



West Hatch High School
a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Headteacher: Mr D Leonard BSc (Hons), Med
High Road, Chigwell, Essex, IG7 5BT

HEAD OF CHILDCARE AND EDUCATION
Maternity Cover
Required as soon as possible
TLR2c £2,667

We are seeking to appoint a well-qualified and enthusiastic teacher with Early Years' experience. You will be required to teach NCFE CACHE Level 2 and 3. The successful candidate will be committed to comprehensive education; be an outstanding classroom practitioner with a proven track record of ensuring outstanding student achievement and have the ability to energise and lead others as a team.

West Hatch is a thriving, heavily oversubscribed innovative school. Proud of its success with significantly above average results. Rated 'Good' by Ofsted, we are always striving for improvement. We are keen to appoint individuals with a positive outlook and a proactive attitude - colleagues who enrich the lives of the learners and staff with whom they work.

We place great store on staff development at all levels and offer a whole range of opportunities for colleagues to develop their leadership potential within and beyond West Hatch.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our school website.

Closing date: 30th April 2018
Interview date: 4th May 2018

High Road, Chigwell IG7 5BT
Tel: 020 8504 8216 Fax: 020 8559 2695
Email: admin@westhatch.essex.sch.uk
www.westhatch.essex.sch.uk



West Hatch High School

JOB DESCRIPTION

POST:
DEPARTMENT

HEAD OF CHILDCARE AND EDUCATION
(Maternity Cover)

REPORTING TO:

SCHOOL LEADERSHIP TEAM LINK

RESPONSIBLE FOR

The Cache Department.

Teaching Childcare and Education classes and other subject classes as allocated by the Leadership Team.

PURPOSE OF THE JOB

- a) To be accountable for the highest standards of pupil achievement within the department, monitoring and evaluating pupil achievement, setting targets for improvement.
- b) To lead, develop and enhance the teaching practice of all teachers of Childcare and Education, evaluating the quality of teaching, securing and sustaining the effective delivery of the subject.
- c) To be accountable for the strategic direction, leadership and management of the CACHE team. The development and implementation of subject policies, plans, targets and practices within the context of the school's aims and policies.
- d) To assist the Headteacher and Leadership Team in the overall management and development of the school.

DUTIES

The Teachers' Pay and Conditions Document specifies the general professional duties of a teacher. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

PARTICULAR DUTIES

Under the overall direction of the Headteacher

TEACHING

- Have a secure and up to date knowledge and understanding of the concepts and skills necessary to teach specialist subjects.
- Plan to achieve progression in pupils learning in line with agreed expectations on targets.
Set homework, mark and assess in line with school policies. Engage with school-wide learning initiatives.
- Ensure that high quality teaching and learning takes place in all allocated classes.
- Mark, assess, record and report on pupil achievement and maintain records as stated in the schools policy. Maintain accurate records and use assessment data to monitor progress, targets and take action (e.g. SEN, Gifted & Talented, praise and track under achievement).
- Contribute to the development of Schemes of Learning, School and Team policies as requested.
- Maintain a purposeful, orderly classroom environment including neat storage, learning centred display and by employing a range of behaviour management strategies. Monitor targets for pupils on report.
- Undertake specific duties within the Team as agreed with your line manager.
- Attend and contribute positively to meetings and professional development activities.
- Promote and contribute where possible to the school's extra-curricular programme.
- Meet deadlines for reports, marking, submission of coursework and other assignments.
- Prepare pupils for examinations and take part in standardisation or moderating exercises as require by the Team or examination boards.
- Contribute to Citizenship and drop down days and to the ethos of a Business, Enterprise and Humanities Specialist School.
- Provide a welcoming environment to visitors and respond within 24 hours to telephone calls and within 7 days to written correspondence.

- Follow School Policy and support the Leadership Team in the effective operation of the school.
- Carry out the role of form tutor as required.

KEY FUNCTIONS OF THE HEAD OF DEPARTMENT

1. Impact on educational progress beyond your assigned pupils.
 - Contribute to setting and monitoring of School targets. Set and monitor department targets within school targets. Intervene and act as appropriate.
 - Contribute to the School Improvement Plan discussions. Collaborate with the department to identify Improvement priorities and coordinate the writing and monitoring of the Department Development Plan.
 - Monitor behaviour and ensure that teachers place pupils on subject report in line with the Schools Behaviour Policy.
 - Maintain an overview of Parental contact within the department.
 - Maintain a central record of assessment data.
 - Ensure that the department contributes to the ethos of a Business and Enterprise Specialist School.
 - Organise events that raise the profile of the department.

2. Lead, develop and enhance the teaching practice of others.
 - Create and maintain a Department and School ethos
 - Ensure that Subject Teachers have Schemes of work in place
 - Monitor (planning, record keeping, marking, teaching progress, homework and assessment).
 - Maintain a central record of assessment data and have numeric targets for examination classes.
 - Lead, coordinate and monitor the Department Improvement Plan.
 - Coach colleagues support in behaviour and classroom management where appropriate
 - Use meetings to share good practice, moderate and cascade training
 - Offer INSET to the Team and across the school in an area of expertise where appropriate.
 - Ensure merits and postcards home are issued regularly.
 - Mentor and support colleagues including NQT's, ITT's and GTP's encouraging their professional development.

3. Have accountability for leading, managing and developing a subject
 - Balance the holistic whole-school view with the specific needs of the department.
 - Communicate the school vision to members of the Team. Lead, motivate, support and develop all colleagues. Be an agent for change.
 - Innovate in learning. Keep abreast of subject developments and bring these to the School. Engage with school-wide learning initiatives and lead these in the Department

- Conduct an annual review of the curriculum offered at all levels by the department.
 - Identify changes or developments in view of National strategies, curriculum developments or needs of pupils.
 - Prepare and chair department meetings – identify the purpose, circulate an agenda and minutes ensuring SLT receive a copy of any issues / action points.
 - Represent the department at the Leadership forum meetings ensuring department representation on other school working groups.
 - Liaise with the SENCO for the support of pupils who have special needs.
 - Following each reporting cycle, review assessment data and coordinate follow up across the department ensuring assessment for learning practices are fully embedded in the work of the department. Identify appropriate intervention for students.
 - Use pupil targets to set targets for teachers of examination classes.
 - Manage the delegated budget for the Department to resource the curriculum. Delegate where appropriate to relevant staff.
 - Participate in the recruitment and appointment of subject teachers.
 - Collect, moderate and prepare coursework for submission to exam boards.
4. Line management of the department.
- Draw up a line management diagram for the team.
 - Line manage and conduct Performance Reviews of Subject teachers administrative / technician support drawing on others in the department to assist.
 - Observe subject teachers each year coordinate peer observations and work scrutinise.



Head of Childcare and Education (Maternity Cover) Person Specification

We seek an enthusiastic, energetic and ambitious teacher who is committed to the highest standards and who can demonstrate leadership and management skills compatible with the school's vision and values.

The successful candidate will have the following:

Essential	Desirable
Qualifications and training <ul style="list-style-type: none"> • QTS status and good honours degree in Early Years or Childhood Studies subject • Recent and significant experience of teaching CACHE to GCSE and to Advanced Level in a large 11-18, or 13-18 comprehensive school • Evidence of your commitment to your own high quality professional development • An A1 Assessors qualification or equivalent) 	<ul style="list-style-type: none"> • A willingness to contribute to the wider life of the school • An IQA qualification or qualification or equivalent
Skills, knowledge and aptitude <ul style="list-style-type: none"> • Recent knowledge and understanding of the awarding body teaching assessment and recording requirements • Excellent and proven ICT skills to enhance teaching and learning • Recent knowledge, understanding and teaching of the requirements of National Curriculum for KS4 and KS5 • Experience of recording, assessment and reporting processes and the ability to secure achievement through challenge and support • Recent knowledge and understanding of how safeguarding is met in your subject. 	

<p>Experience</p> <ul style="list-style-type: none"> • A proven track record of successful teaching and securing outstanding results through ensuring high quality teaching and learning • Personal tutoring and guidance for students showing an ability to establish rapport • Evidence of having a good track record in enriching and developing activities to enhance and promote literacy beyond the classroom • The ability to use data effectively, to monitor and enhance student progress 	
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Ability to be proactive and initiate action • Ability to work under pressure and meet deadlines • Evidence of the ability to be creative and inspire enthusiasm for your subjects in both colleagues and students • Ability to work productively as part of a team and take part in collective decision making. • A sense of humour and a passion that encourages others to think positively and teach creatively. • The ability to manage a challenging workload and maintain a work life balance • Ability to represent the school during visits and observations to schools and educational settings 	

March 2018