



KINGSBURY HIGH SCHOOL

spectemur agendo



ASSOCIATE HEAD OF FACULTY: SOCIAL SCIENCES

Candidate Information Pack

FEBRUARY 2024

About Kingsbury High School

KHS is a large 12 form entry 11-18 split site school with a vibrant learning environment with a strong community ethos. We are situated in an Inner London location, but with an out of London feel; the site is surrounded by parkland with large playing fields and great local amenities, excellent transport links to enable easy access from central London and fringe areas. Our school is truly diverse in its makeup, whilst united as one family working to achieve the best for all our students.



Alex Thomas (Headteacher)

Kingsbury High School has many strengths and a long history of success. There is a keen understanding of the importance of values and a sense of tradition, encapsulated by the School motto, *spectemur agendo*. It dates back to the founding of our predecessor school, the Kingsbury County, in the 1920s, and it is Latin for, “let us be judged by our actions”. As Headteacher I seek to lead the school with this at the heart and ask students to respect themselves, others and the environment.

Our students gain excellent examination results in both GCSE and across the Sixth Form. In our most recent inspection Ofsted again rated the school as “good”. Equally, the school is very proud of the way it has achieved these outcomes and the rounded education it offers to its students. We recognise our place in the community and are a key part of the partnership, Kingsbury Schools Together with our local primary schools and the Village (special) School.

A great school is a combination of different things. We are equally proud of the many opportunities we provide for our students beyond the curriculum and how we develop students as individuals ready for adult life. Students know our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society. Our key values are: Aspiration; Integrity; Respect; Responsibility and Resilience. Through these, we aim to combine both academic success and the development of the broader aspects of each student’s character.

Our Ethos and Values: The Kingsbury Way



Our aim is to develop in all of our students the love of learning, intellectual curiosity, skills and qualities of character needed to become successful, happy and engaged members of society.

Aspiration	Integrity	Respect	Responsibility	Resilience
<p><i>Being optimistic about the future.</i></p> <p><i>Being ambitious in everything we do.</i></p> <p><i>Being unwavering in our expectation that all can succeed and meet their potential.</i></p>	<p><i>Being honest about our strengths and weaknesses.</i></p> <p><i>Being open about decisions and doing what we say we will do.</i></p> <p><i>Being prepared to apologise if we get things wrong.</i></p>	<p><i>Being considerate of the views of, and our impact on, different groups and the community.</i></p> <p><i>Being proud about what makes each one of us different.</i></p>	<p><i>Being accountable for our actions.</i></p> <p><i>Being clear about what we expect.</i></p> <p><i>Being aware of our impact on the environment.</i></p>	<p><i>Being explicit in developing physical and emotional wellbeing.</i></p> <p><i>Being prepared to go 'the extra mile'.</i></p>

Our Staff Benefits

Free On-site Parking	Weekly Staff Treats	Cycle-to-work Scheme	Staff Tea / Coffee
Local Government Pension Scheme	Employee Assistance Program	Staff Social Events: Christmas Lunch Summer BBQ	Commitment to Continued Professional Development

Job Description

Reports to: Head of Faculty (Humanities)

Salary Scale: MPS/UPS (Inner London) plus TLR 2C

Contract: Permanent/Full Time

Deadline for Applications: Friday 23rd February 2024, interviewing asap

Proposed Start Date: April 2024 or September 2024

Preferable primary teaching subject: Sociology, with ability to teach Psychology

Please note that early applications are encouraged as we will be reviewing them as they come in. First stage interviews may take place virtually as suitable applications are received.

The new Head of Social Sciences will join a successful Humanities Faculty which comprises Geography, History, Religious Studies and Social Sciences. Heads of Departments oversee each of the principal subject areas and are supported by a Head of Faculty. The Faculty of Humanities is an enthusiastic and committed team of over 20 teachers, together with a Curriculum Associate to support the faculty with administrative tasks and student support. The Faculty teaches from years 7-13, with very high uptake of A-Level Humanities and Social Sciences subjects in the school. At KHS, Psychology and Sociology are very popular choices at GCSE (Sociology) and A-Level and have a strong track record of success. This is an opportunity for an ambitious and driven practitioner to lead the Social Sciences Department and make the most of our diverse and ambitious student body.

Further to the duties and responsibilities listed within the Job Description for all teachers at the School, the post holder is responsible to the Leadership Group Line Manager/Headteacher and any other designated Line Manager(s) for the following:

- Lead the Social Science Department in all matters relating to the curriculum across the school.
- Focus on, and support, staff in developing the highest standards of teaching and learning in the department.
- Be responsible for fostering positive self-esteem and supportive relationships for all students, founded upon respect and mutual trust.
- Be responsible for maximising the academic progress of the students they teach by delivering the very highest standards of teaching and learning.
- Promote a positive, purposeful and professional working atmosphere that encourages cooperation and challenge whilst valuing the contribution that individuals make to the success of the school.
- Promote equality of opportunity for all regardless of race, religion or gender and encourage excellence, resourcefulness and perseverance.

DUTIES AND RESPONSIBILITIES

Overall Responsibilities

- Promote high standards in all aspects of school life, particularly in student progress.
- Actively support the vision, ethos, culture and policies of the school.
- Inspire and motivate students, teachers and other school employees.
- Comply with the professional duties of the KHS staff Code of Conduct.
- Contribute to a school culture which is positive, purposeful and professional.

Job Description—Continued

- Engage positively in the school Appraisal process and performance management arrangements.
- Be committed to safeguarding and to promoting the welfare of children and young people.

Leadership

- Be an outstanding role model, setting high personal expectations of subject teaching, professionalism, professional development and administration.
- Provide the department with clear goals and targets that are consistent with and reflect the school-wide development targets.
- Identify priorities for improvement and implement plans to achieve this.
- Promote a positive culture within the department ensuring that all students are stretched and challenged, enjoy and value the subject.
- Attend Teaching & Learning Responsibility (TLR), Head of Faculty (HOF) and whole school meetings with the SLT to review curriculum matters specific to the faculty, department and school.
- Lead appropriate projects and initiatives, within and outside the curriculum, that promote and develop the subject and the faculty.
- Monitor student data, reports and support the Head of Faculty with the quality assurance of strategies through faculty based work scrutinies, learning walks and assessments.

Teaching and Learning

- Strive for outstanding learning and teaching for all students in all lessons offered by the department.
- Monitor progress of all classes to check all course works are in line with the high standards set by the faculty and completed on time.
- Maintain knowledge of exam board specifications and plan an engaging, relevant and challenging curriculum for all key stages.
- Provide students with the information they need at the start of the course, including an outline of the whole year so they can effectively read ahead / catch up lessons they miss.
- Promote student independence, leadership and voice within the department.
- Stay up to date with pedagogical and curricular developments and offer recommendations and professional development to the department as appropriate.
- Write curriculum information for parents, course outlines for reports and any other whole school or marketing documents that are required.
- Seek opportunities to develop cross-curricular approaches with other departments.
- Seek to maximize opportunities to create continuity between curriculum delivery inside and outside the school e.g. school trips, visiting speakers.
- Establish and monitor clear homework expectations within the department ensuring compliance with the homework policy.
- Be an excellent teaching practitioner in planning, preparing and delivering well-structured, clearly presented lessons appropriate to the abilities of all students and maximising their learning progress.

Job Description—Continued

Accountability

- Be respectful of the needs of colleagues and the school with regards to cooperation, collegiality, deadlines and team cohesion.
- Participate positively in meetings, follow policies and generally contribute to the effective and efficient running of the school.
- Promote professional dialogue, share ideas about teaching and learning and support other teachers in developing good practice and new approaches and initiatives.
- Engage positively in, and contribute to, INSET activities offered by the school.
- Enthusiastically contribute to cross-curricular links and initiatives, and extra-curricular activities.
- Be involved in new initiatives within the school as part of ongoing professional development.
- Constructively contribute towards school and faculty development plan and to implement agreed whole school policies and initiatives.
- Behave in a manner befitting a role model for the students of the school and in a manner that brings only respect to colleagues and the reputation of Kingsbury High School.
- Be proactive in maintaining and developing your IT capability in line with the Digital Learning Strategy.

Other Responsibilities

Undertake other reasonable duties as requested by members of the Senior Leadership Team, Head of Faculty and any duties that the Head Master deems necessary for the effective operation of the school.

Person Specification

Education, Training and Qualifications

- Appropriate degree, with UK PGCE, or other teaching qualification giving QTS.
- Working knowledge of the National Curriculum of England including GCSE and A Levels as appropriate.
- Evidence of relevant continuing professional development.

Knowledge and Experience

- Strong subject knowledge
- Minimum four years' experience teaching a social science at Secondary level, preferably Sociology
- Experience of leading a department is desirable.
- Be aware and up to date in all relevant safeguarding policies and practice.
- Knowledge and experience of how to use of ICT effectively in promoting student learning.
- Recent and consistent involvement in extracurricular activities.
- Previous experience or knowledge of working with students for whom English is not their first language.

Skills and Abilities

- Respect for all members of a school community, irrespective of position, gender, age and ethnic background.
- Evidence of understanding the principles of equality and putting equal opportunity into practice.
- Passionate about teaching and a strong commitment to holistic education.
- The ability to inspire students through a genuine passion for learning and a desire to lead them towards outstanding academic outcomes.
- A positive and solution-focused attitude to working life.
- Highly motivated, ambitious and collaborative.
- Demonstrate empathy, humility and genuinely care about children, taking the time to listen and motivate them.
- Well organised with good time management and ability to work under pressure.

Safeguarding

A commitment to, and understanding of, safeguarding and promoting the welfare of our students.

Safeguarding / Safer Recruitment

Kingsbury High School is committed to the safeguarding of children All employees are expected to comply with our School Child Protection and Safeguarding Policy.

Safer recruitment

Kingsbury High School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Any roles which involve working with children, young people or vulnerable adults, or roles in which the duties will involve access to sensitive information relating to children, young people or vulnerable adults, the School will take up references prior to interview.

You should provide details of referees including your current and previous employers, covering the last 5 years.

Candidates can request for us not to send a reference request to their current employer prior to interview by emailing us at khsvacancies@kingsburyhigh.org.uk

As part of our Safer Recruitment Policy, a full employment history is also required for this role. Please provide a full employment history, together with a satisfactory written explanation of any gaps in employment. Unless otherwise stated, a Basic DBS check will be undertaken as part of the pre-employment checks for successful candidates.

Online Search

Shortlisted candidates will be subject to Social media background checks. The purpose is to identify any matters that might relate directly to Kingsbury High School's legal duty to meet the safeguarding duties set out in KCSIE. Candidates will get the chance to address any issues of concern that come up during the search at interview.

Diversity Statement

Kingsbury High School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community.

High Volume Applications

Kingsbury High School reserves the right to close any vacancy earlier than the advertised closing date should there be a high volume of applications received.

DBS

This role requires an Enhanced DBS (This post is exempt from the Rehabilitation of Offenders Act,1974)

Advert Close

All vacancies close at midnight unless otherwise stated.

How To Apply

To apply for this role directly, we ask that you complete the following documents:

- KHS Application Form—Teaching Staff
- KHS Self Declaration Form
- KHS Equal Opportunities Monitoring Form

Please send the completed documents with the job role you are applying for in the subject line of the email to:

khsvacancies@kingsburyhigh.org.uk

If you would like to have a phone call or school visit prior to submitting your application you can make the request via email to us. Please note that we will aim to do our best to accommodate your request, but this may not always be possible.

If you have any queries about this or any other KHS vacancy, please do not hesitate to contact us on:

Email: khsvacancies@kingsburyhigh.org.uk

Phone: 0208 206 3000

