



Buile Hill
Academy

Enriching Lives, Inspiring Ambitions

RECRUITMENT PACK

Head of Humanities



Consilium
Academies

Enriching Lives, Inspiring Ambitions

Welcome from the Interim Headteacher

Dear Candidate

Thank you for showing an interest in this position at Buile Hill Academy, part of Consilium Academies.

Buile Hill Academy is an 11-16 inclusive secondary school that serves a diverse cohort of students from the Salford area. As headteacher, I am privileged to work with a truly dedicated staff team who are driven to ensure that each student in our care has access to the highest quality of education and wider support to ensure that they succeed in their futures. Our students here are truly remarkable and it is my honour and privilege to be able to lead a team that are so devoted to working with them each day.

Our vision here at Buile is to ensure that every child is in receipt of five excellent lessons a day that help to accelerate their academic progress, foster a lifelong love of learning and spark curiosity and opportunities for personal development that empower them as young people. Our staff are committed to engaging in regular professional development and are reflective about how we are improving as a school.

As a school, we recognise that we are on a journey to securing improvements for our students and that each day is an opportunity to continue to improve how we deliver for our students.

As a prospective candidate for our staff team, we are looking for colleagues to join us that are devoted to supporting young people to succeed in their futures, committed to being reflective and maintain high standards of themselves and others as we all work together to continue to improve our school. We have a fantastic community of staff and students and as we continue to grow our team of staff, it is vital that we attract people who are prepared to work hard, reflect and learn and are ultimately here for our students.

This is an exciting time to join Buile Hill Academy and we thank you for your interest in joining us. We are looking for a candidate with energy and commitment to ensure the highest of standards are met by all students in our all-inclusive school.

I look forward to hearing from you.

Kind regards

Farihah Alam
Interim Headteacher

About the Trust

The Consilium Mission

“Enriching Lives, Inspiring Ambitions”

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

- The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;
- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academies, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Interim Chief Executive, Tracey Greenough. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 34 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Vivup. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent CPD offer for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations

About the Role

Job Title: Head of Humanities (Maternity Cover)

Start date: 1st January 2024

Hours: Full Time

Contract: Temporary maternity cover

Salary: MPS/UPS + TLR 1a £8706p.a

Are you passionate about Humanities and determined to make a real difference? We are seeking to appoint a committed and inspirational Head of Humanities at Buile Hill Academy who is able to obtain the best outcomes for their pupils.

We are looking for someone who is passionate about their subject and determined to impart knowledge, skills and understanding to all our young people, whilst exciting and engaging them in their learning. Candidates will have the drive and motivation to continually improve the department, whilst understanding the importance of developing a positive culture.

We are looking for:

- An inclusive individual, with high expectations of their students, who is committed to maximising rates of progress and has innovative curriculum ideas to support all pupils
- Someone with a sense of humour, who understands the importance of developing a positive culture in our organisation.

If you feel you share our values, have the vision and drive for excellence and want to be part of an enthusiastic and dedicated team, committed to ensuring that students fulfil their potential, then we would like to hear from you.

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Nicola Birchall at Nicola.birchall1@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is 25 September 2023

Interviews will take place on a date to be confirmed.

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

In accordance with our statutory obligations under Keeping Children Safe in Education Consilium Academies is required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which Consilium Academies might want to explore with you. Further information on online searches can be found in paragraph 221 of Keeping Children Safe in Education.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English.

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	Head of Humanities
Reports to:	Headteacher/Senior Leader
Based at:	Buile Hill Academy

Main purpose of the Role

- To lead and manage the implementation of a challenging, coherent and cumulative Humanities curriculum that leads to excellent outcomes.
- Leadership and Management of all aspects of the Humanities Department, linking with other subjects where possible.
- Implementation of Humanities curriculum and related projects.
- Achievement of consistently outstanding teaching, learning and assessment in Humanities.
- Achievement of outstanding pupil progress and attainment in Humanities.

Core Responsibilities & Tasks

Teaching

- To undertake an appropriate programme of teaching demonstrating excellence at all times.
- To maintain the national standards for QTS/Performance Threshold/LT/Subject Leaders.
- Teach all year groups to an outstanding level.
- Contribute to PHSE, SRE, Citizenship and Enterprise according to school policy.
- Act as a role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.
- Have a substantial role in promoting an atmosphere conducive to effective teaching and learning ensuring that pupils are exposed to the highest quality teaching.
- Oversee the preparation and delivery of schemes of work for all year groups in order to promote continuity, breadth, balance and progression in pupils' learning, ensuring that each pupil has the opportunity to maximise his / her potential.
- Lead and take responsibility in the management of pupil behaviour within the Faculty and ensure that relationships between staff and pupils are harmonious leading to highly productive and well-motivated classes.

Operation/Strategic Planning

As Head of Humanities you will:

- Participate in the decision and policy making process relating to the wider needs of the school.
- Promote an atmosphere conducive to effective teaching and learning.
- Support the vision, ethos and policies of the school and promote high levels of achievement throughout the school.
- Actively support the Head Teacher, Governors and staff in the promotion and achievement of the aims and objectives of the school.
- Be involved in the planning, monitoring, evaluation and development of the school curriculum through the School Development Plan.
- Through middle leadership meetings contribute to the school's organisation and overall strategy of the school.
- Act as a role model for others through the setting of high personal standards of classroom practice in order to develop a stimulating and challenging learning environment which secures effective learning and provides high standards of achievement, behaviour and discipline.

- Undertake the implementation of performance management of colleagues and integrate this into their professional development.
- Participate where appropriate in the appointment of teaching and support staff.
- Write a subject development plan, set teaching and academic targets and embed a meaningful monitoring and review process.
- Develop all Faculty teachers to ensure teaching is consistently effective.
- Monitor and assess teaching, learning and assessment in Humanities.
- Assist in the professional development of teachers, supervise and support trainee teachers and NQT's.
- Manage the Faculty budget to ensure value for money and impact on teaching, learning and attainment.
- Ensure staff are well informed on all aspects of school life relating to the post of Head of Humanities in order to promote good communication and high morale.
- Encourage the practice of working as a team.
- Show commitment to the extra-curricular activities of the school and particularly those of your Faculty.
- Assist the Head Teacher in maintaining and developing a positive and constructive partnership with parents and the local community.

Curriculum Provision

- To liaise with the SLT Link Line Manager and relevant teachers to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective curriculum and intervention programme which complements the School Development Plan
- Be accountable for the development and delivery of curriculum programmes
- Lead curriculum development for the whole Faculty
- Keep up to date with National developments in the Faculty area, teaching practice and methodology
- Actively monitor and respond to curriculum development and initiatives at National, Regional and local levels
- Liaise with the SLT link Line Manager to maintain accreditation with the relevant examination and validating bodies
- Ensure that the development of schemes of work is in line with National developments

Curriculum Development

- Lead the development of appropriate syllabuses, resources, schemes of work, marking policies, assessment policies, teaching and learning strategies in the Faculty
- Undertake the day to day management, control and operation of course provision within the Faculty, including effective deployment of staff and physical resources
- Actively monitor and follow up pupil progress, producing a termly on pupil progression for the SLT/link week
- Manage Faculty finances using the School Development Plan to generate Faculty Development Plans and targets
- Liaise with partner schools, higher education, Industry, Examination Boards, Awarding Bodies and other relevant external bodies
- Responsibility for the on-going assessment of pupils within the Faculty, identifying and taking appropriate action on issues arising from data and reports; setting deadlines where necessary and reviewing progress on the action taken
- In conjunction with the relevant SLT Link / Data Manager manage the Faculty's collection of data
- Be responsible for the presentation of display areas and rooms, in particular pupils' work, ensuring that the rooms and furnishings are safe, in good condition and free of damage / graffiti
- Hold minuted Faculty meetings at least in line with the school calendar, such that they provide appropriate and effective channels of communication and represent Faculty views at appropriate meetings
- Submit reports to the Head Teacher on the work of the Faculty, including areas of development to meet the identified needs of the School Development Plan
- Produce reports on examination performance, including the use of value-added data
- Advise on staffing, resources and timetabling requirements for the Faculty

- Implement all school policies and procedures e.g. equal opportunities, health & safety, COSHH, risk assessments etc.
- Work with colleagues to formulate aims, objectives and strategic plans for the Faculty which have coherence and relevance to the needs of the students and to the aims, objectives and strategic plans of the school
- Responsibility for all stock held within the Faculty and to ensure that an up to date record is kept and audited annually
- Formulate an annual Faculty Development Plan in line with the School Development Plan and to monitor and evaluate progress.
- Monitor the overall behaviour and progress of pupils through the collation of data which provides an overall picture of each pupil, monitoring and dealing with concerns
- Oversee subject entries in external examinations and where appropriate, to co-ordinate appropriate coursework requirements.
- Undertake any other reasonably related tasks requested by the Head Teacher or SLT on behalf of the Head Teacher

Staffing

- To work with the Assistant Head Teacher for CPD to ensure that needs are identified and that appropriate programmes are designed to meet such needs
- To continue own professional development as agreed with Senior Link
- To be responsible for the efficient and effective deployment of support staff assigned to lessons to ensure the support provided to individuals and groups is having a significant impact on academic and technical progress
- To undertake Performance Management Review (s) and to act as reviewer for a group of staff within the Faculty and to integrate this into their professional development
- Monitor and support the overall progress and development of pupils within the Faculty
- Ensure the behaviour management system is implemented in the Faculty so that effective learning can take place
- Ensure that all members of the Faculty are familiar with its aims and objectives
- Represent the Faculty's views and interests at Management Meetings
- Work with the SLT link in order to ensure that the Faculty's teaching commitments are effectively and efficiently time-tabled and roomed
- Make arrangements for classes when staff are absent, ensuring appropriate cover within the Faculty by liaising with the Cover Manager
- Participate in the interview process for teaching posts when required and to ensure the effective induction of new staff in line with school procedures
- Promote team work and motivate staff to ensure effective working relationships

Quality Assurance

- To ensure the effective operation of self-review and other quality procedures and to ensure adherence to those within the Faculty
- To establish the process of the setting of targets within the Faculty and to work towards their achievement
- To contribute to the school procedures for lesson observation and monitoring
- Establish common standards of practice within the Faculty and develop the effectiveness of teaching and learning styles in all subject areas within the Faculty
- Ensure effective communication / consultation as appropriate with the parents of pupils
- Monitor and evaluate the Faculty in line with agreed school procedures including evaluation against quality standards and performance criteria
- Produce reports within the quality assurance cycle for the Faculty
- Provide the Governing Body with relevant information relating to Faculty performance and development
- Encourage the practice of working as a team
- Show commitment to the extra-curricular activities of the school and particularly those of your subject area
- Assist the Head Teacher in maintaining and developing a positive and constructive partnership with parents and the local community

- Be accountable for the work of all members of staff teaching in your Faculty
- Work in collaboration with the designated member of the SLT in planning induction programmes for new staff, including trainees, newly qualified teachers and teachers new to the subject.

Marketing, Communication and Liaison

- To contribute to the school liaison and marketing activities e.g. the collection of material for press releases.
- To lead the development of effective subject links with partner schools and the community, attendance where necessary at liaison events in partner schools and the effective promotion of subjects at Open Days / Evenings and other events.
- Actively promote the development of effective subject links with external agencies.
- To ensure effective communication/consultation as appropriate with the parents of pupils.
- To contribute to the planning and delivery of school liaison activities.
- To liaise with the Exams Officer about exam entries.

Management of Resources

- Manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying the Faculty budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock and keeping appropriate records.

Pastoral System

- To act as a Form Tutor and to carry out the duties associated with that role as outlined in the generic job description.

School Ethos

- To play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage and ensure staff and students to follow this example.
- To promote actively the school's policies.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.



Person Specification		
	Essential	Desirable
Experience		
Evidence of teaching at an outstanding level along with the ability to reflect on lessons and continually improve own practice	X	
Experience of having designed, implemented and evaluated effective, imaginative and stimulating schemes of work and project based learning activities	X	
Experience of working in more than one school / experience as a middle leader		X
Qualifications		
Qualified Teacher Status; degree level or higher	X	
Ongoing CPD such as middle leader/senior leader course		X
Experience, Knowledge & Skills		
A knowledge of and enthusiasm for your subject; the desire and ability to convey this to the students of the school.	X	
A good working knowledge of teaching and learning reflected in own practice, including experience of raising attainment.	X	
A willingness to participate fully as part of a faculty team, being an effective team member and leader who demonstrates resilience, motivation and commitment to drive up standards of achievement	X	
Ability to lead on assessment, evaluation and attainment of all pupils. Understands and interprets complex pupil data to drive lesson planning	X	
Able to set and deliver high expectations for accountability and consistency and embed a culture of learning amongst staff and pupils that creates an ambitious, purposeful and highly motivating environment	X	
Excellent classroom practitioner who models, mentors and monitors workplace behaviour	X	
A commitment to student support and guidance.	X	
A willingness to participate in extra-curricular activities	X	
To be involved in In-class support across the curriculum and an interest in study skills.	X	
A firm commitment to comprehensive education, with a willingness to teach more than one subject across all abilities.	X	
English Fluency		
Possessing a relevant qualification for the role attained as part of education in the UK or full taught in English by a recognized institution abroad	X	
Passing an English or Welsh spoken language competency test or possessing a relevant spoken English or Welsh qualification at CEFR Level B1 or above, taught in English or Welsh by a recognized institution abroad (and from September 2017 this includes Welsh second language GCSE	X	

