



Head of Vocational and Social Sciences

Start date: September 2025

Application Pack



Archway School

Paganhill
Stroud
Gloucestershire GL5 4AX

www.archwayschool.net

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Headteacher: Kieron Smith



Archway

8th February 2025

Dear Candidate,

Thank you for your interest in the role of Head of Vocational and Social Sciences at Archway School. We are excited to offer this fantastic opportunity to lead a dynamic and growing department, responsible for Health and Social Care, Work Skills, Sociology, Business Studies, and Psychology. The ability to teach Sociology and/or Business Studies would be advantageous.

Archway School is a thriving and inclusive learning community, situated in Stroud, Gloucestershire, a town that was named the UK's best place to live by The Sunday Times in 2021. Our school, rated 'Good' by Ofsted in 2022, is experiencing a period of growth, providing an excellent opportunity for ambitious professionals to make a meaningful impact.

As Head of Vocational and Social Sciences, you will lead a committed team of subject specialists, playing a crucial role in curriculum development, student achievement, and staff support. This is a key leadership position, offering the chance to drive innovation, collaboration, and excellence in vocational and Social Sciences education.

Why Join Us?

We are committed to supporting our staff and fostering a culture of collaboration and well-being. Successful candidates will benefit from:

- Access to school facilities, including a swimming pool and gym.
- Staff well-being initiatives, such as after-school Pilates and a dedicated well-being day during term time.
- Professional development opportunities to support career progression.
- A supportive and forward-thinking leadership team, committed to innovation and educational excellence.
- On-site electric car charging points (at an additional cost).

We are looking for an inspirational leader with a passion for Vocational and Social Sciences education, a strong track record of teaching excellence, and the ability to inspire and develop both students and staff.

We welcome applications from motivated and ambitious individuals who are eager to play a pivotal role in the next stage of our school's development.

If you are excited by this opportunity, we would love to hear from you!

Best wishes,

Kieron Smith
Headteacher



About Archway School

Archway School is a co-educational comprehensive school for students aged 11 to 18, with over 1,000 students on roll, including a growing Sixth Form. We are committed to providing a broad and balanced curriculum that meets the needs of all learners, ensuring they leave equipped with the knowledge, skills, and confidence to succeed in their chosen paths.

Our ethos is built on strong relationships, inclusivity, and high expectations, ensuring all students achieve their full potential. The Vocational and Social Sciences department plays a vital role in this mission, offering diverse and engaging pathways for students interested in careers in business, healthcare, social sciences, and beyond.

Our Current Situation

An exciting opportunity awaits in our school's Vocational and Social Sciences department as we have witnessed a significant surge in Year 7 enrolments with expectations for continued growth. As the Head of Vocational and Social Sciences you will be leading a dynamic and supportive team environment dedicated to enhancing opportunities for every student. Reflecting our commitment to academic excellence, Archway was assessed by Ofsted inspectors in March 2022, achieving a "Good" rating across all five categories, with an overall effectiveness grade of "Good." The inspection acknowledged the remarkable progress made since the previous evaluation in 2018.

Our ethos of Relational Practice is key to the ambition for all students to have the opportunity to succeed. The Progress 8 measure demonstrates consistent upward trajectory, while our Sixth Form consistently delivers positive value-added outcomes. Vocational and Social Science subjects are key to our continued improvements in progress 8, Business Studies and Health and Social care options are a popular choice at Archway School. All four subjects are also very popular A level choices.

Join us as Head of Vocational and Social Sciences and be an integral part of our school's journey, supporting our commitment to Relational Practice and academic excellence.

Other Secondary Provision

Within the Stroud area there are two other 11-16 comprehensives, Sir Thomas Keble and Maidenhill School, and we also have two selective grammar schools, Stroud High School and Marling. There is also a private school, Wycliffe College, and a UTC at Berkeley which offers places to students in years 10-13. Each of the grammar schools has a co-educational Sixth Form with other post-16 provision offered at SGS College in Stroud and Cirencester Sixth Form College. Archway School works closely with other local comprehensive schools.

The Stroud Area

Stroud is a market town situated in the centre of Gloucestershire, deep within beautiful limestone valleys and amongst the glorious scenery of the Cotswolds Area of Outstanding Natural Beauty. It has good transport links with direct train services to London and easy access to both the M5 and M4 motorways.

Stroud is well known for its vibrant mix of artists and crafts people as well as the multi-award-winning Stroud Farmers' Market. Throughout the year there are arts festivals, craft trails and workshops. The area has some major employers, particularly in the field of engineering including Renishaw, Delphi and Schlumberger as well as the energy company Ecotricity. The nearby city of Gloucester and Cheltenham also offer a range of employment opportunities.

Stroud offers excellent walking for all abilities and a stroll along the Cotswolds Canals that run through the heart of our town is a fascinating journey along a secret corridor of wildlife and history.

Job Description for Head of Vocational and Social Sciences (TLR 2C £7898)



Responsible to: Senior Leadership Team

Summary:

The role encompasses both teaching responsibilities and leadership duties aimed at advancing the curriculum and managing the department effectively.

Duties and Responsibilities:

Job Description:

Key Responsibilities:

- Lead and manage the Vocational and Social Sciences Department, ensuring high-quality teaching and learning across all subjects.
- Develop and implement engaging curricula that meet national standards and inspire students.
- Support and mentor a team of teachers, fostering a collaborative and innovative departmental culture.
- Promote high standards of student achievement, tracking progress and implementing interventions where necessary.
- Contribute to whole-school leadership initiatives and policy development.
- Ensure excellent provision for all students, including those with SEND and high prior attainment.
- Oversee the development and promotion of Sociology, Psychology, Health and Social Care, Work Skills and Business Studies, ensuring these subjects thrive within the broader curriculum.
- Maintain effective communication with parents, carers, and external stakeholders to enhance student opportunities.
- Keep abreast of and apply procedures regarding the safeguarding of children.
- Set a good example in terms of dress, punctuality and attendance.
- Attend and participate in open evenings and other school / department activities
- Support the aims and the Relational Practice ethos of the school.

Recording and Assessment

- Develop and review Formal and Informal Assessment across the department.
- Set aspirational targets for all students.
- Provide regular and highly detailed feedback to exam groups.

Other duties and responsibilities

Other duties that the headteacher may from time to time ask the post holder to perform.

Person Specification for Head of Vocational and Social Sciences



Personal and Professional Attributes	Essential	Desirable
Qualifications relevant to the post	✓	
Experience of teaching secondary age students	✓	
Excellent classroom practice	✓	
Awareness of safeguarding issues	✓	
Knowledge of successful behaviour management strategies	✓	
Knowledge of appropriate strategies for teaching students of all abilities and key stages	✓	
Ability to teach Business or Health and Social care to GCSE Level	✓	
Ability to teach Sociology or Business post 16	✓	
Experience of developing or contributing to Schemes of Learning	✓	
Good interpersonal skills	✓	
Highly motivated	✓	
Good organisational skills	✓	
Ability to prioritise, plan, monitor and evaluate	✓	
Experience of developing the quality of education	✓	
Experience of management and leadership		✓

Please note we are unable to give feedback if your application is unsuccessful.

Application Process

All applicants are strongly advised to read the job description and person specification for the post prior to submitting their application.

TO APPLY:

All applicants should submit the following 2 documents via email to vacancies@archwayschool.net by no later than midnight on the closing date of **Sunday 2nd March 2025**. Please do NOT send in CVs or other supporting documents, as these are not accepted and will not be considered. Applications must be submitted in either Word or PDF format.

1. Completed Application Form

Applicants must complete our school application form.

This is available by visiting our school website www.archwayschool.net and clicking the vacancies tab. Please then click on the Head of Vocational and Social Sciences vacancy link, which will take applicants to eTeach. Applicants can then click the “apply” button to create an account with eTeach and access the application form.

2. Formal Letter of Application

A formal letter of application should also be submitted. This should be no more than two sides of A4 (size 10 - 12 font).

Please explain why you are applying for the position and how your experience, personal qualities and skills help to make you a suitable candidate. It is essential that you provide us with details that demonstrate how you meet the criteria for knowledge and experience, technical skills and personal/behavioural attributes on the person specification. You must demonstrate you meet all the essential criteria on the person specification as a minimum. This will help us decide whether to invite you to the next stage of the selection process.

Selection Process

- All applications will be acknowledged by email. If you do not receive an acknowledgment, please contact the Headteacher’s PA, Zoe Field, on 01453 763242.
- Applications will be ranked against the person specification for the role.
- Interview TBC
- Prior to the interview date referees will be contacted to request references on all shortlisted candidates.
- Please note we are unable to provide feedback to applicants who are not shortlisted for interview.
- We reserve the right to close applications before the deadline if necessary.

Further Information

Applicants who require further information should contact the Headteacher’s PA, Zoe Field, on 01453 763242 or via email at vacancies@archwayschool.net