

# Head of Health & Social Care Application Pack



The next exciting chapter  
of your career starts here.

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*I have been overwhelmed with the support everyone gives each other at CFS. The staff and Leadership Team are fantastic. (Staff Feedback 2023)*

*Court Fields is a happy and welcoming school. Pupils feel proud to attend.*

*Leaders have created a culture where hard work is expected.*

*Leaders offer high-quality professional development to staff, communicate effectively with them, and prioritise their wellbeing. As a result, staff morale is high.*

*(Ofsted 'Good', 2023)*

## Information Regarding the Role

### **Head of Health & Social Care (with the ability to teacher Physical Education)**

**From April 2024**

**Full time in the first instance, part time/flexible contract could be considered for the right candidate.**

**Teachers' MPS to UPS plus TLR 2a**

**Closing date for applications:**

**9am Monday 18th March 2024**

This is an exciting time to join a significantly improving school and a recent Ofsted rated 'Good' School. One which 82% of parents would recommend the school to another parent and which has increasing student numbers. Our Year 7 cohort for September 2023 was significantly oversubscribed and this is set to continue in 2024.

Court Fields' staff and students are committed to improving rapidly to be a great school where every child, regardless of background, achieves well, feels they belong to our community and fully participates in school life to develop character and the resilience to succeed.

You would be joining a thriving and passionate faculty, with a diverse range of academic interests and expertise.

We are seeking to appoint a suitably qualified professional who is both passionate and knowledgeable to lead Health & Social Care. The successful candidate will need the drive, expertise, and inspirational attributes to shape the work and future development of the subject.

We are looking for someone who

- can think strategically and provide high quality leadership and management
- Can demonstrate a high standard of subject knowledge
- can deliver a high quality curriculum and high standards of teaching across the subject
- nurtures a passion for studying Health & Social Care at all levels of ability
- ensures students achieve their full potential
- will build positive relationships with both students, staff and parents

CVs are not accepted, please complete the application form in full.

**Closing date: 9am Monday 18th March 2024**

**Provisional Interview dates: week beginning 25th March 2024**

**INTERVIEWS MAY BE CARRIED OUT BEFORE THE CLOSING DATE SO EARLY APPLICATION IS ADVISED.**

## Information Regarding the Role (continued)

What you can expect from us:

- Fabulous students who are motivated, interested, keen to learn and enthusiastic.
- A trusting partnership with supportive parents.
- An outstanding ethos where students achieve, have a strong sense of belonging and participate in learning, enrichment and the community.
- A comprehensive induction process, tailored to your role and previous experience.
- A structured programme of targeted, whole school or bespoke professional development, including leadership development.
- A high quality curriculum, developed across our Partnership, with a commitment to a programme of school improvement.
- A range of development opportunities for career progression within the Partnership
- Opportunities to work with and in other schools.
- Friendship, support and interaction with a vibrant and caring staff team with a commitment to improving children's lives.
- Strong leadership, a culture of high expectation and clarity of strategic school development.
- The chance to be part of a sustainable project, with a focus on high quality education, ambition for every child and supportive staff.

You will be joining an ambitious, committed and hardworking team of staff who offer amazing support, both in an academic and pastoral sense, and are relentless in their drive to make a genuine difference to and lasting impact on our young people, families and the wider community.

## Job Description

The Blackdown Education Partnership's aims and values are fundamental and each member of staff will be expected to promote and develop these in all aspects of their work. All duties should be exercised in the context of these aims and values and in line with the Trust's policies.

The Conditions of Employment of Teachers (contained in the School Teachers' Pay & Conditions Document) and the Teachers' Standards Frameworks produced by the Teacher Training Agency form part of job descriptions for teachers.

In line with both the complex nature of the roles carried out and the priority placed on development and improvement in all aspects of our work, job descriptions are written in terms of outcomes rather than simply a list of specific tasks.

The post holder shall perform, in accordance with any directions, which may reasonably be given to them by the Headteacher from time to time, such particular duties as may reasonably be assigned to them.

The generic job description, which follows, outlines the main areas of responsibility. There will be particular areas of responsibility and accountability, which will be negotiated with the successful applicant based on their strengths and the needs of the Subject.

**Post Title:** HEAD OF HEALTH & SOCIAL CARE

**Purpose:** To lead and manage all aspects of the teaching generally within the overall educational aims of the school, and establish and maintain the highest quality possible of teaching and learning in the subject.

To raise achievement within the subject and ensure all students within the subject reach at least good progress from KS2-4.

**Reporting to:** Deputy Headteacher

**Liaising with:** School Leadership Team, teaching/support staff, LA representatives, external agencies, organisations, individuals, parents.

**Working time:** 195 days per year (full time)

**Salary Grade:** Qualified teachers' pay spine plus TLR2a

**Disclosure Level:** Enhanced.

## Job Description (Continued)

### **RELATIONSHIPS:**

The post holder is responsible to the Headteacher in all matters including curriculum development, to the Physical Education in respect of the subject timetable. Supervising the teaching and non-teaching staff (including students) allocated to work in the subject.

The post holder works with a number of colleagues in order to promote mutual understanding of the subject and its relationship within the curriculum as a whole, reduce subject isolation and to improve the quality of teaching and learning.

The Head of Subject is responsible to the Head of Year for tutorial and pastoral duties and responsibilities.

### **KEY TASKS:**

- To supervise the work of staff employed in the subject and the use of the subject's premises to include:
- Co-ordinating the teaching in the subject and securing a fair distribution of the teaching load.
- Monitoring regularly the quality of the preparation, teaching, marking, setting of homework and completion of records by colleagues including probationary and student teachers, and assisting and advising them on such matters.
- Tracking and monitoring of student progress to ensure students make at least expected progress and introduce intervention strategies where necessary for students who are underachieving.
- Holding regular formal meetings with agenda, minutes, etc. with members of the subject.
- Supporting and developing subject contributions to whole school policies such as Behaviour for Learning, Learning and Teaching, Assessment etc.
- Maintaining standards of professional conduct within the subject and assisting and advising members of the subject in such matters.
- To run extra-curricular activities which encourage students to participate in a range of experiences.
- Promoting the professional development of members of the subject.
- Choosing and ordering an adequate provision of teaching materials and maintaining efficient and effective control of the subject's capitation allowance.
- To contribute to the selection for appointment and professional development of other teachers and non-teaching staff, including the induction and assessment of new and probationary teachers.
- Complete subject SEFs and development plans as requested and present these to the Senior Leadership Team and Governors as required,

## Job Description (Continued)

- Analyse performance data to assess the subject strengths and areas for development in order to raise achievement.
- Develop close partnerships in school and in the community with parents, other schools and colleges, business partners and other community groups.
- Contributing to the teaching of the subject including the setting and marking of work carried out by the students in school and elsewhere.
- Advising the Headteacher on the aims, policies and organisation of the subject.
- Keeping parents informed about the syllabus, aims and methods of the subject.
- To carry out the duty of the supervision of students as detailed by the Headteacher in accordance with existing practices.
- To participate as required in meetings with colleagues and parents in respect of the duties of the post.

### **RESPONSIBILITIES:**

The post holder will seek to ensure that:

- Every student achieves their full potential through appropriate courses and quality teaching and learning.
- Appropriate courses are developed and written up in a syllabus and schemes of work and regularly reviewed.
- Effective liaison in the subject is maintained with feeder schools, local schools/colleges to which the school sends students, those responsible for careers education, and where appropriate, with the local industry.
- The subject is promoted amongst staff and students within the school and the community.
- The materials and fabric of the subject are well maintained and relevant Health and Safety Regulations are observed and that a record is kept of subject stock which is checked annually.
- Conduct Performance Management discussions with members of the Subject in line with School Performance Management policy.

### **PROFESSIONAL STANDARDS:**

- Have an up to date and thorough knowledge of the National Curriculum Programmes of Study, progress descriptors and exam board specifications.
- Keep up to date with research and development in pedagogy and the subject area
- Be a role model to students through professional conduct and personal presentation
- Arrive at class on or before the start of the lesson and begin and end lessons on time
- Liaise effectively with parents, carers and other agencies with responsibility for students' education and welfare
- Cover for absent colleagues in accordance with our Rarely Cover policy

## Job Description (Continued)

- Take responsibility for Health & Safety matters for the area you teach and report any matters that are a hazard to those working at or visiting the school
- Be familiar with and support all subject and School policies, in particular the school's:
- Safeguarding and Child Protection Policy, including Appendix 1 – Code of Professional Conduct
- Learning and Teaching Policy
- Work effectively as a member of the faculty, and as a member of other teams within school (where necessary), to improve the quality of teaching and learning.
- Strive for professional and personal development through the active involvement in the school's line management/performance management system

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

You have a duty of care for your own health and safety at work and that of others who may be affected by your actions at work.

It is an important feature that the post holder should be a positive, professional role model. It is equally important that the Head of Health & Social Care is able to identify their own personal and professional development needs and be able to set and achieve their own professional objectives within a supportive school environment.

This job description is current at the date shown, but, in consultation, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.



## Application Process

Applications should be emailed to [jmartin@courtfields.bep.ac](mailto:jmartin@courtfields.bep.ac) or posted to:

Miss Jessica Martin  
HR Assistant  
Court Fields School  
Mantle Street  
Wellington  
Somerset  
TA21 8SW

**Closing date: 9am Monday 18th March 2024**

**Provisional Interview dates: week beginning 25th March 2024**

**INTERVIEWS MAY BE CARRIED OUT BEFORE THE CLOSING DATE SO EARLY APPLICATION IS ADVISED.**

The Blackdown Education Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all who work here to share this commitment. The successful candidate will be subject to employment checks, including an Enhanced DBS disclosure.

# Achieve. Belong. Participate.

