



March 2010

Assistant Curriculum Leader in Humanities with responsibility for History

Dear Applicant

Thank you for requesting details for post of **Assistant Curriculum Leader in Humanities with responsibility for History** at Churchill Community College.

During the last few years we have undergone significant change in the College, which has been carefully managed to extend opportunities for students and improve standards. Our recent OfSTED Inspection in March 2008 said that **"This is a GOOD college. Students make GOOD progress and achieve well because the college offers a supportive environment and teaching is effective. GOOD teaching is characterised by very supportive relationships between staff and students. The vast majority of students enjoy college and are well motivated to learn. The sports college status is making a very strong contribution to improvements across the college"**. Churchill is a dynamic place to work with many opportunities available for staff and students. Please read more about our inspection and the ethos of the College by accessing our website at www.churchillcommunitycollege.org or at the Ofsted website - www.ofsted.gov.uk.

We continually seek improvement in standards and achievement. The College's GCSE results in Summer 2009 were 73% 5+A*-C grades , and 47% 5+ A*-C grades including English and Maths.

We are looking for an enthusiastic, dedicated and talented Assistant Curriculum leader in Humanities to take responsibility for History across the College and will enable our students to achieve success. In return we will invest significantly in you through our induction programme, supportive structures and ongoing CPD. To show you how seriously we take staff support and development I enclose a copy of our Mission Statement, which is underpinned by our four values. I also enclose a copy of our Communication Statement, which demonstrates how open we are. You will also find a copy of the job description, person specification and departmental details.

Please read the enclosed information carefully and decide if Churchill Community College is the place you want to develop your career and help us make a significant difference to the life chances of young people.

The closing date is 19th March 2010 and I look forward to receiving your completed application form and a letter of application (this should not exceed two sides of A4) which will outline how your skills and experiences make you the best person for this post. A CV is not required.

An outline of the interview process and any presentation or task details will be sent to candidates who are short-listed. In the interest of economy those candidates that are not short-listed will not receive notification and should assume that they have not been successful in this instance.

Thank you for investing the time in our College.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'D. Baldwin'. The signature is written in a cursive style with a large initial 'D'.

David Baldwin
Headteacher

Job Description

Post Title:	ASSISTANT CURRICULUM LEADER – Non Core Subjects
Post No:	
Purpose:	<ul style="list-style-type: none"> • To assist in the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the department, in accordance with the aims of the College and the curricular policies determined by the Governing Body and the Headteacher of the College. • To assist in leading, managing and developing the subject/curriculum area. • To manage effectively and deploy teaching/support staff, financial and physical resources within the department to support the designated curriculum portfolio.
Reporting to:	Curriculum Leader
Responsible for:	Teaching staff and other relevant personnel within the department.
Liaising with:	Headteacher, leadership team, other curriculum leaders, teachers, student support services and relevant staff with cross-College responsibilities, relevant non-teaching support staff, Governors, LEA personnel, parents and relevant external agencies.
Working Time:	In accordance with the School Teachers’ Pay and Conditions Document.
Salary/Grade:	TLR2.1
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational and Strategic Planning:	<ul style="list-style-type: none"> • To lead the development of appropriate syllabuses, resources, schemes of work and marking policies. • The day-to-day management, control and operation of course provision within the department, including effective deployment of staff and physical resources. • To assist in the monitoring and follow up of student progress. • To assist in the management of the department, and to ensure that the activities of the department reflect the needs of students within the subject area, College Improvement Plan/Departmental Development Plan and the aims and objectives of the College. • To ensure that Health and Safety Policies and practices, including Risk Assessments, throughout the department are in-line with National requirements and are updated where necessary, therefore liaising with the College’s Health and Safety Manager.

Curriculum Provision:	<ul style="list-style-type: none"> To be accountable for the development and delivery of the identified aspect of the curriculum within the department.
Curriculum Development:	<ul style="list-style-type: none"> To assist curriculum development for the whole department. To keep up to date with national developments in the subject area and teaching practice and methodology. To respond to curriculum development and initiatives at national, regional and local level.
Staff Recruitment, Deployment and CPD:	<ul style="list-style-type: none"> To assist in the efficient and effective deployment of the department's teachers, technicians/support staff. To make appropriate arrangements for classes when staff are absent, ensuring appropriate cover within the department liaising with the Cover Supervisor/relevant staff to secure appropriate cover within the department. To assist in effective induction of new staff in line with College procedures. To promote teamwork and to motivate staff to ensure effective working relations. Where the Department agrees to be involved in ITT that year, to participate in the College's ITT programme and act as a subject mentor as necessary. To be responsible for the day-to-day management of staff within the designated department and act as a positive role model.
Quality Assurance:	<ul style="list-style-type: none"> To assist in the effective operation of the College Self Review procedures with relevance to the department. To contribute towards the process of the setting of targets within the department and to work towards their achievement. To contribute towards a common standard of practice within the department and develop the effectiveness of teaching and learning styles in all subject areas within the department. To contribute to the College procedures for lesson observation within a coaching role. To monitor and evaluate the curriculum area/department in-line with agreed College procedures, including evaluation against quality standards and performance criteria. To ensure that the department's quality assurance procedures are consistent within the framework of the College Self Review procedures.

Assessment:	<ul style="list-style-type: none"> • To ensure the maintenance of accurate and up-to-date information concerning the department. • To assist in the analysis of and evaluate performance data provided. • To identify and take appropriate action on issues arising from data, systems and reports; setting deadlines where necessary and reviewing progress on the action taken. • To produce reports on examination performance, including the use of value-added data. • In conjunction with the appropriate Assistant Headteacher, to manage the department's collection of data and ensure it is internally consistent and standardised. • To provide the Governing Body with relevant information relating to the departmental performance and development.
Communications:	<ul style="list-style-type: none"> • To ensure that all members of the department are familiar with its aims and objectives. • To communicate with external agencies in accordance with specific responsibilities. • To ensure effective communication/consultation as appropriate with the parents of students. • To represent the department's views and interests.
Management of Resources:	<ul style="list-style-type: none"> • To assist with managing the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the department budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. • To assist in ensuring that the department's teaching commitments are effectively and efficiently time-tabled and roomed.
Pastoral System:	<ul style="list-style-type: none"> • To ensure that the aspirations of all students are appropriately challenged. • To assist with monitoring and supporting the overall progress and development of students within the department. • To help to ensure the Behaviour Management System is implemented in the department so that effective learning can take place.
Other Specific Duties:	
<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> <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.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The College 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</p>	

continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Date

PERSON SPECIFICATION – Humanities Assistant Curriculum Leader

Area	Detail	Essential or Desirable	Measured by: A) Application and letter B) Interview activities C) Formal Interview D) References
Qualification	<ul style="list-style-type: none"> • Degree level qualification • Qualified Teacher Status • Registered with the GTC 	<p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A</p> <p>A</p>
Experience	<ul style="list-style-type: none"> • Recent and relevant experience in teaching History at KS3 and KS4. With KS4 to examination level at GCSE • Recent and relevant experience in teaching History at KS5 to AS and A-Level • Ability to shape a vision, to promote it to others and turn it into reality. • Working successfully with a range of staff 	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, C, D</p> <p>A, C, D</p> <p>B, C</p> <p>A, B, C</p> <p>A, C</p>
Skills and abilities	<ul style="list-style-type: none"> • Good or outstanding teacher • Ability to work collaboratively within a school • High level people skills including communication, interpersonal and intrapersonal skills • Ability to coordinate and chair meetings • Ability to work under own initiative, to identify work priorities and manage own work to meet targets and deadlines • Ability to establish positive beneficial relationships within the department, across the whole college • Ability to monitor and evaluate teaching and support staff input into T&L 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, B, D</p> <p>A, C</p> <p>A, B, C, D</p> <p>A, B</p> <p>A, C, D</p> <p>A, C, D</p> <p>A, B, C, D</p>

	<ul style="list-style-type: none"> • Ability to devise and put in place strategies to address identified issues • Ability to make effective use of ICT • Ability to mentor, coach and challenge to improve staff effectiveness • Ability to constructively manage conflict 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, B, C, D</p> <p>B, C</p> <p>A, C, D</p> <p>A, C</p>
Attributes	<ul style="list-style-type: none"> • Honest and open • Open-minded and flexible • Receptive to change • Creative, reflective and analytical • Aware of the importance of work/life balance • Have a sense of humour • Possess Emotional Intelligence 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>C, D</p> <p>C, D</p> <p>A, C, D</p> <p>A, B, C</p> <p>C</p> <p>B, C</p> <p>B, C, D</p>
Specific requirements	<ul style="list-style-type: none"> • Good health record • No adverse criminal record • Ability to contribute to extra curricular activities • Knowledge and understanding of the National Curriculum requirements of History • Raising achievement strategies • Clear understanding and commitment to equalities, inclusion and access issues • Genuine commitment to young people's participation in evaluation and decision making • Safeguarding of students 	<p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>A, C, D</p> <p>A, C, D</p> <p>C</p> <p>C</p> <p>A, C</p> <p>C</p> <p>A, C</p> <p>C, D</p>