



**Notre Dame**  
CATHOLIC SIXTH FORM COLLEGE

*have faith in your future*

## **TEACHER OF ECONOMICS (Maternity Cover)**

**TEACHER OF ECONOMICS- Maternity Cover to commence ideally beginning of March 2020 (or as soon as possible thereafter), with an anticipated end date of March 2021. Applications will also be accepted for a possible September 2020 start.**

**The appointment will be made on the Sixth Form Colleges' Employers' Association Salary spine for teaching staff – Point 1 £24,098 to point 9 £39,329 pay.**

### **THE DEPARTMENT**

The Economics department at Notre Dame is dynamic and progressive in terms of its approaches to delivering the two specialisms we offer. We have a wealth of experience and professional knowledge and would welcome applications from teachers who feel they could make an immediate contribution to the teaching A level Economics (Edexcel) and The LIBF Level 3 certificate in Financial Studies or Level 3 diploma and certificate in Financial Studies.

The department is supportive and friendly with a strong emphasis on developing students to 'be the best that they can be', whilst also developing their professional and business-like approach to study. The department has an excellent track record of students continuing to study financial related courses at university, including Russell Group.

### **MAIN DUTIES**

#### **Teaching and Learning:**

- To undertake an appropriate programme of teaching in accordance with the duties of a main scale teacher.
- To undertake the assessment of students' work in accordance with the College's assessment policy.
- To have regard to the principles and values expressed in the College's Mission Statement.

#### **Curriculum Provision and Development:**

- To contribute to the development and delivery of curriculum subject(s) at different levels.
- To contribute to the development of resources, schemes of work, marking policies and teaching strategies in the department.
- To assist with the monitoring and follow up of student attendance.
- To implement College policies and procedures e.g. Equality, Health and Safety as detailed on the College intranet (Moodle2).
- To contribute to the planning activities of the department, reflecting the needs of the students and the aims and objectives of the College.
- To contribute to the effective use of ICT in the department, including the development of independent learning materials where appropriate and contribute to the College's VLE (Moodle2).

- To work as part of a team and to contribute to effective working relations.

**Student Support Systems:**

- To act as a Group Tutor and carry out the duties associated with this role. This includes delivering the College Pastoral Programme and conducting individual student reviews.
- To monitor, support, and report on the progress and development of individual students as required.
- To contribute to effective communication and consultation with parents of students when appropriate. This includes report writing and attendance at Parents' Evenings or other occasions designated by the College.

**Quality Assurance and Professional Development:**

- To actively participate in staff development activities.
- To participate in the College appraisal system.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To develop effective teaching and learning styles.
- To contribute to and participate in the College's procedures for lesson observation.
- To maintain accurate and up to date information concerning students and their progress.
- To contribute to the College liaison and information events e.g. attendance at the Open Morning and Parents' Evenings, and any annual Presentation Evening.

**Other:**

- To have regard to the principles and values expressed in the College's Mission Statement.
- To demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College policy
- To have full regard for the College's Equality and Diversity and Health and Safety requirements
- To assist in liaison with partner schools, higher education, industry, examination boards, awarding bodies and other relevant external bodies where appropriate.
- To attend meetings in accordance with the College meetings' schedule.
- To contribute to the provision of a stimulating teaching environment whilst adhering to the Health and Safety policy of the College.
- To undertake any other duties that may be reasonably assigned by the Principal

This job description may be subject to revision depending on the future needs of the post and the College. Any changes will be discussed with the post-holder prior to implementation.

**PERSONAL AND PROFESSIONAL REQUIREMENTS**

Referees will be asked specifically to comment on the attributes below.

The ability to meet the person specification will be verified by the application, interview, task, certificates and references as appropriate.

## Method of Assessment

A = Application    I = Interview    T = Task    C = Certificate/s    R = Reference

Essential	Method of Assessment
• A good honours degree in Economics or other relevant subject	A, C
• Ability to teach Economics and Financial Studies to Advanced Level	A, I, R, T
• Evidence of successful teaching of Economics and Financial studies	A, I, R
• Post Graduate Certificate of Education or equivalent (Secondary or F.E.)	A, C
• Ability to use ICT to enhance teaching and learning	A, I, R, T
• Ability to motivate students and to develop strategies to stretch the more able	A, I, R, T
• Ability to adopt a creative and imaginative approach to developing resources	A, I, R, T
• Ability to employ strategies for differentiation in teaching and learning	A, I, T
• Excellent interpersonal and communication skills	A, I, R, T
• The ability to contribute effectively to a team	A, I, R
• Excellent record of attendance	A, R
• Commitment to Safeguarding and promoting the welfare of young people	A, I, R, T
• Support for the Catholic ethos of the college	A, I

## Desirable

• The ability to offer a second subject to examination level	A, C
• Experience of working in a successful department	A, I, R
• Knowledge of developments in the post-16 sector	A, I,

## COMPLETING YOUR APPLICATION FORM

To apply for a job, you must be eligible to work in the UK.

The application form plays a most important part in our selection process. **Please do not send us your standard CV (curriculum vitae).** It is vital that you fill in the form as fully and accurately as possible.

At the initial shortlisting stage, we will pay particular attention to how well your experience and skills fit **the criteria of the Person Specification and you should address each of these clearly in your application.**

The College is committed to Safeguarding and promotes the welfare of young people and expects all staff, students and volunteers to share this commitment.

In promoting equality, we welcome applications from all sections of the community.

This post is subject to an enhanced Disclosure and Barring Service check under the Protection of Children and Young Persons procedures. If you are selected for interview you will be required to consent to the necessary enquiries being made.

**Completed applications should be returned via the TES Portal.**

**Closing date: 9AM on Monday 24th February 2020**

**It is intended that interviews will take place on Wednesday 26th February 2020**

Applicants who have not been contacted within four weeks of the closing date should assume that, on this occasion, their application has been unsuccessful.

Thank you for your enquiry and interest in this post.

### **About Notre Dame Catholic Sixth Form College**

Notre Dame Catholic Sixth Form College is one of the top sixth form colleges in the country with a historical track record of success. We are extremely proud of all our students' achievements, especially the individual progression that they each make in their time with us. The success is built upon teamwork between staff and students. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed.

We are in a prime central location adjacent to Leeds University, within walking distance of the city centre with good transport connections to the rail/bus stations, uniquely situated down a tree lined avenue which provides a peaceful almost non-urban setting. Parking on site is provided.

Our core activity is to provide education for students aged 16-19, offering a range of A Level and BTEC courses, at both level 2 and 3. We are a highly successful college of approximately 2000 full time 16-18 year olds and oversubscribed each year. Student destinations are excellent, with circa 80% progressing to University, a significant number achieving Russell Group and Oxbridge places, and with an increasing number of students opting for apprenticeships. Students study in a purposeful and diverse environment with a strong focus on respect in which every learner genuinely does matter.

### **An Outstanding College**

We are Ofsted grade 1 Outstanding and have a sustained track record of outstanding results at A level and BTEC/CTEC as measured by ALPs, which puts Notre Dame Catholic Sixth Form College one of the top Sixth Form Colleges in the country. There is a culture of high expectations and rigorous quality improvement in all areas with students continuously achieving well above their target grades and making a positive contribution to the College and its wider community. Student attendance and behaviour are exemplary, illustrating that the Catholic mission and ethos of the College is lived out at all levels.

### **Our Community**

Notre Dame offers Catholic students from Leeds and surrounding towns and districts an excellent opportunity to continue their education in an environment that lives by its mission to build a community based on faith and trust. The College has a high proportion of students from

disadvantaged areas (the College is in the lowest quartile of providers nationally in terms of disadvantage). Students are supported in their personal, academic and spiritual needs. Although the majority of the students are from Catholic backgrounds, the College welcomes students of other faiths and celebrates the diversity of the student population.

Links with the Catholic and local high schools are very strong. The Principal meets regularly with Head Teachers to discuss and share a wide range of curriculum, pastoral and strategic issues. Relationship with the Diocese of Leeds are maintained through the foundation governors. The College has outstanding links with both the local and wider community. The curriculum departments also contribute widely to the links with local community groups, employers, charities and local primary schools.

Notre Dame has an extensive range of enhancement and enrichment activities, involving many team sports, drama and overseas visits. There is a first-class programme of student support and a very active Chaplaincy group.

As a Catholic Sixth Form College we strive to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

### **Staff at Notre Dame Catholic College**

Notre Dame Catholic College has achieved all of its success through the hard work, skills and commitment of all staff. We seek to work with an inclusive and transparent style of management, which is open, consultative and encourages all staff to participate in the leadership and management of the College. The development of staff skills is a priority for the College and teams are encouraged to innovate and continuously improve Notre Dame's curricular and pastoral offer to its students.

#### **What our staff say about Notre Dame Catholic College**

Teacher of Law

*'I have worked here for 13 years because it is a college which cares about the students both academically and pastorally and which allows them to achieve their potential.'*

#### **Head of Department**

*'Working at Notre Dame was the best career decision I could have made. Since my first day I have always felt supported, challenged but above all empowered to teach my subject the way I want to teach it.'*

#### **Course Leader**

*'I am new to the College and I have found everyone to be so supportive and helpful. There is an air of kindness and I am trusted to do my best for our students. Everyone is in it together to work, succeed and grow.'*

#### **Teacher of Health and Social Care**

*'I have been here for nearly 9 years and cannot believe how fast time has flown. I absolutely love it here, the great students, the wonderful staff who are genuinely so caring and the feeling of being part of such a 'tight' family. We all do work hard, but I don't mind as I feel valued and appreciated. Even though I am Sikh, I have always felt a strong sense of connection within this Catholic college allowing me to develop strong friendships. I honestly believe that my time at Notre Dame has enabled me to be the best possible version of myself as a professional and as a person.'*



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## What our students say about Notre Dame Catholic Sixth Form College



Name: Amy Kitchingman

High School: Bruntcliffe School

Programme of Study: A level English Literature, English Language, History and EPQ

Careers/ university aspirations: BA English at the University of Cambridge

What do you like most about Notre Dame:

*Notre Dame enabled me to follow my dreams with the support of the amazing Enhancing Excellence scheme and the English Department.*

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Name: Isacc Grinnell

High School: David Young Community Academy

Programme of Study: A level Politics, Art and Geography

Careers/ university aspirations: BA Politics at Lancaster University

What do you like most about Notre Dame:

*Notre Dame is a really good community to be a part of because you are with people your own age. I felt Notre Dame's ethos is really good and i felt it had good values about people and there is a great support system in place.*

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Name: Kyra Clarke

High School: Carr Manor Community School

Programme of Study: A level Business, Economics and Sociology

Careers/ university aspirations: BA Economics and Politics at The University of Manchester

What do you like most about Notre Dame:

*My favourite thing about my time at Notre Dame was the excellent economics teachers who helped me find a passion for the subject I am now studying at university.*