



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

Mr T Peacock B.Sc (Hons)
Head Teacher

The West Bridgford School

11th September 2019

Dear Applicant,

Re: Full Time Deputy Head of Humanities with responsibility for History

Thank you for your interest in the above post. The Governors are seeking to appoint a Deputy Head of Humanities with a responsibility for History.

Enclosed with this letter are the following:

Copy of the Advertisement
Department Information
Job Description

Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12-noon Monday 30th September 2019.

Yours sincerely,

HR Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM



The West Bridgford School

Loughborough Road, West Bridgford,

Nottingham, NG2 7FA

Headteacher: Mr T. Peacock

Tel: 0115 9744488 Fax: 0115 9744489

Email: vacancies@wbs.school

Secondary roll: 1647 including 373 in the sixth form

Part of the East Midlands Education Trust



Full Time Deputy Head of Humanities with responsibility for History

For January 2020

Salary dependent on experience: £23,719 to £39,406, plus TLR2b £4,532

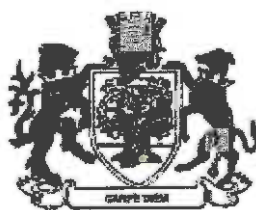
The West Bridgford School has an opportunity for an experienced Teacher of History to lead a highly successful department. The person we are seeking will be able to lead the teaching and learning of History in a challenging and inspiring way, have strong subject and curriculum knowledge of History GCSE and A level courses, and be fully committed to helping students achieve high standards of academic success.

We are offering excellent professional development opportunities, the chance to work as part of a team supporting the work of the Head of Humanities and leading in your subject area. The History department is a large and successful part of the curriculum of the school and is opted for by large numbers of students at GCSE and A level.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.emet.academy/vacancies or email recruitment@emet.academy. Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is Monday 30th September 2019 at 12-noon



The West Bridgford School



The West Bridgford School is a very popular 11 to 18 comprehensive school situated in the Rushcliffe district of Nottinghamshire on the outskirts of Nottingham. It acquired foundation status in January 2006, and converted to an Academy in April 2011. The school's popularity has led to a steady growth in pupil numbers to its current size of 1593, including 349 pupils in the sixth form. In January 2004 we opened a new Post-16 Centre providing a common room and teaching areas for those students following AS/A2 courses, this was further extended in 2008 to accommodate increasing numbers.

The school's catchment area is the western side of West Bridgford. Within this area there are four primary schools, from which the vast majority of the school's intake originates. There is close co-operation and liaison between the primary schools and the West Bridgford School, and a great deal of preparation takes place to ensure that pupils experience a smooth transition between primary and secondary school.

Although the school is situated in one of the most affluent areas of Nottinghamshire the intake is truly comprehensive with the full range of attainment and socio-economic backgrounds represented. Some 20% of the pupil population originates from an ethnic minority and the number of pupils with special educational needs is close to the national average. The school has a policy of inclusion and strives to ensure that all pupils and prospective pupils are provided with appropriate support and resources to enable them to reach their full potential.

The school has consistently achieved excellent examination results and is presently the highest performing school in the county at GCSE and 'A' level with 93% of our children obtaining the five higher grades (including English and Maths) at GCSE and an average point score per entry of 227 at 'A' level. Our curriculum is largely academic and we only offer 'A' levels at post 16.

In November 2011, the school was inspected by Ofsted and classified as Outstanding.



Humanities at the West Bridgford School



The Humanities Department at the West Bridgford School brings together the History, Geography and Social Sciences teaching into one coherent team. Under a Head of Department and two other post holders, 15 teachers are grouped within the Humanities section of the main building and 4 specialist rooms in the Post 16 Bradbury Centre. All rooms are equipped with SMART boards and we have our own Humanities Computer Room.

Teachers and Curriculum Managers within these areas share resources and work closely together to deliver highly successful courses. Teaching at KS4 and KS5 is by specialist teachers from each subject, while at KS3 there is a tradition of teachers contributing small amounts of teaching to other subjects within Humanities as necessary.

Social Sciences

In Years 7-9 all students currently have 2 periods of Religious Education per fortnight taught in mixed ability tutor groups, studying a range of issues and questions from a variety of World Religions' perspectives. At KS4 we offer GCSE Philosophy and Ethics and GCSE Sociology. At KS5 students follow AS and A level courses in RE Philosophy, Sociology and Psychology.

Psychology

Psychology (EDEXCEL) is a very popular and thriving subject at A Level, delivered jointly by three specialists. Each is based for all of their Psychology lessons in their own spacious room in the purpose-built Sixth Form Block. Psychology is well established and comprehensively resourced. It has been described as a lead subject within our impressive Sixth Form, regularly achieving some of the school's best A Level results. The three Psychology teachers share resources and work closely together to deliver this highly successful course. A new appointment is sought for September 2018 to replace one of the specialists.

History

In Years 7-9 all students currently have 3 periods of History per fortnight taught in mixed ability tutor groups. The course covers Medieval Realms and the early part of Making of the UK in Year 7; Making of the UK and Native Americas in Year 8; Expansion, Trade and Industry, Black People of the Americas and World Wars I and II in Year 9. At KS4 History is a very popular option choice, with around 70% of the year group choosing to follow the GCSE course next year – the AQA course focusing on Modern World History. At KS5 students follow the AS and A Level course in History. The History team currently consists of 6 teachers, some of which have senior positions within the school.

Geography

In Years 7-9 all students currently have 3 periods of Geography per fortnight taught in mixed ability tutor groups, covering a range of topical geographical issues relevant to young people. At KS4 Geography is an option choice growing in popularity, with around 35% of the year group choosing to follow the GCSE course next year. The course focuses on Extreme Environments and students' place in their local world. At KS5 students follow the AS and A level course in Geography. The Geography team currently consists of 3 teachers.

Generic Job Description

Post Title:		DEPUTY HEAD OF CURRICULUM AREA
Purpose:		<ul style="list-style-type: none"> To support the Head of Department and to deputise when and where appropriate. To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the curriculum area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school. To act as a Curriculum Lead and be responsible for leading and developing this area. To develop and enhance the teaching practice of others. To monitor and support the overall progress and development of students as a manager within the curriculum area and as a Form Tutor.
Reporting to:		Head of Department/Relevant Manager
Responsible for:		The provision of a full learning experience and support for students
Liaising with:		Head/Deputies Teaching, relevant non teaching support staff, LEA representatives external agencies and parents
Disclosure level		Enhanced
MAIN (CORE) DUTIES		
Operational/ Strategic Planning		<ul style="list-style-type: none"> To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies in the department, within the designated area. The day-to-day management, control and operation of one curriculum area provision within the department. To assist in monitoring and following up student progress. To assist in the implementation of school Policies and Procedures, for example Equal Opportunities, Health and Safety, COSHH, Accommodation Strategy, etc. To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the school. To assist in the management of the business planning function of the department, and to ensure that the planning activities of the department reflect the needs of the students and the aims and objectives of the school. To support the relevant manager in the application of ICT in the Curriculum area.
Curriculum Provision:		<ul style="list-style-type: none"> To liaise with the Head of Department to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum programme which complements the school's strategic objectives.

Curriculum Development:		<ul style="list-style-type: none"> • To support curriculum development within the whole department with particular emphasis on the relevant curriculum area. • To keep up to date with national developments in the subject area and teaching practice and methodology. • To actively monitor and respond to curriculum development and initiatives at national, regional and local levels. • To liaise with the Head of Department to maintain accreditation with the relevant examination and validating bodies.
<u>Staffing</u> Staff Development: Recruitment/ Deployment of Staff		<ul style="list-style-type: none"> • To work with the Head of Department and Deputy Head to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs. • To contribute to Personal Development Review and to act as reviewer for a group of staff within the designated department. • To promote teamwork and to motivate staff to ensure effective working relations. • To ensure the effective efficient deployment of classroom support. • To participate in the school's ITT programme.
Quality Assurance:		<ul style="list-style-type: none"> • To ensure the effective operation of quality control systems. • To assist in the process of the setting of targets within the department and to work towards their achievement. • To help to establish common standards of practice within the department and develop the effectiveness of teaching and learning styles in all relevant curriculum area within the department. • To contribute to the school procedures for lesson observation. • To implement school quality procedures and to ensure adherence to those within the department. • To participate in the monitoring and evaluation of the curriculum area/department in line with agreed school procedures including evaluation against quality standards and performance criteria. • To seek/implement modification and improvement where required within the relevant curriculum area.
Management Information:		<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the relevant curriculum area on the management information system. • To assist in the use of analysis and evaluation of performance data. • To help to produce reports within the quality assurance cycle. • To assist in the production of reports on examination performance, including the use of value-added data. • To assist in the of identification exam entries within the department.
Communications:		<ul style="list-style-type: none"> • To help ensure that all members of the department /curriculum area are familiar with its aims and objectives. • To ensure effective communication/ as appropriate with the parents of students. • To liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies.

Marketing and Liaison:		<ul style="list-style-type: none"> • To contribute to the school liaison and marketing activities, e.g., the collection of material for press releases. • To contribute to 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 in partner schools and the wider community.. • To actively promote the development of effective subject links with external agencies.
Management of Resources:		<ul style="list-style-type: none"> • To assist the Head of Department to identify resource needs and to contribute to the efficient /effective use of physical resources • To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the school and the students.
Pastoral System:		<ul style="list-style-type: none"> • To monitor and support the overall progress and development of students within the curriculum area • To help to monitor student attendance together with students' progress and performance in relation to targets set for each individual; ensuring that follow-up procedures are adhered to and that appropriate action is taken where necessary. • To act as Form Tutor and carry out the duties associated with the role as outlined in the generic job description. • To contribute to PSHCE, citizenship and enterprise according to the school policy. • To assist in the implementation of the Behaviour Management system in the Department so that effective learning can take place. • To promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures.
Teaching:		<ul style="list-style-type: none"> • To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher.
Additional Duties:		<ul style="list-style-type: none"> • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
Other Specific Duties: <ul style="list-style-type: none"> • To support the school in meeting its legal requirements for worship. • To promote actively the school's corporate policies. • To continue personal development as agreed. • To actively engage in the staff review and development process. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p>		

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 Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Date: March 2012