

St Edmund Campion Catholic School

Job Description

POST:	Head of Vocational Studies
RESPONSIBLE TO:	Vice Principal: Quality of Education
SALARY:	MPR/UPR + TLR 1B
KEY RELATIONSHIPS:	Department colleagues, Vocational Coordinator, Senior Leadership Team, Heads of Year
LOCATION:	St Edmund Campion School, Erdington
WORKING PATTERN:	Full Time
DISCLOSURE LEVEL:	Enhanced - St Edmund Campion School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.
LEVEL OF SUPERVISION:	<ol style="list-style-type: none">1. Regularly supervised with work checked by supervisor2. Left to work within established guidelines subject to scrutiny by supervisor3. Plan own work to ensure the meeting of defined objectives

Members of staff at St Edmund Campion School will role model the Catholic values of the school at all times and support the school in delivering on its vision and ethos in a professional, positive and constructive manner. They are required to follow all policies and procedures as directed as well as have a clear understanding of the school code of conduct. Having high standards and expectations for all pupils to succeed is the minimum expectation.

JOB PURPOSE:

The post holder will be responsible for ensuring that an ambitious, coherently planned, and sequenced vocational curriculum is in place for all learners following the BTEC/vocational courses so that they acquire the knowledge, cultural capital and skills to secure the best possible outcomes and fully prepare them for life after school.

The post holder will be responsible for the following:

- Teaching and learning of vocational subjects and students at KS4 and KS5
- Leading the continuing professional development of vocational teaching at KS4 and KS5

- Monitoring and evaluating vocational subjects across the school
- Participating in annual (internal and external) reviews of vocational provision across the school
- Achievement and tracking (progress and attainment) of vocational students at KS4 and KS5
- Intervention and enrichment programmes for vocational students at KS4 and KS5
- Demonstrating the impact of interventions and enrichment programmes for vocational students to the Leadership team and Ofsted through a portfolio of evidence and case studies
- Providing strategic oversight and organisation of the Pearson Set Assignments (PSAs)
- Promoting the curriculum vocational offer as part of the options process and post 16 recruitment process
- Providing support on results day for vocational learners

Teaching

Required by the School Teachers' Pay and Conditions Document to carry out the professional duties of a **teacher**:

- Consistently meet all of the DfE Teacher standards and role model highly effective teaching and learning
- Be accountable for the performance of pupils within allocated classes
- Follow all school policies around teaching and learning and adhere to the school code of conduct
- Report on the progress of these students in accordance with faculty and whole school policy
- Participate fully in the school performance management processes
- Take responsibility for own professional development to ensure full understanding of quality delivery and provision

Professional Leadership Responsibilities

- Model Catholic moral purpose and an enthusiasm for making a positive difference for children through the Gospel values, and to engender in others the belief that schools are integral to in changing lives for the better and for improving life chances
- Create and contribute to a positive culture of high achievement and standards across the school and in all aspects of school life.
- Contribute to whole school strategic planning and development at department level and wider
- Support in whole school monitoring of the quality of teaching and learning and in the implementation of effective CPD.
- Provide effective line management for designated responsibilities and report back accordingly
- Take a strategic role as a middle leader to role model outstanding teaching and learning and role modelling this for staff.
- Deputise for the Leadership team as required.
- Implement strategies that consistently secure the very best behaviour for learning from pupils
- Take pride in and reward the achievements of staff and students.
- Ensure that all leadership policies and strategies are positively supported and implemented as directed and hold department members to account if they are not.
- Support in the development of whole school improvement as directed
- Undertake all reasonable duties as directed by the Headteacher (and by proxy the leadership team) (including after school events), and participate in the 'On-Call' system and Remove Room duty as well as being an effective presence on the corridor during lesson changeover
- Ensure that pupils consistently meet the Five Campion Standards for Success addressing any low standards immediately.
- Support in the delivery of whole school PSHE, British Values, CEIAG and Catholic Life curriculum provision as directed
- Be a positive and effective presence in and around school ensuring that high standards are consistently met in line with the vision of the Headteacher.
- Address any members of staff who fail to follow school policy or do not adhere to the School Code of Conduct
- Present and prepare documentation and impact reports as required for line management, SLT, Governing Body, Inspections, etc.
- Be part of the school performance management process as directed by school policy.
- To ensure all health and safety regulations are met within subject area and that department members are compliant

Specific Roles and Responsibilities

- Create vision, sense of purpose and a positive culture in which department members feel valued and developed and strive to be successful within the Catholic ethos of the school.
- To work with the Deputy Headteacher for Curriculum on the strategic direction and development of vocational provision and pathways in the school.
- To work with the Deputy Headteacher for Curriculum on the annual vocational action plan, which contributes to the School Improvement Plan and School SEF. This will reflect the school's commitment to continuous improvement, high achievement, effective teaching and learning and inclusion.
- To keep up to date with national developments within vocational teaching practice, pedagogy and methodology.
- To deliver training on vocational teaching practice, pedagogy and methodology.
- To develop intervention plans for vocational subjects and individual students to ensure maximum attainment and progress.
- To develop, monitor and implement the vocational action plan so that standards of academic achievement can continue to be raised.
- To monitor vocational tracking sheets so that where interventions are necessary, they can be made to ensure maximum attainment and progress.
- To ensure effective communication with parents/carers, so they are kept up-to-date with vocational developments and their children's progress.
- To ensure effective communication with the Deputy Headteacher for Curriculum and the Director for Post 16 on issues concerning vocational subjects and students.

This job description will be reviewed annually and may be subjected to amendment or modification 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 school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it, may be negotiated at the request of either the Headteacher or the incumbent of the post.

The post holder may be required to work some hours after school and evenings in order to engage with parents and attend external agency meetings as required. He/she will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

The post holder is expected to take responsibility for own attendance and know the school procedures around health and safety, taking all reasonable measures and precautions to safeguard themselves.

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Headteacher. He/she is required to meet the standards set out in the school code of conduct.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

All staff will be qualified to work with children and to have undertaken relevant CRB checks.

Person Specification - Head of Vocational Studies

Experience and Qualifications

	ESSENTIAL	DESIRABLE
Qualified Teacher Status	√	
Effective classroom practitioner	√	
Evidence of having made a difference to raising standards	√	
Knowledge and understanding of BTEC qualifications including PSAs	√	
An understanding of the Catholic values of the school and school mission statement	√	

Skills and Abilities

	ESSENTIAL	DESIRABLE
Team player	√	
Positive attitude to students, staff and families	√	
Good ICT, literacy and numeracy skills	√	
Good interpersonal skills	√	
Good personal organisation	√	
Enthusiastic approach to school life	√	
Ability to cope under stress	√	
Ability to learn from others	√	
Ability to see and articulate bigger picture		√

Knowledge and attitudes

	ESSENTIAL	DESIRABLE
Willingness to learn and develop	√	
Enthusiasm and positive work ethic	√	
Have a commitment to promoting and safeguarding the welfare of children	√	
Forms good relationships with parents, students and staff	√	
Self-motivated	√	
High commitment to ensuring pupil success	√	
Consistently high expectations of all pupils in meeting school standards	√	
Creative solutions to problems	√	
Personal commitment to CPD	√	

A willingness to deliver, participate in and promote activities beyond the Academy	√	
A willingness to deliver and participate in extra-curricular activities		√
Good attendance record	√	
Good understanding of issues regarding improving standards	√	
Can work with other colleagues to secure good outcomes	√	
Can manage collegiality and accountability	√	
Can stretch and professionally challenge other colleagues	√	
Always models high standards of professionalism	√	