**Job Description and Person Specification**

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| **Post Title** | Head of Department: Criminology |
| **Purpose** | * To lead the designated department by proactive and positive management. * To act as Head of Department and lead curriculum design and implementation across the department. * To monitor and support the progress and development of students across the department, implementing interventions where appropriate. * To fully participate in the College’s quality assurance processes. * To teach on appropriate programmes and in other areas according to expertise and to contribute to curriculum development. * To be a Tutor and to undertake tutorial duties in accordance with college policy. |
| **Responsible to** | The Principal through the Head of Faculty, Head of Department and Head of Hall if working as a tutor. |
| **Liaising with** | Relevant staff with cross college responsibilities, e.g. Additional Learning Support staff, teachers within the department and faculty, Tutors, Heads of Hall, support staff and technicians. |
| **Remuneration/ remission** | NJC spine points 1-9 (£28,125 - £44,256 per annum) + Head of Department Allowance  2 x periods remission |

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| **Context** |
| The Criminology department is part of the Humanities Faculty, which is made up by seven subject areas. Each department has a distinct and readily recognisable character while all deliver the distinctive mission so important to Loreto College staff and students.  The Criminology department is made up by approximately 250 students and 3 teaching staff. The department follows the WJEC Level 3 Applied Diploma specification, which has two 8-hour controlled assessment units and two externally examined units: students sit one of each assessment in Lower Sixth and Upper Sixth.  The department is recently established and fosters a supportive environment for all. Staff strive to achieve strong outcomes for all students, setting high expectations and delivering well organised and planned curriculum. |

**Main Duties and Responsibilities**

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| **Leading a Department** |
| * To ensure the provision of an appropriately broad, balanced, relevant and differentiated curriculum for students studying Criminology, in accordance with the aims of the College and the curricular policies determined by the Governing Body and Principal of the College. * To act as Head of Department and lead curriculum design and implementation across the department, including effective implementation of internal and external assessments. * To monitor and support the progress and development of students across the department, implementing interventions where appropriate and liaising with pastoral teams where necessary. * To lead the planning and implementation of assessment within the department in-line with the department’s Assessment Policy, ensuring that assessment takes place in a consistent and timely manner across the department and leading on standardisation/moderation activities as appropriate. * To fully participate in the College’s quality assurance processes (see below). * To manage the work of teaching personnel in the department, including timetabling and performance management duties. * To ensure the recruitment and deployment of teaching staff and the deployment of the financial and physical resources to support the department and in-line with Safer Recruitment policies. |
| **Teaching and Learning** |
| 1. To undertake an appropriate programme of quality-first teaching in accordance with the duties of a standard scale teacher. 2. To undertake the assessment and recording of students’ work and give timely feedback in-line with the department’s Assessment Policy. 3. To monitor and support the progress and development of students as a teacher within the context of the academic and student support/tutorial structure. 4. To be highly motivated and enthusiastic with the students to broaden their knowledge. 5. To enable the students to realise their creative potential. |
| **Curriculum Planning, Development and Delivery** |
| * To liaise with the Vice Principal: Curriculum & Quality, Assistant Principal: Curriculum and Head of Faculty to ensure the delivery of an appropriate, comprehensive, high quality and cost-effective department which complements the College’s strategic objectives. * To be responsible for the development and delivery of Criminology, including managing the development of resources, schemes of work, marking policies and teaching strategies in the department. * To contribute to the development and delivery of the subject in-line with Awarding Organisation specifications. * To actively monitor and respond to curriculum developments and initiatives at national, regional and local levels. * To actively monitor and follow up student punctuality, absences and withdrawals. * To ensure that differentiated learning materials are provided in the subject and that effective support is provided to students, including meeting SEND/EHCP needs. * To implement College Policies and Procedures e.g. Equality and Diversity, Safeguarding, Health and Safety etc. as appropriate for the role. * To work with colleagues to formulate aims and objectives for the department which have coherence and relevance to the needs of students and to the aims and objectives of the College. * To contribute to departmental trips, including planning activities and attending events as appropriate. * To foster the application of IT in the curriculum, including the development of materials for independent learning and contribute to the development and delivery of Skills for Life in the subject area. |
| **Staffing** |
| *Staff Development*   * To work with the Vice Principal: Curriculum & Quality, Assistant Principal: Curriculum and the Learning & Development Manager to ensure that staff development needs are identified and appropriate programmes are designed to meet such needs. * If appropriate, to complete new staff induction activities as directed by the Learning & Development Manager and other College leaders, including the Teaching for Living and Learning programme. * To complete all relevant staff development activities as set out by the Senior Leadership Team. * To undertake further staff development where appropriate, including attending Awarding Organisation training, for example, as directed by the Head of Department. * To attend all appropriate MANCEP (Catholic Partnership) meetings.   *Deployment of Staff*   * To promote teamwork and to motivate staff to ensure effective working relations. * To be responsible for the day-to-day management of staff within the designated area. * To make appropriate arrangements for classes with staff are absent, ensuring appropriate work is set within the department or liaising with Heads of Faculty and other senior staff to secure supply cover. * To work with the Head of Faculty on completion of New Starter Reviews and the annual appraisal cycle for yourself. * To participate in the interview process for teaching post when required and to ensure effective induction and review of new staff in line with College procedures and Safer Recruitment practices. * To participate in, as relevant, performance management systems, including appraising staff and supporting their completion of relevant training. |
| **Quality Assurance** |
| * To ensure the effective operation of quality assurance systems. * To contribute to the process of the setting of targets within the department and to work towards their achievement. * To implement common standards of practice within the department and develop effective teaching, learning and assessment styles. * To follow College and department procedures on the assessment, recording and reporting of student work and progress. * To contribute, or to lead as appropriate, to internal and external verification systems where appropriate in the subject area, including keeping appropriate and accurate records in accordance with College and department procedures and systems as directed by, for example, Awarding Organisations. * To contribute to the College’s procedures for lesson observation and learning visits, including work scrutiny. * To implement College quality procedures, especially through contribution to the self-assessment process * To contribute to the monitoring and evaluation of the department and faculty in line with agreed College procedures including evaluation against quality standards and performance criteria and reporting on progress as appropriately directed. |
| **College Information and Administration** |
| * To ensure, as relevant, the maintenance of accurate and up-to-date student information. * To collect, analyse and evaluate performance data, and implementing actions for improvement where appropriate. * To contribute to reports within the quality assurance cycle, including those on examination performance, value-added data and other outcomes. * In conjunction with the Head of Faculty, to take responsibility for decisions regarding entry of students for external examinations and for checking details of examination entries. * To ensure that correct procedures are followed for the organisation of the practical exams and other external and internal assessments. |
| **Communications** |
| * To ensure effective communication/consultation as appropriate with parents/carers of students. * To liaise effectively with teaching staff, pastoral managers, ALS and support staff where necessary to support students. * To liaise with relevant external bodies as appropriate. |
| **Marketing and Liaison** |
| * To contribute to the College liaison and marketing activities which may include the delivery of ‘Master classes’ to feeder schools. * To interview prospective students and work with the department to deliver other marketing activities including for example, Open Days. * To link with external agencies as appropriate. * To contribute to the department’s collection of data on destinations as appropriate. |
| **Management of Resources** |
| * To manage the available resources of space, staff, money and equipment efficiently within the limits, guidelines and procedures laid down; including deploying area’s budget, acting as a cost centre holder, requisitioning, organising and maintaining equipment and stock, and keeping appropriate records. * To co-operate with other departments to ensure a sharing and effective usage of resources to the benefit of the College and the students. * To work with College leaders to ensure that the department’s teaching commitments are effectively and efficiently timetabled. * To ensure an attractive and tidy working environment, reporting maintenance issues appropriately. |
| **Student Support** |
| * To monitor and support the progress and development of students, including use of the Student Log as directed. * To monitor student attendance with students’ progress and performance in relation to targets set for each individual; ensuring that follow up procedures are adhered to and that appropriate action is taken where necessary. * To work as a Tutor, if appropriate, following guidance given by the Head of Hall. * To write UCAS and employment references for students as reasonably directed by the Head of Hall. |
| **Other** |
| * To support the aims and objectives of the College. * To attend meetings in accordance with the College meetings schedule. * To undertake any other duties the Principal or their designated alternate may reasonably direct from time to time within the context of the Loreto College contract. * This Job Description is subject to periodic review and amendment. * The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. * To maintain high standards and a professional approach in accordance with the Department of Education’s Teachers’ Standards. * To ensure your “online footprint”, including use of social media, is in accordance with statements relating to personal and professional conduct within the Teachers’ Standards. * To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college’s Data Protection Policy and the General Data Protection Regulation (GDPR). |

**Person Specification**

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

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|  | **Essential** | **Desirable** | **Method of assessment** |
| **Experience** | | | |
| Evidence of high-quality teaching of the subject area at an appropriate level |  |  | Application, interview |
| Evidence of high levels of value-added, retention and student satisfaction as appropriate |  |  | Application, interview |
| **Skills and knowledge** | | | |
| Ability to lead, manage and motivate a team |  |  | Interview |
| Ability to manage resources effectively |  |  | Interview |
| Ability to assess the performance of others |  |  | Interview |
| Ability to plan and operate strategically |  |  | Interview |
| Ability to promote new ideas and continuous improvement |  |  | Interview |
| Ability to negotiate and manage conflict |  |  | Interview |
| Ability to appropriately delegate responsibility |  |  | Interview |
| Excellent standards of literacy and numeracy |  |  | Application, interview |
| Ability to create high-quality materials to use within the department and to use department resources and materials effectively |  |  | Application, interview |
| Willingness to prepare candidates for qualifications with exceptional skills, dedication and altruism |  |  | Interview |
| Ability to work with and motivate students |  |  | Interview |
| Ability to work with other staff as a team |  |  | Interview |
| Excellent organisational and administrative skills |  |  | Interview |
| Excellent communication and listening skills |  |  | Interview |
| A clear understanding of developments in post-16 education |  |  | Application, interview |
| Ability to meet deadlines |  |  | Application, interview |
| Evidence of commitment to Continuous Professional Development |  |  | Application, interview |
| Up to date knowledge of the subject area |  |  | Application, interview |
| Familiarity with Microsoft Office applications (e.g. Word, PowerPoint, Excel, Teams, Outlook) |  |  | Application, interview |
| Ability to teach a second subject |  |  | Application, interview |
| **Qualifications** | | | |
| A relevant degree-level qualification or equivalent in an appropriate subject |  |  | Application |
| A teaching qualification conferring QTS or QTLS (or allowing an applicant to work toward QTS/QTLS) |  |  | Application |
| **Attitude and impact** | | | |
| Positive, enthusiastic, flexibility and tenacity with a wide range of tasks |  |  | Interview |
| Willingness to take and follow advice from line managers with regard to, for example, teaching and learning strategies, use of resources and classroom management |  |  | Interview |
| Willingness to support department trips and visits |  |  | Interview |
| A positive attitude to IT and a willingness to learn to use digital resources effectively |  |  | Interview |
| Smart in appearance and manner |  |  | Interview |
| **Personal** | | | |
| Practicing Catholic (for Theology/RE posts only)\* |  |  | Application, interview |
| Enhance DBS clearance # |  |  | Pre-employment check |
| Two satisfactory references # |  |  | Pre-employment check |
| Full and relevant career and education history |  |  | Application |
| Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK) |  |  | Application, pre-employment check |
| The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.  \* In order to comply with the religious ethos of the College, this is a Genuine Occupational Requirement under the Equality Act 2010.  # To follow an initial offer of employment | | | |