

**DEPARTMENT OF HISTORY & POLITICS Head of Department:** Tim Newbold

**Courses offered:**

**Modern History**

Edexcel: A Level

**Early Modern History**

AQA: A Level

**Politics**

Edexcel: A Level

The department is popular and successful with a very good record of examination performance over many years.

Staff in the department have a strong commitment to equal opportunities and the successful candidate will be expected to be proactive in this area. All classes are of mixed ability and an enquiry-based approach to learning is strongly encouraged. Staff are expected to be friendly and approachable and to value each student as an important individual who is entitled to a high-quality educational experience. The ethos of the department is to offer positive encouragement wherever possible and to engender an enjoyable yet conscientious and committed approach to work.

The staff work closely together as a team and active collaboration is encouraged. The department has its own office as well as specialist rooms. The department is well-equipped with textbooks, course booklets and DVD resources. There is a student computer area adjacent to one of the classrooms that can be utilised, as well as computer resources in the nearby Learning Resources Centre. Each classroom has a data projector and laptop connection and whiteboard. All staff and students have email and access to a wide range of IT-based resources.

We have high expectations of **all** students and a strong commitment to students working productively both inside and outside of the classroom. We fully expect that most of our A-level students will proceed to Higher Education. Many go on to study History, Politics or related degrees, gaining places on competitive courses, including those offered at Russell Group institutions.

Members of staff in the department make a full contribution to the wider life of the College often contributing to enrichment via the Extended Project Qualification or the Ambition Programme.

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| 1 small  **CONDITIONS OF EMPLOYMENT** | |
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| **General Conditions** | Conditions of employment for teaching staff are as agreed between the Sixth Form Colleges Association and staff representatives at national and local level. Pay and conditions for teachers are similar to, but not the same as, those for school teachers. |
| **Start Date** | 27th August 2024 |
| **Status** | Permanent full-time post in the College’s teaching staff structure. |
| **Teachers’**  **Salary** | The salary structure consists of a 9 point main scale. Appointment will be to the individual’s relevant point on the Main Scale. Further details are enclosed. Annual pay progression, where relevant, will be directly linked to acceptable appraisal outcomes via the colleges’ annual appraisal process**. If appointed to Head of Department, you will also receive an additional payment of £2223.10 plus remission from teaching.** |
| **Hours of Work** | Full time consists of 1425 minutes of teaching per week and 1265 directed hours per annum worked over 195 days of which 190 are teaching days with a commitment of 23.75 hours per week contact time. The College day for daytime students starts at 8.50am and ends at 4.10pm. |
| **Pensions** | There is automatic entry to the Teachers’ Pensions Scheme. Employee contributions are tiered and based on actual earnings and employer contributions are 16.48%. Further details can be found at [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) |
| **Induction** | There is a programme of support for all staff new to the College. We recognise that commencing a teaching career is both an exciting and challenging time. Training and support will be offered to allow the development of ECTs during their early career, together with a validated scheme for those preparing for ECT induction.  They will receive their own personal mentor as well as a subject specialist mentor to help further develop their skills and experience.  The college’s ‘Teaching and Learning Group’ will also provide opportunities to develop their teaching strategies through the sharing of good practice and observation of the lessons of experienced practitioners. |
| **Holidays** | Details of holiday periods will be made available to you.  The College year is similar to the Local Authority’s academic year with some variations. |
| **Child Protection/**  **Safeguarding** | The College and all its personnel are committed to safeguarding and promoting the welfare of children, young persons and vulnerable adults. This position is subject to an Enhanced Disclosure and Barring Service (DBS) check.  Where you have lived overseas in the last 5 years the College is required to evidence an overseas check in addition to the DBS check. Please refer to <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants> for further information as to how you can apply for a ‘certificate of good character’ if you are appointed. Where there is a charge applicants will be required to pay for this themselves. |
| **Equality and Diversity** | The College is an equal opportunities employer and staff, students, volunteers and workers are expected to respect the principles of open access and opportunity for all regardless of age, disability, gender identity, marital status, pregnancy and maternity, race, religion or belief, sex and sexual orientation. Applications from members of the ethnic minorities would be particularly welcome as they are currently under represented in our workforce. |
| **Disability** | Where a disabled candidate is placed at a substantial disadvantage in comparison to a non-disabled applicant consideration will be given to any reasonable adjustments required to enable them to do the job after an offer of employment has been made.  Personnel will discuss any reasonable adjustments required for the recruitment process with candidates shortlisted for interview. The selection process for this position will include a teaching activity. |

**Sixth Form Colleges: Salary Structure for Teaching Staff**

**Pay Spine Point**

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| NSP1 | £30,500 |  |
| NSP2 | £31,673 |  |
| NSP3 | £33,465 |  |
| NSP4 | £35,522 |  |
| NSP5 | £37,526 |  |
| NSP6 | £40,025 |  |
| NSP7 | £41,650 |  |
| NSP8 | £44,417 |  |
| NSP9 | £47,133 |  |



**JOB DESCRIPTION**

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It must be recognised that this job description is likely to change as the circumstances of the College change and the post holder must recognise and actively adapt to these changes as they affect the job described.

**JOB TITLE**: Head of Department

**JOB PURPOSE:** To lead, motivate and develop the team of staff in the department in order to promote high and rising levels of student success on all courses in the department.

**RELATIONSHIPS:**

Responsible to: Vice Principal (curriculum. Quality & Implementation

Responsible for: Subject teachers and those who contribute to the work of the Department.

**MAJOR TASKS**

**A. Course Management**

1. To propose and review the courses and specifications offered by the department to ensure students’ needs are fully met.

2. To ensure that effective schemes of work are in place for all courses taught in the department, and that department aims and policies are developed and shared with all those who teach in the department.

3. To arrange or oversee, as necessary, fieldwork, trips and visits to support the teaching of the curriculum and to ensure that statutory and College policies and procedures, including risk assessment, are closely observed throughout.

4. To establish student study obligations and to monitor and support students, especially those at risk of underachieving and to support department staff in maintaining good standards of student attendance and behaviour.

5. To oversee arrangements relating to the entry of students for public examinations, including coursework marks, as required by examinations staff.

6. To ensure that equality of opportunity and diversity are embedded within all courses.

**B. Personnel Management**

1. To ensure proactive implementation of safeguarding policies and procedures within the department, including where visitors, volunteers and other non-employees are involved.

8. To monitor the staffing of all courses in the department and ensure they are appropriately staffed according to the strengths of the staff and the needs of the students, and to take the lead in identifying and resolving staffing requirements.

9. To advise on and participate in recruitment and selection of staff.

10. To ensure that appropriate individual and collective targets and training needs are identified, including through the PDR process. To contribute to the meeting of these needs through overseeing department training and helping individuals to identify and access suitable opportunities.

11. To promote the achievement of team and individual objectives, delegating tasks to other members of staff in the department as appropriate, monitoring their work and supporting and developing them in line with College policies and procedures.

12. To ensure an appropriate level of guidance and support is in place for students on teaching practice and teachers new to the department.

13. To ensure good communication is in place, through formal meetings and informal mechanisms, and to foster a positive team ethos.

**C. Resource Management**

14. To oversee departmental resources, ensuring that value for money is obtained and that all necessary resources are available in the department, electronically and in the Learning Resources Centre.

15. To implement relevant Health and Safety procedures, ensure that equipment and rooms used are in safe working order, report any defects and arrange for inspection, servicing and repairs as are necessary.

16. To ensure that all departmental areas and those adjacent are attractive and stimulating learning environments and that matters relating to cleaning and maintenance are reported using the relevant procedures.

**D. Recruitment and Liaison**

17. To publicise and promote the department through including events such as Open Evening and Year 10 visits, and through publications such as the Prospectus and course leaflets and contact with local schools.

18. To establish and maintain links with industry and the wider community in order to inform and enhance the curriculum taught in the department, planning visits and inviting visitors to the college in order to enhance student learning.

19. To undertake any other duties commensurate with this post as the Principal may from time to time decide.



**JOB DESCRIPTION**

It must be recognised that this job description is likely to change as the circumstances of the College change and the post holder must recognise and actively adapt to these changes as they affect the job described.

**JOB TITLE:** Teacher

**JOB PURPOSE:** To teach students according to the College timetable so as to ensure excellent success rates and Value Added

**RESPONSIBLE TO:** Head of Department

**MAJOR TASKS**

1. To know and understand the aims and objectives of the College and the department, the relevant examination syllabus or specification and the schemes of work for each of the courses taught.

2. To contribute to the policy-making process of the department and the College through staff, department or other meetings.

3. To gather and record information about the experience and entry qualifications of students following the courses taught.

4. To prepare appropriate materials and activities to ensure high-quality learning opportunities for all students following the courses taught and to teach in a way designed to motivate the students.

5. To complete a register of attendance at all lessons taught and to contact tutors or Heads of Year as appropriate.

6. To set and mark work on a regular basis in accordance with the College and department assessment policy.

7. To give students an opportunity to review their work on a regular basis, and to discuss their progress with them.

8. To keep a record of students' progress and marks in all assessed work, and to write reports to parents and for other staff as the need arises.

9. To produce marks and other information for examination boards as necessary and confirm the entry of students for public examinations.

10. To attend Parents' Evenings and inform parents of the progress and prospects of their sons/daughters.

11. To be informed about progression from the courses being taught and to advise students about the opportunities which are available to them on completion of the course, or to refer them to other sources of information.

12. To review all aspects of the teaching role, especially teaching strategies used.

13. To contribute to all appropriate Quality Assurance processes.

14. To contribute as appropriate to the presentation of the department at Open Events and other similar functions.

15. To maintain teaching rooms used in as attractive a state as possible and to report any defects in fabric or equipment to the appropriate Head of Department or Health and Safety Officer.

16. To refer to the Head of Department, tutor or Head of Year any student who causes particular concern.

**GENERAL RESPONSIBILITIES**

1. To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.

2. To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.

3. To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.

4. To comply with all other College policies and procedures.

5. To undertake continuing professional development

6. To undertake any other duties commensurate with this post as the Principal may from time to time decide.

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**PERSON SPECIFICATION**

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**JOB TITLE: Head of Department: History and Politics**

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| **Requirements** | **Essential/Desirable** |
| **Education / training** | **Essential**  A degree or equivalent qualification in a relevant subject  A teaching qualification eg PGCE, DTLLS or equivalent  Evidence of relevant in-service training |
| **Knowledge/ Experience** | **Essential**  Successful teaching experience with 16-19 year old students  Knowledge of, and preferably experience in, the relevant A level specifications |
| **Desirable**  It would be desirable to have the experience in, or willingness to develop, the following:-   * experience in dealing with the requirements of Ofsted * experience of resource management at subject level * experience of leading a team or initiative * experience of encouraging curriculum change * experience of using quality assurance to improve standards * experience of contributing to extra-curricular activities in this area |
| **Skills/**  **Aptitudes** | **Essential**  Ability to relate to and an interest in the welfare, growth and development of 16-19 year old students  Potential to lead, motivate and work successfully with others individually and as part of a team  Consistent approach to dealing with staff and students |
| **Other factors** | **Essential**  A reflective approach to teaching, learning and management  Demonstration of effort and commitment  A firm, but friendly approach to dealing with people  Ability to carry out administration effectively  Willingness to take a full part in extra-curricular activities including trips and visits  Initiative, drive and enthusiasm  A willingness to actively promote equality and accept and value individual differences. |
| **Desirable**  An interest in ILT and an understanding of its application to the subject area |

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**PERSON SPECIFICATION**

**JOB TITLE: Teacher**

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| **Requirements** |  | **Assessment methods** |
| **Education / training** | **Essential**  A degree or equivalent academic qualification in the relevant subjects  A Level 5 teaching qualification eg PGCE, DTLLS | A, Q |
| **Knowledge/ Experience** | **Essential**  A good knowledge of the relevant subject matter  Successful professional training or commitment to the process  Excellent teaching skills and successful classroom management  A record of success regarding student outcomes or evidence of skills and knowledge likely to promote these | A, R, I, T  A, R, I  A, R, I, T  A, R, I |
| **Skills/**  **Aptitudes** | **Essential**  Ability to relate to and an interest in the welfare, growth and development of 16-19 year old students.  Ability to support students/respond to parents through fluent and accurately spoken English  Ability to work successfully with others individually and as part of a team  Consistent approach to dealing with staff and students  Commitment to the use of ICT to enhance learning | R, I, T  R, I, T  R, I, T  R, I, T  R, I, T |
| **Other factors** | **Essential**  Demonstration of effort and commitment  A reflective approach to teaching & learning  Ability to carry out administration effectively  Willingness to take full part in extra-curricular activities including trips and visits  Initiative, drive and enthusiasm  A willingness to actively promote equality and accept and value individual differences | R, I  A, R, I  A, I  A,I  A, R, I  R, I |

Key: A = Application form, R = Reference, I = Interview, T = Teaching activity/discussion Q = Qualification evidence

When shortlisting the panel will seek evidence of the criteria above. In exceptional circumstances, where there is evidence to demonstrate that the candidate has very strong potential or relevant overall experience, this might compensate for the inability to demonstrate a single essential criterion. In such circumstances the panel has the discretion to shortlist a candidate.

If candidates are shortlisted any relevant issues arising from references will be taken up at interview.

In line with the updated Keeping Children Safe in Education guidance, we will also carry out an online search on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which again would then be explored with the applicant at interview.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of young people including: motivation to work with them, ability to form and maintain appropriate boundaries and emotional resilience when dealing with issues of student discipline.

If you do not hear from us, we regret that you will not have been included on the shortlist and we would like to thank you for your interest in the College.