



Required to start on 1 September 2019

HEAD OF SOCIOLOGY AND HEALTH AND SOCIAL CARE (full time, permanent)

We are seeking to appoint an enthusiastic, experienced and well organised Head of Department to lead and manage our Sociology and Health & Social Care provision. As a College, we are ambitious for our students and we need to appoint staff who can bring the right blend of flexibility, commitment, energy and vision.

Several staff in the department, teach both Sociology and Health & Social Care and, although this is not an expectation, the appointee should have an interest in supporting and improving both areas of provision.

Pay, Pensions and Safeguarding

The successful applicant will be offered a permanent full time contract commencing 1 September 2019. The BHASVIC Corporation has adopted the conditions of service and salary scales applicable to sixth form colleges. Salary: BHASVIC Management Pay Spine B1-3. **The salary range for this grade is £39,807 to £42,475** (NSP9 £38,748 plus up to a further £3,727) depending upon management experience.

All teachers at BHASVIC automatically become members of the Teachers' Pension Scheme (TPS). The TPS is a contributory scheme administered by Teachers' Pensions on behalf of the government. As a member of the TPS you will pay between 9.6% and 10.2% of your gross salary (from 1 April 2015) and your employer pays a further 16.48% (from 1 September 2015). Once you have started your job at BHASVIC you have the option to opt out of the teachers' pension scheme. If you wish to opt out you must do so within three months of your start date in order to receive a refund of your contributions. For further information see www.teacherspensions.co.uk.

BHASVIC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our vetting procedures for prospective employees are in line with the guidelines provided by the Department for Children Schools and Families. Further information can be found on <http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren>

The Sociology and Health and Social Care Department

Sociology and Health and Social Care courses are very well established at BHASVIC and are popular with students. The Department is currently composed of a Head of Department and six teachers, four of whom are part time. Approximately 400 students follow the new linear Sociology A level course (OCR) while in Health and Social Care the department delivers the Level 3 BTEC Extended Certificate to about 80 students. AS Sociology is also offered as a recovery course to about 20 Y13 students.

As well as teaching the above courses members of staff promote work experience, trips to conferences, universities, charities and prisons. There is also an annual trip to Berlin.

Staff in the department are also involved elsewhere in the college teaching the Extended Project Qualification, Portfolio courses in Mindfulness and Criminology, working in Learning Support and working with the NEU. Members of the team also have experience of examining and working on curriculum development with exam boards.

The ethos of the team is highly cooperative, with shared schemes of work, schemes of assessment and lesson resources. The department strive to provide stimulating, innovative lessons and resources, focussing on creating a love of learning and a passion for the subject in their students. Creativity is encouraged throughout the department, in both students and staff, underpinned by highly structured courses that encourage student independence with a particular emphasis on flipped learning.

HOW TO APPLY

For details of how to submit your application, please visit our website
www.bhasvic.ac.uk/the-college/working-for-us/current-vacancies

Your application should include the following:

- **A completed application form**
- **A detailed statement outlining how you meet each of the criteria in the person specification below.**

Use the criteria as headings when writing your statement. Where applicable, give examples of situations when you have used the skills and attributes detailed. It is very important that your application is in the format requested. Candidates will be short-listed on the person specification criteria alone.
- **A covering letter, no longer than one side of A4, stating why you want this job and what you would bring to this post if appointed**
- **A completed equality & diversity recruitment monitoring form**

Please note that it is College policy to shortlist applicants on the basis of a completed application form, letter and accompanying statement. CVs submitted alone without a completed application form and statement will not be considered.
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The deadline for receipt of applications is **9am Tuesday 15 January 2019**

Interviews will take place on **Tuesday 29 January 2019**

For applicants who are invited to interview there will be ample opportunity to learn more about our provision and needs through discussions with staff.

(December 2018)

PERSON SPECIFICATION: HEAD OF DEPARTMENT			
We are looking for someone who can demonstrate the following:		ESSENTIAL	DESIRABLE
QUALIFICATIONS			
1	Qualified at degree level in a subject related to Sociology or Health & Social Care and in possession of an appropriate teaching qualification (e.g. PGCE or equivalent)	✓	
KNOWLEDGE			
2	Up-to-date subject knowledge at an appropriate level	✓	
3	A good understanding of effective teaching, learning and assessment strategies	✓	
4	An understanding of the demands associated with the management of human, physical and financial resources	✓	
EXPERIENCE			
5	Recent experience of teaching sociology at Advanced level and of addressing the needs of students both inside and outside the classroom	✓	
6	Experience of teaching Health & Social Care		✓
7	Experience of managing a course or significant elements of a course		✓
8	Experience of managing a team		✓
9	Experience of leading and/or contributing to quality assurance processes	✓	
SKILLS			
10	Ability to deliver a high standard of teaching, learning and assessment	✓	
11	Ability to evaluate, reflect and improve, and to promote reflective practices within the department	✓	
12	Ability to promote high standards of literacy, numeracy and ICT	✓	
13	Ability to manage own and others' performance, while building productive working relationships with colleagues, students and external contacts	✓	
PERSONAL AND PROFESSIONAL CONDUCT			
14	High standards of behaviour which show regard for the ethos, policies and practices of BHASVIC, as well as relevant national frameworks such as the SFCA teaching standards	✓	
15	Observe and encourage practices which promote equality, diversity & inclusivity	✓	
16	Understand and fulfil relevant professional responsibilities with regard to safeguarding	✓	

BHASVIC

JOB DESCRIPTION

Post title: Head of Department

Responsible to: Head of Faculty

MAIN JOB ROLE: To provide leadership for a designated curriculum area, assuming line management responsibility for a team of staff. Work with this team and others to secure the achievement of the College's strategic priorities, principally focused on securing high quality teaching and learning, student outcomes and progression.

1. Managing People

- 1.1 Participate in arrangements for the appointment, induction, probation, promotion, appraisal and lesson observation of staff within your department.
- 1.2 Manage the performance of the staff in your department and challenge, when necessary, poor standards through relevant procedures regarding conduct, capability and discipline.
- 1.3 Manage and give professional support to staff in your department including their development and properly apply the College PDR system linking this to the self-assessment process and strategic development within the department and the College.
- 1.4 Ensure that staff in your department comply with College procedures for reporting and assessment.
- 1.5 Delegate specific departmental tasks, including course leadership, to teachers in your department to ensure the efficient and effective management of the department.
- 1.6 Be able to represent team issues to other audiences such as SMT, Governors, parents, students.
- 1.7 Care for others through the applications of Health & Safety procedures and ensuring equal opportunities for all staff.
- 1.8 Organise effective departmental meetings and ensure that minutes are taken.

2. Managing Other Resources

- 2.1 Ensure that all departmental finances and resources are managed in accordance with College policy and procedures.
- 2.2 Ensure that all College trips which are run in connection with courses and activities in your department are organised in accordance with College policy and procedures.
- 2.3 Ensure the quality of the learning environment including the quality of learning resources, displays etc. Ensure that students on courses and activities in your department are managed effectively; implement appropriate College policies and procedures and initiate College disciplinary procedures as appropriate.
- 2.4 Ensure that students on courses in your department are adequately prepared for examinations.
- 2.5 Ensure that all aspects of quality assurance are carried out in accordance with College policy and procedures.
- 2.6 Liaise with Admissions and Marketing to enable all courses and activities offered by your department to be marketed effectively.

3. Managing a Team

- 3.1 Lead and support the department in their achievement of individual and team objectives, making sure that members of the team meet professional standards.
- 3.2 Ensure that all courses and activities in your department are managed effectively and in accordance with College policy and procedures.
- 3.3 Ensure that team members engage with data, understanding its use and relevance.
- 3.4 Agree a vision with the team which appropriately balances stability and change and which fits with College strategy.
- 3.5 Ensure effective communication both within the team [e.g. through holding effectively minuted team meetings], between the team and the wider college [e.g. reporting to and from HoDs and other relevant staff] and with other stakeholders [e.g. parents]
- 3.6 Take a leading role in liaising with any relevant support for the department.

4. Planning and Managing Change

- 4.1 Keep up-to-date with all relevant developments in the department's curriculum areas.
- 4.2 Develop a view of the future and identify strategic options.
- 4.3 Participate, in liaison with your Head of Faculty, in curriculum planning for courses and activities in your department; ensure that the timetable is organised and deploy teachers appropriately for courses in your department, liaising with other Heads of Department as necessary regarding teachers who also teach within other departments.
- 4.4 Share knowledge and understanding with team members and produce plans with aims, objectives, timescales and allocated responsibilities.
- 4.5 Work to and meet deadlines.
- 4.6 Monitor, evaluate and adjust plans appropriately in the light of performance.
- 4.7 Participate in the development and dissemination of College strategy.

5. Other Responsibilities

- 5.1 To undertake any other particular duties which may reasonably be assigned to you by the Principal from time to time.
- 5.2 To fulfil your own responsibilities as a subject teacher, as detailed in the job description for a full-time teacher.