



Exmouth
Community
College
Academy Trust

Recruitment Information & Job Pack

HEAD OF HISTORY

Permanent

MPS/UPR + TLR 1A (£8,706)

Closing Date: Thursday 2 February 2023 at 10.00am

Interview Date: Wednesday 8 February 2023

Letter from the Principal



Dear Applicant

Thank you for your interest in Exmouth Community College. We have an exciting opportunity for you to join our College and work with highly motivated staff, enthusiastic students, supportive parents and knowledgeable Governing Board. We are a hardworking, dedicated and supportive learning community.

The College is committed to recruiting the very best staff for our young people and as a result I have the pleasure of working alongside a fantastic team of both teachers and support staff. Staff at the College work hard and set high standards for our students and ourselves. Consequently, the College is a stimulating place to work and the professionalism of staff here ensures that the College is constantly moving forward.

In terms of student outcomes, at both GCSE and Post 16 we have been delighted with our continued improvements in this area following a major revamp of our curriculum at GCSE. Equally, we are proud of the work that has been done to keep everyone safe during Covid alongside continuing to provide a high quality education for our students. This work was recognised by OfSTED during a recent monitoring inspection. We have implemented a range of changes to further improve outcomes such as re-sequencing our curriculum offer, introducing a totally new approach to assessment and reporting and moving to a coaching model for staff development based on Tom Sherrington's Walk Thru programme. We are sure that with our excellent staff, both teaching and non-teaching, we will continue to provide a great education for the students within our community.

If you are looking for a College which is completely focussed on ensuring consistently great learning experiences for our young people, both in and out of the classroom, investing in your well-being and professional development, and where your passion and ideas will be welcomed enthusiastically, we would love to hear from you.

I hope that you find the information in this pack to be both interesting and informative. I would also urge you to explore our website to get a deeper understanding of why we are so proud of this dynamic College: www.exmouthcollege.devon.sch.uk

Having myself only joined Exmouth Community College in September 2017, I recognise that much time and thought goes into preparing an application which I thank you for in advance and we, in turn, will give your application serious consideration.

If you require any further information regarding the post or the application process, please do not hesitate to contact us.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Andrew Davis', with a stylized flourish at the end.

Andrew Davis
Principal

The School

"Pupils follow a broad curriculum. Pupils and parents appreciate the breadth of choice the school offers at GCSE and in the sixth form."

Ofsted 2020

Exmouth Community College is one of the largest secondary schools in the country with 2,250 students currently enrolled (over 300 of these in Post 16). The College, which converted to Academy status in April 2011, is set in a leafy split-site location.

Our catchment area extends northwards towards Exeter city boundary and eastwards to include Budleigh Salterton and many attractive rural villages. The College embraces working as part of the community and has strong local partnerships.

The College's mission is to provide a positive, enjoyable and structured approach to learning, where success is rewarded and students' individual aptitudes are given the chance to develop. We are an inclusive College and we pride ourselves on catering for all abilities. We offer a safe, secure, non-threatening environment in which students develop consideration for others, self-discipline and positive relationships. We aim to provide a thorough education which prepares students for their future.



"For pupils who need greater support to regulate their behaviour, specialist staff provide a bespoke curriculum. This is successful and many pupils reintegrate into the main school seamlessly."

Ofsted 2020

As an Academy, we have more flexibility in the way we manage the College. The Exmouth Community College Trust is overseen by the Governing Board who are committed to delivering the best comprehensive education for the young people of Exmouth and the surrounding villages.

We believe that young people should be given the opportunity to develop the qualities we expect of good citizens. Our curriculum is broad and challenging; designed to stretch students of all abilities and to provide the widest range of opportunities. Due to the size of our College there are exciting opportunities for curriculum development. This is reflected in the breadth of our offer both at GCSE and Post-16 which includes subjects from Engineering to Criminology. In addition, we are able to differentiate within subjects such as PE and Business Studies to allow students to follow different examination routes tailored to each individual student. We also offer Latin from Year 7 all the way through to GCSE and into A Level with almost a 100 students currently studying the subject in their first year with us. In addition, we offer the opportunity for some students with additional needs to follow a more nurturing pathway leading to a wide range of GCSEs that are taught in a way that gives greater time for students to process information. Our curriculum leads to good outcomes for students and high rates of progress into Post-16 and ultimately apprenticeships, employment and university, with students regularly gaining places at top universities including Oxbridge.

"The new behaviour management policy responds positively to pupils' better behaviour. The school is calm and orderly as a result."

Ofsted 2021



The College also provides opportunities beyond the classroom in: sport, the arts, dance, foreign visits from Spain to New York and Cambodia, Ten Tors and Duke of Edinburgh award to a gold standard.

The College has a strong pastoral system organised on a Key Stage basis and excellent contacts with partner primary schools. This provision is supported by our REACH centre which provides support for students struggling with SEMH issues, STEPS which helps to re-track students with their behaviour and a large SEND team. We also provide support for students through Study Centres and two further Support Workers for students.

Your Health, Wellbeing and Development

Within our Academy Improvement Plan we have three key aims:

1. Culture
2. Curriculum, teaching and learning
3. Consistent implementation of our behaviour policy

Culture is all about making sure the climate at the College is based around mutual respect, transparency, openness, intelligent accountability and integrity. We recognise that working in the College, as a member of teaching or support staff can be very rewarding but is also tough at times.

To help us develop a great culture, 18 months ago we internally appointed a new Assistant Principal (Staff) who focusses on key issues for staff, such as communication and quality professional development as well as making sure staff are well looked after by organising events such as a hog roast, individualised “Thank you” cards from a local artist, yoga for staff and free access to our fitness suite. We also run our own on-site Nursery “Happy Days” which caters for the children between the ages of 0 and 5 of many of our staff. We regularly gain views from staff about issues and take action wherever we can to improve the working conditions, including thinking carefully about the meeting cycle, position of Parents’ Evenings and quality departmental development time.



We have approximately 300 staff split equally between teachers and non-teaching staff with support staff leading teams around data, IT, HR, facilities, administration, attendance and student receptions to support the work of teachers in getting the best education possible for our young people.

Our aim is to have the best trained staff in the South West and to this end we have invested in the National College of School Leadership resources to provide online access to training for support and teaching staff. We have recently

supported staff through National Professional Qualifications and welcomed nationally recognised external speakers such as Daniel Sobel to the College. For the next academic year, we are looking forward to welcoming Tom Sherrington and John Tomsett to the College to work with staff. We have moved away from stand alone performance observations towards a non-hierarchical peer to peer coaching model based around incremental and continuous improvement. All teaching staff have been trained and are engaged in this process across the College.

Our Vision

Our vision is to create a College for the whole of our community that emphasises the importance of progress and innovation alongside more traditional values such as integrity, honesty and respect. For everyone we will provide the skills, knowledge and awareness to enable all to play an active and positive role in their families, workplace and global community. We will do this through world-class teaching delivered by reflective and skilled practitioners, a broad and differentiated curriculum model and opportunities beyond the classroom.

*“You are always looking
for ways to move the
school forward.”*

Ofsted 2020

Characteristics of our Students

Prior to Covid we had renewed our vision and values for the College by talking to a wide range of stakeholder groups. These groups also identified eight key characteristic traits that any students from Exmouth Community College should be able to demonstrate and have been given opportunities to learn and develop these during their time at the College:



1. Know how to be healthy and stay safe.
2. Always endeavour to show resilience to be the best they can be.
3. Be aspirational and understand their career options.
4. Know how to behave well and respect other members of our community.
5. Have confidence and communicate effectively.
6. Be mutually tolerant and empathetic individuals.
7. Be knowledgeable and able to deeply understand and recall information easily.
8. Be skilled in applying this knowledge in a range of circumstances.

These key characteristics have been identified and embedded into our curriculum.

The Area

Exmouth is a town of 40,000+ inhabitants situated at the mouth of the River Exe. As with so much of the South West, employment in Exmouth is largely in the service sector and the College is by far the largest employer in the town. Employers also include primary schools, Exmouth Hospital and a thriving retail and tourist trade.



Exmouth is a very pleasant place to live. It is situated at the start of the Jurassic Coastline which has been officially ranked alongside the Great Barrier Reef and the Grand Canyon as one of the natural wonders of the world. East Devon is an area of outstanding natural beauty.

The town has a marina and the two mile beach front offers a variety of water sports. An indoor tennis centre is attached to the College campus and is used on a daily basis by both the College and the public. Exmouth also has other excellent sporting facilities including a large Sports Centre with two heated pools, fitness suites, squash and badminton courts. The town has a wide range of hotels and restaurants and a number of pubs as well as shopping facilities.

On the outskirts of Exmouth is Woodbury Common. It is a huge and beautiful moorland, ideal for walking, riding, mountain biking and picnics. The common is also the home of Woodbury Golf and Country Club offering two golf courses, one to championship standard. Exeter, the capital city of Devon, is just 10 miles from Exmouth and offers a wealth of shopping, sporting, cultural and historic attractions.



"Pupils are tolerant of different beliefs and cultures. They enjoy putting democracy into practice in school council elections. Pupils have been keen to help others by training as mental health first aiders. Pupils appreciate the support the school gives them to prepare for their next steps."

Ofsted 2020

"Pupils say the school wants the best for them. The school helps them to develop their interests and talents. Many pupils take part in school productions, dance performances and sporting activities. Pupils say the school provides a wide range of courses that match their interests."

Ofsted 2020

Introduction to the History Department

Staffing

The History Department consists of 6 members of staff. We work well as a team and are innovative in our approach to teaching and learning. Our aim is to inspire in our students a lifelong love of our subject, and ensure that students are engaged and challenged in their lessons.

Accommodation and Resources

The department currently has 5 classrooms on the Green Close site, as well as a classroom for P16 teaching on Gipsy Lane. However we are excited to be moving into a new build at Easter!

Key Stage 3 Curriculum

Our Key Stage 3 Curriculum is currently transitioning from a thematic approach to a chronological one. As a team we have worked together to produce outstanding resources that focus on providing a knowledge rich and diverse curriculum to all students. We are proud of our emphasis on developing literacy across the age and ability range and embed the use of sources and scholarship in our teaching.

In addition to our mainstream classes we also run a 'Discovery Stream' that teaches History to selected students with a focus on developing auditory processing skills.

Key Stage 4 Curriculum

At GCSE we follow Edexcel and teach Medicine Through Time, Weimar and Nazi Germany, Superpower Relations and The Cold War, and Henry VIII and his ministers.

History is a very popular subject at GCSE - we currently have 8 classes in Year 10, and we are once again the most popular subject for the current year 9s who have recently taken their options. This success is down to the positive relationships we create with our classes, and the ability of the department to ensure students see the relevance and importance of the subject.

Post 16 Curriculum

Our P16 curriculum builds of topics taught at GCSE. We follow OCR and students study The Later Tudors, The Cold War in Asia and Russia 1855-1965, as well as completing a piece of coursework. We currently have 2 classes in year 12 and 2 in year 13. The teachers of P16 are experts in their subjects and are committed to providing high quality teaching to their students.

Results

Our results have been consistently good, and we are looking forward to hopefully seeing greater success in the summer. The department is focused on ensuring all students make more than expected progress and are able to reach their full potential.

Extra Curricular

In the past we have run a very successful trip to the battlefields of World War One, this was put on hold during the pandemic, however we are keen to reintroduce this to GCSE students. We also run revision theatre trips for Year 11 students and take P16 students to 'Tudor London'. We plan to expand the extra curricular activities offered to KS3 students over the coming terms.

Job Description

Title:	Head of History
Contract Type:	Permanent
Start Date:	17 April 2023 or 1 September 2023
Salary:	MPS/UPR + TLR 1A (£8,706)
Reporting to:	Designated member of the Senior Leadership Team
Responsibility for:	Approx. four members of staff

Introduction to the Post

Exmouth Community College is seeking an outstanding, inspirational and dynamic qualified teacher to take on the Head of History role. This offers a unique opportunity for an ambitious, creative and enthusiastic individual to lead and manage the History Department within the context of the whole College vision.

Head of History Role

As defined in the School Teachers Conditions of Service Document and College policy documents, the post holder will undertake a sustained additional responsibility and lead a team of History staff and will be supported by a designated member of the Senior Leadership Team.

Purpose of the Post

- Provide professional leadership and management to a number of staff within the History Department.
- Promote high standards and a clear direction for the History Department within the context of the whole College vision, in order to contribute to whole College improvement.
- Develop History teaching in line with national expectations and explore new strategies so that teaching in the College can continue to improve.
- Secure high student achievement in the context of the College's overall aims and priorities.
- Ensure that there is consistency within the History Department in the implementation of College policies and procedures.
- Endorse positive attitudes to learning in History lessons and activities throughout the College, to maximise achievement.

Key Responsibilities

- Monitor standards of teaching and student achievement across all History lessons and plan for improvement.
- Work with the designated Senior Leadership Team member to undertake regular evaluation of the work of the Department, in line with the College evaluation policy.
- Set a clear direction for the History Department within the context of the College vision and goals, setting a subject development plan which involves all subject teachers.
- Actively engage all staff in effective planning, development and delivery of the History curriculum in line with College aims.

- Conduct the performance management process, including annual appraisal meetings and reviews, identifying any training needs.
- Exercise professional skills and judgements in order to support and develop members of the History Department, providing regular feedback in a way which recognises good practice and supports progress against appraisal objectives, to lead and enhance the teaching practice of others.
- Act as a positive role model for the History Department, in terms of leadership and own practice, so that staff have a clear understanding of good professional conduct.
- Take a lead role in extracurricular activities.
- Effective organisation of resources and allocation of staff.
- Oversee and evaluate subject budget allocations, to ensure spending is in line with learning priorities and best value principles.
- Assist with the recruitment and induction of new members of the History Department.
- Hold regular Department meetings.
- Promote equal opportunities so that all learners achieve their potential.
- Ensure high standards of Health and Safety within the Department.
- Any other duties commensurate to the post.

Classroom Teacher Role

The post holder will adhere to the professional duties of a teacher as set out in the School Teachers' Pay and Conditions of Service document and College policies.

Key Responsibilities

- Provide a nurturing classroom and school environment that helps students to develop as learners.
- Help to establish / maintain discipline and good order in the classroom and across the History Department.
- Contribute to the effective working of the History Department.
- Participate in departmental CPD and undertake professional development as identified.

Teaching and Learning

- Plan and teach engaging and effective lessons that motivate, inspire and improve pupil attainment.
- Use regular assessments to monitor progress and set targets.
- Respond accordingly to the results of such monitoring.
- Ensure that all students make significant and continuing progress.
- Maintain accurate pupil data that can be used to make teaching more effective.
- Identify situations where the Key Stage Co-ordinator or Head of Department needs to be involved.
- Communicate enthusiasm of the subject, and the areas of learning related to it, to students.

Department Ethos

- Have an infectious enthusiasm for the teaching of History.
- Ability to initiate curriculum innovation and develop resources.
- Willing to participate fully in the College's extracurricular programme.
- Engage with the College's Incremental Coaching programme.
- Interested and involved in the College's aim to service the needs of the whole community.

Person Specification

Attributes	Essential	Desirable	How Identified
Qualifications			
Qualified to degree level in History or related subject specialism	✓		Application, Certificates.
Qualified teacher status	✓		
Ability to teach GCSE and A Level	✓		
Teaching Experience			
Successful experience of teaching History in a placement or a previous school	✓		Application, Interview, Assessment/ Observation, Reference.
Proven track record of raising attainment in a positive classroom environment	✓		
Ability to provide professional leadership and management	✓		
Experience of providing professional leadership and management		✓	
Teaching Standards			
Set high expectations which inspire, motivate and challenge students	✓		Application, Interview, Assessment/ Observation, Reference.
Promote good progress and outcomes by students	✓		
Demonstrate good subject and curriculum knowledge	✓		
Plan and teach well structured lessons	✓		
Adapt teaching to respond to the strengths and needs of all students	✓		
Make accurate and productive use of assessment	✓		
Manage behaviour effectively to ensure a good and safe environment	✓		
Fulfil wider professional responsibilities	✓		
Personal Qualities			
Passion for History	✓		Application, Interview, Assessment/ Observation, Reference.
Enthusiastic and inspiring	✓		
Capacity to adopt a variety of leadership and management styles	✓		
Ability to command respect	✓		
Capacity to analyse student progress data and identify areas for development	✓		
Awareness and understanding of data protection and confidentiality	✓		
Facility to work with groups of students to raise expectations and achievement	✓		
Creative and dynamic approach to problem solving and turning ideas and opportunities into successful practice	✓		
Ability to work actively, productively and flexibly as part of a team	✓		
Adaptable, flexible and creative	✓		
Excellent written and oral communication skills	✓		
Confident user of ICT	✓		
Ability to take responsibility and show initiative	✓		

Additional Criteria

We have an expectation that all staff employed at Exmouth Community College will:

- Commit to the safeguarding and welfare of all students
- Understand and recognise the principles of equality and diversity
- Commit to regular and on-going professional development and high standards
- Demonstrate and promote good practice in line with the ethos of the College

Important Information

Please read the *Application and Recruitment Guidance Notes* available from the College website before completing your application.

We are committed to providing the best possible care and education to our pupils and safeguarding and promoting the welfare of children and young people, and expect all staff to share this commitment. As part of our commitment, we need to ensure that all potential employees satisfy our employment checks. Please note that where appropriate, shortlisted and/or potentially suitable applicants will be required to undertake further checks. A satisfactory Enhanced DBS Disclosure (with Barred List check) will be required before the successful candidate can commence employment at Exmouth Community College.

Exmouth Community College will treat applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. As part of the recruitment process such information will only be considered in light of its relevance to the post for which you are applying. Failure to disclose previous criminal history could result in the withdrawal of an offer of employment. All information disclosed will be treated in the strictest confidence.

All shortlisted candidates will be required to declare information on any convictions, cautions, reprimands or final warnings, which would not be filtered in line with current guidance (see: [DBS filtering guide - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db filtering guide)). Therefore, if your application is shortlisted, and if you have received a conviction or caution which would not be filtered in line with current guidance, you must provide details on the Self Declaration form which will be provided to you.

This post involves engaging in regulated activity relevant to children. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

To Apply

Please complete the Teaching application form available from the College website. Your completed application form should be submitted before 10am on the closing date.

Email to: recruitment@exmouthcollege.devon.sch.uk

Or post to: Human Resources, Exmouth Community College, Gipsy Lane, Exmouth, Devon, EX8 3AF

Questions?

For further information about this post please contact Amanda Day:

Email: amanda.day@exmouthcollege.devon.sch.uk

Phone: 01395 255687



Exmouth
Community
College
Academy Trust

The ECC Way

"Be prepared, be respectful, be engaged, be kind"

Our rules

- **Be kind**
- **Be respectful**
- **Be engaged**
- **Be prepared**

Our routines

1. Line-ups are quiet and in a straight line
2. Meet and Greet
3. Equipment out
4. Stand behind chairs/check uniform
5. Register in silence

When we go 'above and beyond'

- We give genuine verbal praise
- We acknowledge on our 'Recognition Board'
- Class Charts praise points
- We share positive comments with parents/carers with a phone call/written praise home

We will...

Praise **in public**

Remind **in private**

We are...

We are calm

We have routines

We think about what we say

We notice the BEST

We repair relationships

Our in-class steps

1. Reminder/first warning
2. Last chance verbal warning
3. Appropriate consequence
4. Repair/2 min conversation or a restorative 10 min conversation later—during lunch/break

Our phrases

1. "I've noticed that...." (e.g. having trouble getting started)
2. "It was the rule about..." (e.g. lining up/staying on task)
3. "You have chosen to..." (e.g. move to the back/catch up)
4. "Can I remind you about..." (previous good behaviour)
5. "That is who I need to see today..."
6. "I need to speak to you at .. today" (2 min conversation)
7. "Thanks for listening"

We manage moments

"I understand that... but our rules at ECC are be prepared, be respectful, be kind, be engaged"

"You know my expectations about..."

Keep emotion out of responses

We rebuild and repair

What happened?

What were you thinking?

What do you think/feel about it now?

Who's been affected? How has this affected you?

What 's needed to make things right?

What have we learned from this?