



APPLICANT PACK

Position:	FACULTY CO-ORDINATOR FOR HUMANITIES (Geography Specialist)
Salary:	MPR/UPR + TLR 2.1 (£2,872)
Contract:	PERMANENT FULL-TIME
Closing Date:	10th March, 2021
Interviews:	w/c 15th March, 2021
Start Date:	1st September, 2021



Engagement

Mindset

Challenge

WELCOME FROM EARL MORTIMER COLLEGE

Thank you for your interest in becoming a Teacher at our College. Earl Mortimer College & Sixth Form Centre is a thriving and dynamic College placing the education of our students, in all aspects, at the heart of its drive for excellence. In November 2013 and October 2017 our Ofsted report judged us Good in every single aspect.

At our truly comprehensive College, we have 535 students on roll including our post-16 provision. Our students come from a large rural catchment area, however, the College itself is the most modern, 'state of the art' and attractive learning environment.

We have a very simple view of our role as teachers. We are here for the benefit of the students. Our success as professionally trained, committed teachers is entirely dependent on the success of our students. If they succeed in growing up as decent, caring, well qualified young men and women, ready to take their place in society and aspiring to even greater challenges, then we have done our job.

We are seeking to appoint an exceptional and inspirational teacher of Geography to also take the lead role as Faculty Co-ordinator, to manage and provide strategic direction for the Humanities Faculty. The successful candidate will play a pivotal role in the continuing development and improvement of our College.

The Faculty Co-Ordinator will be responsible for leading and line managing a team of teachers and a range of courses. You will be able to create an ambitious, innovative and collegiate Faculty that works hard to make the subjects exciting, relevant and enjoyable. You will be an inspirational practitioner with great curriculum knowledge. You will value teamwork and be committed to personal improvement and development. You will have a passionate belief in the ability of all to succeed, will walk the walk, have high personal standards and set the highest expectations of students.

The successful candidate will have:

- proven leadership and team building skills,
- the ability to raise expectations and aspirations of students of all abilities,
- an understanding of effective strategies for intervention where underachievement occurs,
- a commitment to maintaining high standards of learning and progress across all three Humanities subjects,
- a desire to share experiences and good practice with colleagues,
- a positive approach to teaching, our College and the community.

If you are enthusiastic, organised and passionate about teaching you may just be the candidate we are looking for.

We welcome applications regardless of age, gender, ethnicity, religion or disability. Earl Mortimer College & Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Earl Mortimer College & Sixth Form Centre is the future of education in North Herefordshire ... be part of it.

APPLICATION DETAILS

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to the Principal, which clearly demonstrates your suitability for this position. We are happy to accept applications submitted by e-mail to recruitment@emc.hereford.sch.uk or by post, for the attention of the Principal, to the following address:

C/O Mrs M Adams – College Business Manager
Earl Mortimer College & Sixth Form Centre
South Street
Leominster
Herefordshire
HR6 8JJ

Application Forms

These can be downloaded via the online advertisement on E-Teach. A copy can also be requested by e-mailing recruitment@emc.hereford.sch.uk. Wherever possible, please provide an e-mail address for your referees.

Closing Date

Please ensure that your application arrives by midday on the closing date of Wednesday, 10th March, 2021.

Interview

Interviews for the role will be held during the week commencing 15th March, 2021. If you have not heard from us within two weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

Safeguarding

Earl Mortimer College & Sixth Form Centre is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All employees are required to have an Enhanced DBS check.

JOB DESCRIPTION

Core Purpose: To provide professional leadership and management for a Faculty. To secure excellent standards of learning and achievement for all students, high quality teaching and effective use of resources.

Accountable to: Principal and SLT Faculty Link

Whole College responsibilities:

- To contribute to the strategic direction of the College via involvement in the development of policies through participation in line management meetings and working groups. This teacher is also a class teacher and form tutor (see separate Job Description).
- To maintain a high profile around the College and be proactive in dealing with students and parents and actively support colleagues in promoting an ethos in the College characterised by high expectations, positive attitudes and behaviours and a focus on achievement.

Key Responsibilities:

Leadership:

- To maintain an innovative approach to the subject area(s) so that the Faculty remains forward thinking in its approach.
- To inspire Faculty members by personal example.
- To ensure that the Faculty provides a safe, stimulating and welcoming learning environment for all students.
- To manage effectively the human resources at the Faculty's disposal, including teaching, associate and support staff.
- To create a vision, sense of purpose and pride in the Faculty.
- To be responsible for continuously improving the quality of teaching and learning in the Faculty.
- To co-ordinate the production and maintenance of the Faculty handbook, and to implement, monitor and evaluate all of its policies and documentation.
- To be responsible for maintaining discipline in the Faculty including supporting staff during lessons when appropriate.
- To play a major role as a Middle Leader in the development of all aspects of the College, including its policies and their implementation.
- To take responsibility for timetabling planning and implementation, and the allocation of student groups.
- To promote opportunity for the promotion and development of ICT within the department.
- To help create an effective team by promoting collective approaches to curriculum development.
- To chair and produce the agenda for effective Faculty meetings. To ensure minutes are taken, kept secure and copied to SLT and others as appropriate.
- To contribute to the process of recruiting new Faculty colleagues.
- To implement College assessment and target setting policies, and make effective use of data to identify students who are underachieving and implement effective plans of action to support those students.
- Analyse and interpret relevant national, local and College data to inform policies, practices, expectations, targets and teaching methods.
- To initiate/maintain the provision of extra-curricular activities, e.g. the use of resources after college/during lunch-breaks or a club, etc.

- To assist with the production of relevant Faculty materials for inclusion in the prospectus, options booklets, newsletter and website.
- To support and encourage in others the support of individual students and groups of students through attendance of College events
- To attend special College events as reasonably directed by the Principal

Curriculum Development:

- Ensure curriculum coverage, continuity and progression in the Faculty for all students.
- To oversee the Faculty Development Plan, its implementation and the part it plays in the whole College development.
- To develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for students, and to incorporate a variety of assessment methods at key points to enable accurate judgements on student progress.
- To monitor and evaluate the teaching within the Faculty ensuring effective differentiation.
- To take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team.
- To liaise with the SENCO to develop strategies and procedures for teaching and learning for students with additional educational needs (AEN) within the Faculty.

Resources:

- To manage the Faculty stock, teaching resources and finances efficiently, and to obtain best value for money.
- To manage the Faculty budget efficiently and transparently in liaison with the College Finance Manager.

Liaison and Communication:

- To meet regularly and work with the SLT for professional support and to develop effective Faculty management.
- To oversee and monitor the accuracy of exam entries and dates and to work effectively with the Examinations Officer.
- To act as the initial point of contact regarding all issues relating to the subject(s) within the Faculty.
- To liaise with other Faculty Leaders regarding whole College issues.
- To inform staff about meetings, new developments and ideas related to the subject(s) and the Faculty.
- To co-operate with the Health and Safety management and inspection process.
- To manage the provision of information to parents and other staff about curriculum choices.

Professional Development

- To provide all teachers in the Faculty with support, challenge, information and development necessary to sustain motivation and secure improvement in teaching.
- To establish clear expectations and constructive working relationships among staff and delegate tasks as appropriate.
- To lead professional development of Faculty staff.

- To regularly observe colleagues teaching and be observed by colleagues in an on-going bid to share best practice.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the College's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College s/he must report any concerns to the College's Designated Safeguarding Officer.

This job description will be reviewed on a regular basis and may be subject to amendment at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

Attributes	Essential	Desirable
Relevant Experience		
Successful teaching experience of KS3 and KS4	✓	
Raising attainment	✓	
Leading, coaching and managing staff	✓	
Delivering consistently outstanding lessons	✓	
Implementing behaviour management strategies	✓	
Designing, implementing and evaluating SOW	✓	
Working across different subject areas	✓	
Education/Training		
Degree	✓	
QTS	✓	
Continued professional development	✓	
Special Skills And Abilities		
Effective team worker	✓	
Set high expectations	✓	
Excellent organisation	✓	
Excellent communicator	✓	
Ability to inspire others	✓	
Team player	✓	
Knowledge		
Current developments in subject areas	✓	
Current developments in education	✓	
Personal		
Passion for teaching	✓	
Positive "can do" attitude	✓	
Commitment to further professional development	✓	
Energy, enthusiasm and flexibility	✓	
Commitment to safeguarding	✓	