member unless you opt not to join.

Staff Benefits

We offer the following benefits to our staff:

- Extensive professional development opportunities
- Occupational pension scheme (either TPS or LGPS)
- BHSF – private healthcare insurance plan
- Cycle to work scheme
- Interest free annual travel card loans
- Childcare vouchers
- Discounted college gym membership

HOW TO APPLY



- Complete the JCC Staff Application Form. Please state clearly on your application the position you are applying for.
- Provide a supporting statement (in section 8 of the application form) of no more than two sides of A4, in which you demonstrate how your skills, abilities and experience make you a suitable candidate for the role. Please give specific details and examples of how you meet all aspects of the person specification.
- If you are applying for a teaching or curriculum based role, please complete the examination results form provided (applicants who are still completing their PGCE course need not complete this).
- The completed form should be returned by email to: personnel@jcc.ac.uk or by post to:

The Director of HR
Joseph Chamberlain Sixth Form College,
1 Belgrave Road
Highgate
Birmingham
B12 9FF
Telephone: 0121-446 2200

Deadline

The deadline for the post(s) is Monday 20th May 2019 (to arrive no later than 12 noon).

Shortlisting

Unfortunately, we may be unable to notify candidates who are not on the shortlist. Therefore, if you have not heard from us by 15th June 2019, please assume your application has been unsuccessful on this occasion.

Equal Opportunities Policy

Joseph Chamberlain College is committed to equality of opportunity in recruitment and selection. Every care has been taken in the drawing up of this job description and person specification to ensure that the requirements of the post are not discriminatory on account of race, gender or age. Similar care will be taken during the short-listing and interviewing stages. If candidates are dissatisfied about any part of the process, they should write in the first instance to the Principal of the College setting out the nature of their complaint.

Guide to the General Data Protection Regulation (GDPR - 2018)

Under the General Data Protection Regulation (2018), the College needs to have your consent to collect and process information about you for the proper administration of the selection process and the employment relationship should you be appointed. Please accordingly make sure you sign the declarations at the end of the application form. After an appointment has been made, all the papers of unsuccessful candidates are kept for a period of nine months and are then destroyed.

Candidates with a Disability

The College is a Disability Symbol User. If candidates with a disability need any special arrangements for interview, they should enclose a letter giving details of these, marked for the attention of the Director of HR.

Police Checks and Rehabilitation of Offenders Act 1974

The successful candidate will be required to apply for a Disclosure from the Disclosure and Barring Service. The College follows the Code of Practice laid down by the DBS, and this is available from the Personnel Office upon request. In accordance with the above Act employees with access to children and young people under the age of 18 are not allowed to withhold information regarding criminal convictions no matter when they occurred.

The Selection Process

Short-listing of candidates for interview will be undertaken by members of the Senior Leadership Team and the line manager. All candidates invited to interview will be asked, on the day, to complete at least one practical task, which, for teachers, will include a lesson observation. The results of these assessments will be used to decide whether to shortlist you further for interview.

The interview panel usually consists of three or four members of senior and middle leaders.

During the interview we ask the same main questions to all candidates, as well as any supplementary questions either arising from initial responses or specific to individual applications. At the end of the interview you will be given the opportunity to add anything further in support of your application or to ask any questions. The panel will make its decision based on the evidence presented throughout the process and will contact all candidates with an outcome as soon as possible.