

**Parrs Wood High School**

Wilmslow Road, East Didsbury,  
Manchester, M20 5PG

Headteacher: Mark McElwee

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**Director of Humanities Faculty****TLR1b £9,662****Required for September 2019 or sooner if possible.**

We are seeking a dynamic, inspirational and resilient leader who is passionate about improving standards and achievement for our richly diverse and truly comprehensive student body.

Parrs Wood High School has realised significant improvements in standards and outcomes in recent years and these improvements were validated by Ofsted in December 2013 when we were judged as Good in all areas. Our 2016 GCSE results were our best ever and placed us in the top 250 schools nationally.

The school is committed to improving opportunities and life chances for all our students, whether they aspire to Oxbridge Universities, first-class apprenticeship programmes or wish to enter the workplace with training.

We are looking to appoint an outstanding Director of Faculty for Humanities to join our cohesive, hardworking and motivated team. You will be supported fully in ensuring high standards of behaviour and work ethic and will be expected to contribute to the faculty vision of implementing a challenging, knowledge rich curriculum that seeks to ensure all our students fulfil their academic and social potential.

The ability to teach A Level History or Geography would be an advantage.

Download the job description and an application form from the school website:  
[www.parrswood.manchester.sch.uk](http://www.parrswood.manchester.sch.uk)

We look forward to your application to join us on our journey to Outstanding.

The Academy is committed to safeguarding and promoting the welfare of children. We therefore follow safer recruitment procedures and successful candidates are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service, along with other pre-employment checks.

Closing date: 12:00 Noon, Friday 22<sup>nd</sup> February 2019



## **PARRS WOOD HIGH SCHOOL**

### **Job Description Classroom Teacher (MPS)**

#### **Relationships**

The Postholder is responsible to the Headteacher in all matters, to the Head of Department/Faculty in respect of delivery of the curriculum and the Heads of Learning for issues of a curriculum and pastoral nature. The Postholder is expected to develop strong and professional working relationships with teaching and support staff, parents, carers, families and the community to improve standards and achievement for all students.

#### **Purpose of the Job**

To teach and facilitate learning for all students within the school and to carry out such other associated duties as are reasonably assigned by the Headteacher. Subject to the generality of the foregoing, particular responsibilities attached to the post are as follows.

#### **Particular Responsibilities**

- To plan and deliver lessons that inspires and challenges students to maximize progress in their learning.
- To create an environment that encourages students to be independent and reflective learners.
- To plan timely formative and summative assessments, and to provide feedback to students that highlight what they are able to do and what they have to do to further develop their learning.
- To promote high standards of behaviour in accordance with the rules and disciplinary systems of the faculty and school.
- To plan and deliver lessons that develops literacy and meets the specific learning needs of all students within the classes they teach.
- To monitor and assess students' achievements and progress in accordance with arrangements agreed within the faculty and school.
- To have high expectations of every student, giving them the confidence and skills to succeed.
- To work collaboratively with support assistants.
- To take attendance registers for all classes according to school expectations and protocols.
- To monitor and report to the SEN coordinator on the progress of students with Special Needs.
- To monitor and report to the Gifted and Talented coordinator on the progress of Gifted and Talented students.
- To attend parent information evenings.

- To use student data to inform learning and teaching, to make accurate projections of performance and to plan appropriate interventions to overcome any barriers to success.
- To develop a wide range of teaching strategies.
- Working with other colleagues create an effective and stimulating environment for teaching and learning within the faculty.
- To control and oversee the use and storage of books and other teaching materials provided for class usage.
- To contribute to Department/Faculty and Pastoral meetings.
- To monitor and report to parents/guardians on the progress of pupils in allocated classes, groups or forms.
- When required contact parents/guardians to discuss student concerns/issues.
- To contribute to the pastoral life of the school as a form tutor.
- To promote equal opportunities within the school and to seek to ensure the implementation of the school's equal opportunities policy.
- To report all incidents of a Safeguarding nature to the school's Child Protection team.

## Person Specification

### Minimum Requirements

Attribute	Essential	Measured by
Qualifications	<ul style="list-style-type: none"><li>• Degree or equivalent</li><li>• Qualified Teacher Status</li></ul>	Application form Certificates
Knowledge	<ul style="list-style-type: none"><li>• Excellent subject knowledge</li><li>• Knowledge and understanding of the learning process and the needs of children</li><li>• Knowledge of the National Curriculum and of public examination requirements.</li><li>• Knowledge of how their specialism relates to other areas of the curriculum and how it delivers cross-curricular skills.</li><li>• Knowledge of what constitutes good teaching.</li><li>• To know how pastoral structures support the learning process.</li></ul>	Application form Interview References
Skills	<ul style="list-style-type: none"><li>• The ability to work effectively as part of a team</li><li>• The ability to take the initiative when needed</li><li>• Excellent communication skills</li><li>• Good ICT skills</li><li>• The ability to plan, organise and deliver lessons which cater</li></ul>	Application form Interview References

	<p>for all abilities</p> <ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• The ability to employ a range of strategies to promote good behaviour.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>• A commitment to providing high quality learning and teaching.</li> <li>• A commitment to providing an holistic education</li> <li>• A commitment to working collaboratively with parents/carers and with other staff</li> <li>• A commitment to professional development.</li> <li>• A commitment to promoting positive attitudes and values.</li> <li>• A commitment to equality of opportunity</li> <li>• The ability to enthuse and inspire students</li> <li>• A willingness to respond positively to change</li> </ul>	<p>Application form</p> <p>Interview</p> <p>References</p>



**Parrs Wood High School**

## **Job Description: Director of Humanities Faculty TLR1b £9,662**

### The Post

As a key leader within the school, the post-holder is expected to demonstrate consistently high standards of personal and professional conduct and be a positive ambassador for Parrs Wood High school at all times. This is a senior post within the school and as such the postholder will be expected to make significant contributions to whole school planning and issues in addition to the principle responsibilities within the faculty. The postholder will have full responsibility for outcomes within the faculty in terms of progress measures and attainment for all student groupings across three key stages. The postholder will lead a team of teachers and, if applicable, a team of support staff and will report directly to the Headteacher, but this responsibility will usually be delegated to a Deputy or Assistant Headteacher.

### Principle Responsibilities

To ensure that the teaching and learning provision is such that all students make the academic progress which is reflective of their potential, closing gaps between the performance of different student groupings.

To line manage a team of teachers, and support staff where applicable, including those holding TLR responsibilities within the faculty.

To ensure that all Faculty members have the highest possible expectation of their students and their own performance.

To lead by example and provide the motivation and direction for the faculty.

To develop and implement policies and practices within the faculty which reflect the school's commitment to raising standards and achievement.

To lead on the IQTL (improving the quality of teaching and learning) programme within the faculty, ensuring that there is a consistency in the quality of provision and that all members of the team are 'at least good' with reference to Ofsted criteria.

To ensure curriculum coverage, continuity and progression within the faculty for all students, including those of high ability and those with learning needs.

To lead a continuous cycle of self-evaluation and to provide termly reviews of progress identifying areas of strength, areas for development and strategies for improvement.

To establish and implement clear practices for assessing, recording and reporting on student achievement in line with school policy and to effectively use data to recognise achievement and to challenge staff in providing appropriate intervention to meet the emerging needs of the faculty.

To be able to use external and internal data sources to evaluate the school's performance within the faculty against national averages and other performance benchmarks, recognising that the school aims to be performing in the top-quartile of schools.

To ensure that student data is used effectively to secure at least good progress in all subjects and to provide to all those involved in the delivery of faculty subjects the support, challenge, information and development necessary to sustain motivation and secure improvement in teaching. This includes training other staff in the Faculty to use data effectively.

To liaise regularly with Directors of Learning and Heads of Learning about student progress within the faculty.

To establish clear expectations and constructive working relationships within the faculty, devolving responsibilities and delegating tasks, as appropriate; evaluating progress and developing an acceptance of accountability.

To ensure the effective and efficient management and organisation of learning resources, including information and communications technology.

To ensure that a system for student rewards and sanctions operates within the Faculty that is in line with school policy.

To support and ensure that members of the faculty follow school behaviour policy and procedures and take responsibility for the standards of behaviour in the faculty.

To manage the faculty capitation to support and develop learning and teaching.

To make bids to the Headteacher for additional resources for developments within the faculty.

To create an effective and stimulating environment within the faculty for teaching and learning.

To ensure that there is a safe working and learning environment within the faculty where risks are properly assessed.

To increase student participation in extra-curricular activities within the faculty.

To ensure that all entries for internal and external assessments are accurate and meet internal deadlines.

To ensure adequate provision is in place within the faculty to support colleagues that are new to the school including ITT, NQTs and other new staff.

To lead the implementation of the school's appraisal policy within the faculty working collaboratively with the schools CPD manager. Identify training needs and opportunities for the faculty that meet both the personal development needs of colleagues and the improvement priorities of the school.

To ensure that all staff within the Faculty follow the school's absence procedures including return to work interviews.

To attend meetings within school and external partners as required.

To undertake any reasonable duty at the request and discretion of the Head teacher.

## ***Person Specification***

Have good academic qualifications relevant to the post.	Essential
Have a high regard for young people and the learning process	Essential
Have the ability to articulate and maintain a vision for high standards and achievement.	Essential
Have the ability to communicate effectively both verbally and in writing	Essential
Have the ability to lead a group of staff	Essential
Be able to gain respect from staff and students	Essential
Be efficient, highly organised and able to work in a high pressure environment	Essential
Have a high level of ICT skills	Essential
Have proven ability to effectively motivate staff and students	Essential
Have the ability to establish good working relationships with staff, students parents and the wider community	Essential
Able to support, mentor, coach and challenge colleagues to raise their performance	Essential
Have personal impact and high presence within the school	Essential
To be committed to self-development and the improvement of others within the faculty	Essential
Have energy, dynamism and a sense of humour	Essential
Have experience of leading teams with demonstrable impact	Essential
Have appropriate professional development in preparation for Senior Management	Desirable
Evidence of further study preferably with a higher qualification	Desirable
Show a broad understanding of issues relating to the Faculty's Curriculum Development	Essential