

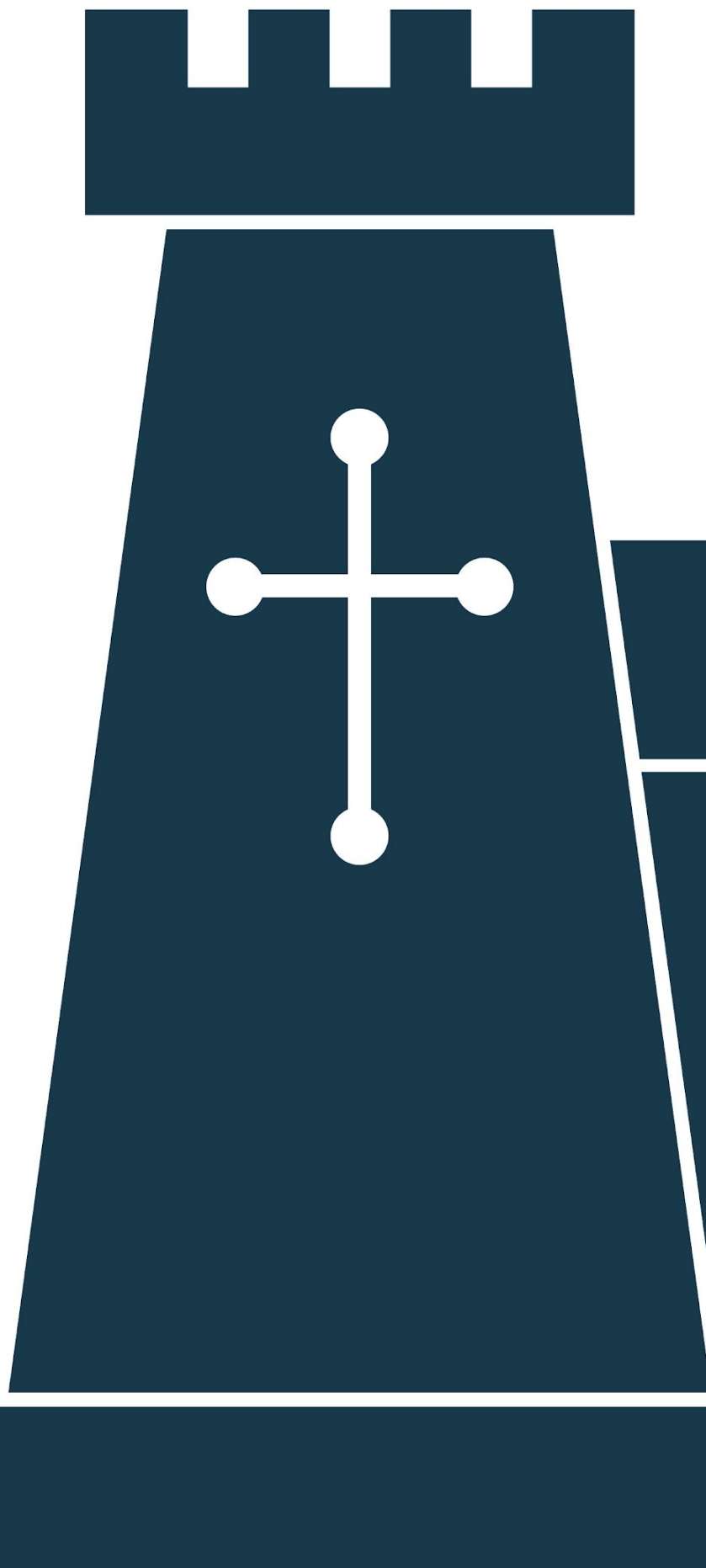


THE BAY
CE SCHOOL

Believe • Inspire • Excel

**Head of Department
(Secondary)**

January 2023





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Dear Candidate,

Thank you for expressing an interest in the post of Head of Department History at The Bay CE School..

In September 2018 The Bay CE School opened as an all-through school providing education for students aged 4 to 16 years old. The school has two sites and this role is available at the Secondary site.

We are looking to appoint a passionate, enthusiastic and experienced Teacher to lead our History department.

You will be instrumental in laying the foundation of outstanding standards of education and creating a stimulating and purposeful environment where our students can make excellent progress. It is essential for candidates to be able to teach History to KS4.

You will have high expectations, a commitment to raising standards, possess up-to-date knowledge and understanding of teaching and behaviour management strategies, with a passion to enhance the learning experience of all our students.

Visits to the school are welcome.

How to Apply

Interested candidates can download an application pack from our website: bayceschool.org or via email at recruitment@bayceschool.org.

Closing date for applications: Friday 10 February 2023 @ 12 noon

Interviews: Week commencing 20 February 2023

Completed application forms should be e-mailed to recruitment@bayceschool.org or posted

FAO: Mrs L Highmore, HR Business Partner, The Bay CE School, The Fairway, Sandown, Isle of Wight, PO36 9JH.

All applications will be acknowledged upon receipt. *Please note we are unable to accept CVs and only fully completed application forms will be accepted.* We reserve the right to close this advert early should we receive sufficient applications.

As part of safer recruitment, online searches will be carried out for shortlisted candidates, references will be requested prior to interview and an enhanced DBS check will be required for successful applicants.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974.

Should you have any queries, please do not hesitate to contact me.

Yours Sincerely

Mr Duncan Mills
Executive Headteacher

Mrs Emma Bowden
Headteacher

Job Description

Identifying Facts

Job Title: Head of Department History

Directorate: Education

Section: Teaching

Responsible to: SLT: Headteacher:
Executive Headteacher

Purpose

- To provide strategic and subject leadership for the department.
- To ensure provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the subject area, in accordance with the aims of the school and the curricular policies determined by the Governing Body and Headteacher of the school.
- To provide high-quality leadership and management of the the department Subject Area. Provide personal support to teachers and support staff in the department.
- 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 subject.

Leadership

- To inspire department members by personal example and hard work.
- To effectively manage the human resources at the department's disposal, including teaching, non-teaching and support staff.
- To create a vision, sense of purpose and pride in the department.
- To coordinate the production and maintenance of the Department SEF and Action Plans and to implement, monitor and evaluate all of its policies and documentation.
- To be responsible for continuously improving the quality of teaching and learning and outcomes in the department.
- To be responsible for implementing effective strategies to drive the progress of key groups within the school (Disadvantaged/SEND - others as appropriate).
- To be responsible for implementing effective intervention strategies that enable students to 'keep up'.
- To be responsible for ensuring the consistent application of the school behaviour and rewards policies including supporting staff in lessons where appropriate.
- To play a major role as a middle leader in the development of all aspects of the school, including its policies and their implementation.
- To develop and maintain effective methods of communication with the Head, SLT, other staff, pupils, parents, governors, external agencies and the wider community.
- To identify and acknowledge areas of success for individual teachers and the department.
- To help create an effective team by promoting collective approaches to problem solving and curricular/department development, eg consult when writing the development plan and produce resources as a team.
- To chair and produce the agenda for effective department meetings. To ensure minutes are made, kept secure and others informed as appropriate.
- To implement school assessment and target setting policies and make effective use of data to monitor and evaluate the achievement and attainment of pupils in the subject. A portfolio of exemplar work moderated against grade descriptors should be maintained.



- To initiate/maintain the provision of extra-curricular activities, eg the use of resources after school/during lunch-breaks or a club, etc.
- To ensure effective deployment of Departmental and SEND Learning Facilitators.
- To lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment and teaching strategies within the department.
- The day-to-day management, control and operation of the department provision.
- To monitor and follow up student progress.
- To implement School Policies and Procedures.
- To lead colleagues in formulating aims and objectives for the subject area which have coherence and relevance to the needs of students and to the aims and objectives of the school.
- To manage the planning function of the subject area, and to ensure that the planning activities of the department reflects the needs of the students and the aims and objectives of the school.
- To lead whole school training as appropriate within Teaching and Learning.

Curricular/Departmental Development

- To contribute towards continuity and progression within the school curriculum
- To outline a clear curriculum vision that is reviewed annually (intent, implementation, impact).
- To regularly review the exam boards used to ensure that they are personalised to the student cohort.
- To oversee the department SEF and Action Plan, its implementation and the part it plays in the whole school development.
- To develop comprehensive schemes of work which include a range of teaching and learning styles providing a rich experience for pupils and to incorporate a variety of assessment methods at key points to enable accurate judgements on pupil progress.
- To develop departmental strategies for the pupils' spiritual, moral, social and cultural development, including citizenship and British Values.
- To monitor and evaluate the teaching and learning within the department; take the initiative in identifying strategies to support consistency of practice and be a lead practitioner in the team.
- To develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for pupils with special educational needs.
- To work with the SENDCO to ensure IEPs are used to set subject-specific targets and to match curricular materials and approaches to pupil needs.
- To develop departmental strategies and procedures (using national and school guidelines) for teaching and learning for disadvantaged pupils.
- To contribute to the whole school procedures for monitoring.

Stock/Resources/Budget

- To manage the department stock, teaching resources and finances efficiently and to obtain best value for money.
- To maintain an inventory of all stock items and to oversee the annual stock audit.
- To carry out stock disposal in accordance with department and school policies.
- To ensure that departmental resources are stored in such a way as to enable quick and easy access by all staff (and students where appropriate).
- To identify resource needs and ensure the efficient /effective use of physical resources
- To cooperate with other subject areas to ensure sharing and effective usage of resources to the benefit of the school and the students.

Liaison & Communication

- To meet regularly and work with the 'SLT link' for professional support and to develop effective departmental management.
- To oversee and monitor the accuracy of exam entries and dates and to work effectively with the exam officer.
- To act as the initial person for others to contact regarding all issues relating to the subject.
- To liaise with colleagues from other key stages/phases and sectors in order to provide a smooth transition between schools and phases for all pupils.
- To liaise with other curriculum co-ordinators in order to develop integrated schemes of work, eg Literacy, SEND, ICT and SMSC.
- To inform staff about new developments and ideas related to the subject and the department by means of a regular contribution to the school newsletter and magazine.
- To lead department meetings with agendas and minutes etc
- To cooperate with the Health and Safety management and inspection process.

- To manage the provision of information to parent/carers and other staff about curricular choices and choice of teaching groups for individual pupils and groups of pupils.
- To provide helpful and accurate responses to parent/carer enquiries.
- To provide up to date and accurate details on homework and revision for all stakeholders.
- To contribute to the school liaison and marketing activities, eg, the collection of material for press releases.
- To contribute to the development of effective subject links with partner schools and the community.
- Attend liaison events in partner schools and promote your subject 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.

Professional Development

- To provide or organise in-service training for the department staff (teaching and non-teaching) as appropriate.
- To have day-to-day responsibility for the monitoring, support and assessment of trainee (ITT) and newly qualified teachers (NQTs).
- To identify development opportunities for staff within the department and through external agencies or courses.
- To delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
- To use the Performance Management cycle to assist in enhancing the professional development aspirations of colleagues.
- To personally keep up to date with developments and new ideas related to the subject.
- To work with Leadership Team line-manager to ensure that staff development needs are identified and that appropriate programmes are designed to meet such needs.
- To carry out performance reviews and to act as a team leader for staff within the department.
- To promote teamwork and to motivate staff to ensure effective working relations.
- To ensure the effective efficient deployment of classroom support.

Pastoral System

- To monitor and support the overall progress and development of students within the subject area
- 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 contribute to PSHCREE, British Values and SMSC within the departmental curriculum and wider school.
- To assist in the implementation of the Behaviour Management system in the department and across the wider school so that effective learning can take place.

Teaching

- To undertake an appropriate programme of teaching in accordance with the duties of a teacher.

Safeguarding

- To be responsible for promoting and safeguarding the welfare of all children and young persons the post-holder is responsible for and comes into contact with.

Additional Duties

- To play a full part in the life of the school community, to support its distinctive ethos and to encourage staff and students to follow this example.
- Health and Safety.
- To meet regularly and work with the Raising Achievement team to ensure effective use of intervention programmes and maximise the department pass rates at GCSE.
- Attend and effectively contribute to RAP meetings.
- To manage the department's contribution to the School Prospectus.
- To manage the department's contribution all forms of marketing and communication.
- To ensure equality of access and opportunity within the subject area taking special account of special needs.
- To continue linking with outside agencies and industries.
- To organise outside liaison with our feeder schools.
- Contribute to the assembly programme.
- To contribute significantly to the Prevent Duty of the school.
- To ensure that once per term you meet with a focus group of students to seek their opinions on an aspect of teaching and learning.

School Culture

- To support the school's values and ethos by contributing to the development and implementation of policies, practices and procedures
- To help create a strong school community, characterised by consistent, orderly behaviour and caring, respectful relationships
- To help develop a school/department culture and ethos that is utterly committed to achievement and good discipline
- To be alert and active on issues relating to pupil welfare and child protection
- To run enrichment sessions as part of the timetabled school day
- To support and work in collaboration with colleagues and other professionals in and beyond the school, covering lessons and providing other support as required.

Other

- To undertake , and when required, deliver or be part of the appraisal system and relevant training and professional development
- To undertake, within reason, other various responsibilities as directed by the Headteacher/Executive Headteacher.
- This is not an exhaustive description



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a line leader to undertake work of a similar level that is not specified in this job description.

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.

Person Specification

Criteria	Essential	Desirable	A / T / I
Qualifications	<ul style="list-style-type: none"> • QTS • Degree level (or equivalent qualification) 		A
Knowledge / Experience	<ul style="list-style-type: none"> • Experience of having some level of responsibility within a department. • Experience of teaching History across the full age range up to and including GCSE Level. • Evidence of being, or having the potential to be, an outstanding teacher of the subject. • Excellent subject knowledge in the curriculum area • An understanding of what an outstanding education looks like in the classroom • Understanding of the strategies needed to establish consistently high expectation • Good knowledge and understanding of current educational priorities • Ability to establish/maintain strong learning environment • Plan, prepare and deliver appropriate programmes of work, assess, record or track pupil learning and use to inform future planning • Ability to vary teaching approaches as needed, for example one to one; small group; whole class • Differentiate according to learners' needs • Excellent classroom teacher with the ability to reflect on lessons and continually improve their own practice • Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards 		A / T / I
Behaviours / Leadership	<ul style="list-style-type: none"> • Effective team worker • Appropriate courses, Schemes of work, Lesson plans, Collaborative planning, Data analysis, Teaching and learning strategies • Maintain high-quality learning environment • High expectations for accountability and consistency • Vision aligned with The Bay's high aspirations, high expectations of self and others • Genuine passion and a belief in the potential of every pupil • Motivation to continually improve standards and achieve excellence • Effective listening skills that lead to a strong understanding of others 		A / T / I

Criteria	Essential	Desirable	A / T / I
Behaviours / Teaching and Learning	<ul style="list-style-type: none"> • Excellent classroom teacher, or potential to be one, with the ability to reflect on lessons and continually improve their own practice • Effective and systematic behaviour management, with clear boundaries, sanctions, praise and rewards • Thinks strategically about classroom practice and tailoring lessons to pupils needs • Understands and interprets complex pupil data to drive lesson planning and pupil attainment • Good communication, planning and organisational skills • Demonstrates resilience, motivation and commitment to driving up standards of achievement • Acts as a role model to staff and pupils • Commitment to regular and on-going professional development and training to establish outstanding classroom practice. 		A
Behaviours / Personal Characteristics	<ul style="list-style-type: none"> • Understanding of the importance of continuing professional development • Ability to communicate effectively with parents/carers/colleagues • Understanding of inclusion (special needs, English as an additional language, equal opportunities, diversity) • Ability to work as part of a team, both teaching and support staff • Commitment to the safeguarding and welfare of all pupils • Acts as a role model to staff and pupils 		A / T / I



THE BAY CE SCHOOL

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Head of Department History (Secondary)

**1.00 FTE, Main/Upper Pay Scale
TLR2b allowance
To start Easter or September 2023**

We are looking to appoint a passionate, enthusiastic and experienced Teacher to lead our History department.

You will be instrumental in laying the foundation of outstanding standards of education and creating a stimulating and purposeful environment where our students can make excellent progress. It is essential for candidates to be able to teach History to KS4.

You will have high expectations, a commitment to raising standards, possess up-to-date knowledge and understanding of teaching and behaviour management strategies, with a passion to enhance the learning experience of all our students.

Visits to the school are welcome.



For more information or to download an application pack please visit our website bayceschool.org or contact recruitment@bayceschool.org



cornerstone
federation

Closing date: Friday 10th February 2023 at 12 noon

Interviews: Week commencing 20th February 2023

This post is exempt from the Rehabilitation of Offenders Act 1974.

The Cornerstone Federation is committed to safeguarding & promoting the welfare of children & expects all staff & volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced DBS clearance.



BAYCESCHOOL.ORG



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