

CHANCE COMMUNITY

Job Application Pack



Excellence has no limits



Dear Candidate

Making a difference at Chace Community School really does mean that you will be able to change lives. Our commitment is that from the moment students arrive at our school, we provide them with an education of excellence; one that will change their lives and inspire them to be the leaders of tomorrow.

Our school is an 11-19 comprehensive school in the London Borough of Enfield and in April 2022 we were judged GOOD in all areas by OFSTED. I take immense pride in the work of all our staff and students to achieve this recognition. I have worked at Chace since 2015 and became Headteacher in April 2021, witnessing first-hand phenomenal school improvement. We are also proud of our diverse student and staff community and for this reason welcome applications from people of all backgrounds. We have high numbers of students from disadvantaged backgrounds and staff step up to their duty to provide them with an education of excellence.

Staff at Chace really do make a difference. We do work hard and set high expectations of all our team, but career development and professional worth is also valued enormously. I am proud that we were awarded a quality mark for professional development and featured in the Tom Sherrington book *The Learning Rainforest: Fieldbook* for our teaching excellence. My commitment to you, is that by joining our team you will be supported individually and professionally.

This is an exciting period for Chace. For the third year running we celebrated significantly improved outcomes at GCSE. OFSTED's recent visit further confirmed our improvement journey with our results showing that our hard work to improve the curriculum and teaching has had a significant impact.

If you are thinking of joining us please come and look around the school to get a feel for our ethos and values and meet some of our team.

I look forward to reading your application form and welcoming the right candidate to our school.

Best Wishes



Tanya Douglas

Headteacher



Head of RE, PSHE & Citizenship

Status: Permanent

Scale: MPS/UPS + TLR2b

Start date: April or September 2024

We are seeking to appoint a well-qualified and suitably experienced teacher to join our well established humanities department as Head of RE and to lead on PSHE & Citizenship. We are looking for someone with an ability to stimulate curiosity and interest in these subjects and who is prepared to give their full commitment. The Head of RE, PSHE & Citizenship role is a key middle management position at our innovative and growing school and acts to ensure the provision of a well-rounded, forward-looking, and exciting curriculum as well as monitoring the quality of teaching and learning across the department.

You will join an established team who achieve good results and are committed to ensuring that no child is limited by their background, but that all are inspired to progress beyond their potential and empowered to be the leaders of tomorrow.

This is an exciting time to join our community. The Headteacher, who alongside the governing body, are working to ensure that excellence is at the heart of everything we do. In April 2022 Ofsted recognised our excellence and the school was judged as 'Good' in all areas. They concluded that 'Leaders and governors are ambitious for the school', 'the school is truly inclusive' and that 'Pupils are encouraged to have high expectations and to aim for excellence'.

The deadline for applications is Friday 2nd February 2024 at 9am and interviews will take place on Tuesday 6th February 2024 subject to references.

Please send completed applications to recruitment@chace.enfield.sch.uk by the closing date. Please note CVs will not be accepted. For the full job description and person specification and application form, please visit our website www.chace.enfield.sch.uk.

Chace Community School is an Equal Opportunities Employer, and we Encourage individuals from diverse backgrounds, in particular underrepresented groups to apply.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.



Job Description and Person Specification: Head of RE, PSHE & Citizenship
JOB DESCRIPTION

Post Title	:	Head of RE, PSHE & Citizenship
Status	:	Full time
Line Manager	:	Lead Practitioner Sixth Form/Personal Development
Allowance	:	Main Pay/Upper Pay Scale + TLR2b
Start Date	:	April or September 2024

At Chace Community School our aim is to provide an **education of excellence** to every child; one that will change their lives and inspire them to be the **leaders of tomorrow**.

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '**excellence has no limits**'. We are proud of every student and believe that each one of them can achieve. Staff will never cap a student's potential, instead they will push them beyond what they ever thought they were capable of.

Purpose of the job:

As a teacher you will have responsibility, in accordance with the Teachers' Standards and School Teachers' Pay and Conditions Document, for the education and welfare of designated classes of students at Chace Community School. Your duties will be carried out with due regard for the requirements of the National Curriculum, Chace Community School's aims and the policies of the Governing Body.

Qualities

The Head of RE, PSHE & Citizenship will:

- Maintain high standards of ethics, behaviour, and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's pupils
- Have high expectations of young people and be aligned to our belief that '*Excellence has no limits*'

Duties and responsibilities:

We share a commitment to learning and raising achievement for all and have high expectations of all our students. To this end all teachers will be expected to:

- teach students, principally in your own subject, across the age and ability range and in accordance with agreed schemes of learning and assessment;
- regularly provide students with feedback in lessons, as well as through the school's recording and reporting procedures;
- participate in the development of medium- and long-term plans and appropriate resources within your faculty and in co-operation with colleagues;
- share responsibility for ensuring the safety, well-being and discipline of all the students at the school;
- adhere to all school policies and procedures as laid out in the Staff Handbook;

- carry out a share of supervisory duties (break duty and exam invigilation for example) in accordance with agreed rotas;
- participate in appropriate meetings with parents and colleagues;
- carry out the role and responsibilities of a tutor;
- carry out other duties as reasonably required by the Headteacher.

Specific responsibilities - the role of a Head of Department

(a) The Curriculum and Leadership

- oversee all work within the RE, PSHE & Citizenship Department and ensure that the learning experiences offered to students are relevant to their needs and challenging for students to achieve beyond expectation
- keep up to date with all curriculum developments in the field and encourage new initiatives to improve learning and teaching and raise achievement
- ensure that detailed differentiated schemes of learning are prepared in line with national requirements and school policy
- plan effective schemes of assessment and ensure that students' work is regularly assessed, with progress monitored, and accurate records of students' progress kept across the department
- use data to effectively track and monitor student performance and lead on in class and after school intervention to raise achievement for key individuals and groups
- devise and implement strategies for celebrating students' achievement e.g. regular display of work and in assemblies
- ensure that the PSHE, Religious Studies and Citizenship curricula meet all statutory requirements
- develop and maintain effective links with the SENCO, to ensure the needs of students with Special Educational Needs are met, in line with the Code of Practice and school policies
- oversee the development of cross-curricular links, as appropriate
- liaise with the Assistant Headteacher with responsibility for assessment in the conduct of both public and internal examinations, at Key Stages 3, 4 and 5
- produce reviews and update documentation, for example exam reviews, about the subject/department for relevant publications and website
- be responsible for updating school policies related to Statutory RE, PSHE and Citizenship, ensuring they are reviewed in a timely manner for publication on the school website
- work with the Personal Development Lead to ensure students are provided with rich and meaningful personal development related to RE, PSHE and Citizenship, including as part of whole school enrichment days
- be responsible for all aspects of leading the department including having a clear understanding of department strengths and weaknesses and ensuring improvement planning is in place for continual department improvement

(b) Professional Support

- advise and support Department members in order to promote their development and to facilitate the effective development of the Department
- undertake Performance Management and appraisal arrangements as part of CPD for the department
- take a leading role in maintaining a disciplined, well ordered, purposeful, learning environment within the Department, in accordance with school policy
- provide whole school training and support on the PSHE and Citizenship curriculum and monitor effective delivery
- ensure that appropriate work is set for absent Department colleagues

(c) Communication

- lead, attend and contribute to department meetings, as appropriate, and use Year team meetings to disseminate key information about PSHE and Citizenship
- convene regular Department meetings and ensure that minutes are kept
- keep Department members and Form Tutors informed of curriculum developments
- constantly review and develop the curricula with the safeguarding, pastoral and equalities teams to ensure that it is meeting the needs of our students
- liaise with support staff, as appropriate, to help realise the objectives of the Department
- liaise with parents as and when appropriate.

(d) Resources

- ensure that Department capitation is allocated and spent appropriately in consultation with your Head of Faculty
- ensures the effective management of resources withing the department in line with agreed budgets and planning for future needs
- keep an up-to-date inventory of all equipment and resources in the Department, including annual updating of all stock books relevant to the Department
- complete risk assessments and vigorously monitor Health & Safety at work practice to ensure that the general environment within the Department area is in keeping with accepted health and safety procedures and legislation.

All Chace staff will:

- promote equality of opportunity and regard;
- follow Safeguarding guidelines and Child Protection policy/procedures;
- contribute to producing/delivering priorities in the School Improvement Plan;
- keep Chace and their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal;
- promote positive attitudes and behaviour;
- contribute to the smooth day to day running of the school;
- be committed to achieving the school vision;
- be a lead learner;
- work to develop Chace as a successful inclusive learning community;
- respond promptly to concerns from parents, staff or students;
- promote the school in the community;
- work in partnership with all colleagues including the Governing Body;
- support Codes of Professional Ethics/Safe Practice in the Staff Handbook
- have regard for and act in accordance with Health and Safety policy/practice;
- celebrate success of students and staff;
- support school events including those organised by the PTA.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. They may be required to do other duties appropriate to the level of the role.

All schools in Enfield are committed to safeguarding and promoting the welfare of children and young people and anyone applying to work in our schools is expected to share this commitment. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure and Barring service

PERSON SPECIFICATION

Qualities and Attributes	Essential	Desirable	Evidenced by
Qualifications			
5 GCSE and A Levels (A*-C) or equivalents	√		Application
Qualified Teacher Status	√		Application
Honours degree or equivalent	√		Application
A range of in-service training, including accreditation		√	Application
Experience			
Successful outcomes for students at KS3, KS4 and KS5 as appropriate	√		Application/Interview
The ability to deliver consistently good or better lessons and evidence of overseeing the creation of well-planned and sequenced lessons	√		Application/Interview
Range of behaviour management strategies to manage the classroom	√		Application/Interview
Line management and leadership of a team	√		Application/Interview
The use of assessment data to identify underachievement and plan teaching and learning	√		Application/Interview
Knowledge and Skills			
An excellent understanding and knowledge of the National Curriculum for RE, PSHE and Citizenship along with the current GCSE specifications	√		Application/Interview
Ability to communicate effectively, orally and in	√		Application/Interview

writing to a range of audiences e.g. staff, pupils, governors, parents			
An understanding of strategies for raising student achievement and attainment through effective teaching and learning	√		Application/Interview
Excellent literacy, numeracy and IT skills including using MIS, Microsoft packages and Google drive software within a school	√		Application/Interview
Excellent personal organisational skills and the ability to prioritise workload and work to specific deadlines	√		Application/Interview
A learner, willing to undergo training and learn new skills as necessary	√		Application/Interview
Strong interpersonal skills	√		Interview
General/Personal Qualities and Characteristics			
A commitment to the school's vision and values	√		Application/Interview
High expectations for all pupils and the ability to inspire, challenge, motivate and empower others	√		Application/Interview
A 'can do attitude' and an ability to solve issues as and when they arise	√		Application/Interview
Adaptable to working within a team	√		Application/Interview
A calm demeanour and the ability to work well under pressure	√		Application/Interview
A commitment to the protection and safeguarding of children and young people	√		Application/Interview
A commitment to equality of opportunity and inclusion	√		Application/Interview

Application Process

Through our investment in an ambitious and engaging curriculum, strong discipline and inspiring teaching, our students can achieve our school motto of '*excellence has no limits*'. Our vision is to provide young people with an education of excellence that will change their lives and inspire them to be the leaders of tomorrow. This ambition enables our students to excel, not only in their education at Chace, but in the opportunities that they pursue when they leave.

Chace is committed to ensuring the welfare and safeguarding of children and young people. We expect all staff to share this commitment. Applicants are required to undergo child protection screening according to the post, including checks with previous employers and the Disclosure and Barring Service.

Chace recruits staff that are committed to safeguarding and supporting the environment created through the school ethos '***Belonging, Responsibility, Excellence***'. The school continues to ensure that all job applicants are treated fairly and equally, as protected by the Equalities Act 2010.

To apply for the position, please complete an application form.

Closing date: Friday 2nd February 2024 at 9am

Interviews will take place on Tuesday 6th February 2024

CVs will not be accepted. All queries concerning an application to Chace Community School and the recruitment process should be directed to the Human Resources Department at recruitment@chace.enfield.sch.uk

Early applications are encouraged. The school reserves the right to interview and appoint a suitable candidate before the closing date.