

# Applicant Pack

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To be read in conjunction with our 'Join our staff' brochure



**Eckington School**

Chorus Education Trust



Outstanding Achievement for All

# Job Advert – Head of Social Sciences Faculty



Thank you for expressing an interest in the position of Head of Social Sciences Faculty. Eckington School is an 11-18 comprehensive secondary school in Derbyshire with circa 1260 students on role.

This is an exciting and unique time at Eckington School. On 1<sup>st</sup> April 2023, Eckington School joined Chorus Academy Trust and on 17<sup>th</sup> April 2023, it welcomed a new Headteacher. In September 2023, the school also welcomed two new Deputy Headteachers and three new Assistant Headteachers. If successfully appointed, you will be joining a school determined to make rapid improvements to ensure all of Eckington's students receive the very best education that enables them to maximise their full potential.

## **Head of Social Sciences Faculty**

**Salary: MPS 1 to UPS 3**

**TLR: 1a (£9,271)**

**To start: September 2024 (Permanent)**

## **About this vacancy**

Eckington School is seeking an outstanding middle leader who will be strategically responsible for the standards of Social Sciences. This faculty delivers psychology, sociology, health & social care and criminology. Business Studies and Travel & Tourism is also within the faculty. These subjects are led by the 2<sup>nd</sup> in faculty. This role would suit an established middle leader seeking a new challenge or an experienced TLR postholder ready for the next stage in their career. Candidates should have a strong record of excellent teaching and be able to demonstrate middle-leadership TLR impact.

The successful candidate will lead a team of Social Science specialists determined to ensure all of Eckington students maximise their full potential.

Other benefits of joining Chorus Education Trust include:

- CPD support from one of the largest Teaching Schools, the South Yorkshire Teaching Hub and the **Sheffield Teacher Training Alliance**, throughout your career.
- Opportunities to develop skills and experience as part of a growing, local Trust.
- Members of our schools' middle leadership teams will have the opportunity to work with their equivalent colleagues within the Trust.

**There will be no need to go elsewhere – your career will flourish with us.**

## **To apply**

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Sharon Foster, HR Administrator at:

[SFoster@chorustrust.org](mailto:SFoster@chorustrust.org)

Please note that CVs and Derbyshire County Council application forms will not be accepted.

Applicants are welcome to visit the school and discuss any aspect of the. This can be arranged by contacting Sharon Foster, HR Administrator at [SFoster@chorustrust.org](mailto:SFoster@chorustrust.org)

Deadline for applications: **11.59pm on Sunday 12<sup>th</sup> May 2024**

Interviews to be held: **w/c Monday 13<sup>th</sup> May 2024**

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

*At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy [www.chorustrust.org/policies](http://www.chorustrust.org/policies).*

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|-------------------------|--|
| <b>Post title:</b>      | <b>Head of Social Sciences Faculty</b>   |
| <b>Grade:</b>           | M1 to UPS3 plus TLR1a (£9,271)   |
| <b>Responsible to:</b>  | Senior Leadership Team (ultimately the Headteacher)  |
| <b>Responsible for:</b> | All teaching and support-based staff within the faculty area as agreed with the Headteacher and to assume overall responsibility for the faculty.  |
| <b>Purpose of job:</b>  | <p>In addition to the requirements of a class teacher, the post holder will:</p> <ul style="list-style-type: none"> <li>• Lead the faculty effectively to ensure ‘Outstanding Achievement for All’ and the highest standards of personal development and wellbeing are achieved.</li> <li>• To analyse and be accountable for student progress/results of the faculty area and to support, hold accountable, develop and lead the curriculum team.</li> <li>• Be a role model of professionalism and good practice.</li> <li>• Develop and enhance the teaching practice of others to ensure the faculty consistently provides excellent levels quality first teaching.</li> <li>• Ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying in the faculty area.</li> <li>• Lead, manage and deploy teaching/support staff, financial and physical resources within the faculty area.</li> </ul> <p>Ensure the consistent application of Chorus Education Trust Policies and Procedures by all staff in the curriculum team.</p> |
| <b>Version revised:</b> | January 2024   |

## Job Description: duties

The post holder must at all times carry out his/her responsibilities within the spirit of the School and Trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School.

The job description should be read alongside the range of professional duties of teachers as set out the Teachers' Pay and Conditions Document. The post-holder will be expected to undertake duties in line with the professional standards for qualified teachers and uphold the professional code of the Department for Education.

The specific duties and responsibilities include but are not limited to:

### **Lead, manage and develop a subject or faculty area; or to lead and manage pupil development across the curriculum**

- To provide strategic leadership for the development and management of the faculty throughout the school.
- To lead, monitor and evaluate high quality teaching assessment, marking and feedback across the faculty area.
- To lead, monitor and evaluate the 'Climate for Learning' within the faculty area, focusing on consistency of application by all staff, of Eckington School's behaviour policy and The Eckington Way.
- To identify areas for development and improvement linked to the school improvement plan and national and local initiatives.
- To develop and monitor schemes of work and ensure successful implementation which meets curriculum requirements.
- To have an overview of and contribute to the planning and delivery of continuous professional development and training.
- To develop strategies for the use of other staff to promote new teaching methods and improve learning throughout the school and monitor effectiveness in raising standards of teaching and learning.
- To monitor and evaluate pupil progress.

## **Impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils**

- To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for pupils.
- To identify clear, appropriate targets for attainment and/or achievement.
- To monitor and evaluate pupil progress and achievement against targets.
- To lead evaluation strategies to contribute to overall school self-evaluation.
- To undertake lesson observations and provide constructive feedback and support as appropriate.
- To implement school quality procedures and to ensure adherence across the school.

## **Leading, developing and enhancing the teaching practice of other staff**

- To ensure the establishment of common standards of practice and develop the effectiveness of teaching and learning styles.
- To plan and implement strategies to improve teaching where needs are identified.
- To provide induction, support and monitoring for new staff.
- To act as a role model of good practice for other teachers, modelling effective strategies with them.
- To act as a performance management team leader for identified teachers.
- To ensure all staff in school are familiar with the aims and objectives of The Social Sciences Faculty.

## **Specific duties relating to this post**

Head of Social Sciences Faculty This

will include:

- Developing teaching and learning in the Social Sciences Faculty to further improve the experience and outcomes for all children and young people.
- Continuing to develop the curriculum to meet the ongoing needs of the children and young people.
- Develop the Social Sciences Faculty team through professional development in Social Sciences Faculty/Whole School priorities.
- Plan the support/intervention for those children and young people that need intervention outside of the Social Sciences Faculty classroom.
- Other duties that will be needed in time to enhance the Social Sciences Faculty provision within Chorus Education Trust.

## Management of Resources

- Act as a line manager and support the team of employees you supervise by leading on all HR processes in line with policies and procedures (supported by HR and SLT) eg: leave of absence, sickness absence, probation and induction, appraisals etc.
- Plan, monitor and manage the relevant academic year faculty budget (if applicable to role) that is allocated to the team/faculty, following finance processes to order and approve faculty requests.
- Manage faculty equipment and resources, leading by example for your team to care for their equipment and environment, logging building or IT faults on the appropriate “helpdesks”.

## Support for the Trust / School (applies to all roles)

- The above duties are not exhaustive, and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Leadership Group.
- To take responsibility for the implementation of and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.

## Changes to these duties

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: Head of SOCIAL SCIENCES FACULTY**

| <b>REQUIREMENTS</b>   | <b>Essential</b> | <b>Desirable</b> | <b>Assessment method A = application<br/>I = interview<br/>R = reference</b> |
|---|------------------|------------------|--|
| <b>Qualifications</b>   |                  |                  |  |
| A relevant degree together with SOCIAL SCIENCES PGCE or equivalent teaching qualification | ✓                |                  | <b>A</b>   |
| Evidence of commitment to CPD to support areas of the job role                            | ✓                |                  | <b>A / I / R</b>   |
| Detailed knowledge and understanding of the current issues in SOCIAL SCIENCES education.  | ✓                |                  | <b>A / I</b>   |
| <b>Experience</b>   |                  |                  |  |
| Proven track record of excellent teaching in SOCIAL SCIENCES                              | ✓                |                  | <b>A / I / R</b>   |
| Demonstrable evidence of raising and sustaining attainment through successful leadership  |                  | ✓                | <b>A / I / R</b>   |
| Use of student performance data to inform classroom teaching                              | ✓                |                  | <b>A / I</b>   |
| Record of success in effective and efficient team management                              |                  | ✓                | <b>A / I / R</b>   |
| Experience of managing resources effectively  | ✓                |                  | <b>A / I / R</b>   |
| <b>Professional knowledge and understanding</b>   |                  |                  |  |
| An enthusiasm for innovation and developing teaching and learning                         | ✓                |                  | <b>A / I / R</b>   |
| An excellent understanding of engagement and how to motivate students                     | ✓                |                  | <b>A / I / R</b>   |

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|--|---|--|------------------|
| A sound understanding of modern pedagogy methods within the field of teaching SOCIAL SCIENCES            | ✓ |  | <b>A / I / R</b> |
| The ability to teach your subject specialism to a high standard, including Key Stage 4 & 5.              | ✓ |  | <b>A / I</b>     |
| <b>Professional skills</b>   |   |  |                  |
| A high commitment to learning and achievement  | ✓ |  | <b>A / I / R</b> |
| Ability and confidence to coach and mentor staff and tackle underperformance                             | ✓ |  | <b>A / I / R</b> |
| Excellent interpersonal, planning and organisational skills  | ✓ |  | <b>A / I / R</b> |
| The ability to collaborate with other staff  | ✓ |  | <b>A / I / R</b> |
| Commitment to safeguarding and promoting the safety and welfare of young people.                         | ✓ |  | <b>A / I / R</b> |
| Ability to inspire confidence in and establish excellent relationships with pupils, teacher and parents. | ✓ |  | <b>A / I / R</b> |