



Head of Department Education for Life Candidate Information

September 2024



**CHELTENHAM
BOURNSIDE
SCHOOL**

Inspiring lives
through learning



CHELTENHAM BOURNSIDE SCHOOL



Welcome to Bournside

People are at the heart of Bournside. Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and over 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, in their 2022 report, OFSTED commented on the “strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults.” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

I recommend you contact Sally Groves, Assistant Head, sg@bournside.gloucs.sch.uk, before making your application. I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is **9:00am on Monday 19th February 2024**.

I look forward to receiving your application to join us in [inspiring lives through learning](#).

Steve Jefferies
Headteacher



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Head of Department Education for Life

Start date: 1st September 2024

Salary: MPS/UPS + TLR2A
(£3,213 annually)

Contract: Permanent

An outstanding opportunity has arisen to lead the delivery of the Education for Life (PSHE) curriculum in Cheltenham Bournside School.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study. Our Progress 8 score is amongst the highest in the country.



Applications by:
9am Monday 19th February 2024

We would like to appoint an experienced, suitably qualified and enthusiastic leader of our Education for Life department. Education for Life – our term for PSHE – is an integral part of our school and the department makes a key contribution to what OFSTED called the successful promotion of pupils' personal development. The successful candidate will lead a specialist team of four teachers who deliver Education for Life as discrete timetabled lessons to students from all years in the school.

All students in the school receive Education for Life as part of their timetabled lessons. Key Stage 3 students receive one lesson per fortnight; Key Stage 4 students receive two lessons per fortnight. In our sixth form, students receive one lesson per fortnight as part of the core offer as well as related lessons as part of the enrichment offer.

A meticulously planned and robust curriculum is already in place although Bournside is open to developments and new ideas. The Education for Life curriculum often covers sensitive areas and many features of the curriculum are discussed and agreed with the senior leadership team. The department is accommodated within its own classrooms, grouped closely together to promote teamwork, the sharing of good ideas and a supportive, friendly working environment.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/

Warden Hill Road, Cheltenham, GL51 3EF | hr@bournside.gloucs.sch.uk | 01242 235555



Job Description

Head of Department – Education for Life

Post title: Head of Department – Education for Life

Responsible to: SLT Line Manager

Working hours: Full time

Contract type: Permanent

Salary: MPS/UPS + TLR2A

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

This job description is to be read alongside the classroom teacher job description.

In addition to the duties and responsibilities of a member of the teaching staff, the post holder will fulfil the responsibilities detailed below.

Purpose

- To be **accountable** for the leadership, management and development of the department
- To **contribute** to the promotion of the school's aims and priorities and the achievement of the school development plan
- To be **accountable** for achieving departmental targets in line with the school's strategic plan
- To be **accountable** for levels of student progress
- To be **responsible** for ensuring all staff within the department model the vision of the school through the consistent way they teach their subject(s) and uphold the school's values: Ambitious, Respectful, Supportive, Proud, Curious, Purposeful
- To be **accountable** for assessing, monitoring, developing and enhancing the quality of teaching and learning in the department
- To be **accountable** for provision of an appropriately differentiated and inclusive subject curriculum for students studying in the department
- To be **accountable** for the assessment and marking of student work, the feedback given to students and to ensure that homework provision is in line with school policy
- To be **responsible** for all operational aspects of the department
- With the SLT member with responsibility for staffing and timetabling **contribute** to an effective timetable for the department

Duties

Accountable for the Quality of Teaching and Learning

- Provide mechanisms for the sharing of good practice within the department and across the department
- Ensure a positive climate for teaching and learning
- Informally and formally monitor the performance of members of the department in terms of the quality of teaching and learning
- Ensure appropriate and effective responses to whole school monitoring exercises such as student work scrutiny and learning walks and take action to raise the quality of



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teaching and learning as appropriate

- Monitor the quality and regularity of written feedback to students within the department, following school policies and guidance and the annual departmental assessment plan
- Set expectations for students and staff in relation to the quality of teaching and learning

Accountable for Self-Evaluation and Strategic Planning

- Work with colleagues to formulate aims and objectives in-line with the department's key aims and priorities
- Document these aims and objectives within the Departmental Development Plan (DDP) and engage in reviewing, amending and coding the progress made towards achieving the targets documented in the DDP
- Develop and implement appropriate policies and practices, including health and safety requirements
- Effectively manage capitation and departmental resources

Accountable for Tracking, Monitoring and Intervention

- Develop effective tracking, monitoring and intervention strategies to support student progress
- Identify students in need of intervention, document this on Classcharts and coordinate the delivery of intervention, including communication with parents/students
- To provide the Governing Body with relevant information relating to the departmental performance and development if required

Accountable for Curriculum Development

- To ensure curriculum coverage, continuity and progression in the subject for all students
- Lead the development of resources and schemes of learning, marking policies and assessment
- To keep up to date with national developments in the subject area and teaching practice and methodology
- To be responsible for the development of cross-curricular skills according to the school's agreed priorities
- To develop effective links with the wider local community, in order to extend the subject, enhance teaching and develop the students' wider understanding of departmental subjects
- To work with the SLT member in charge of Continuous Professional Development to ensure that needs are identified and that appropriate programmes are designed to meet such needs

Responsible for Staffing/Staff Development

- To undertake Performance Development Review(s) and to act as reviewer for a group of staff within the department, and to support responsibility holders within the department with the PDR process

Recruitment/Deployment of Staff

- **Accountable** for appropriate arrangements for classes when staff are absent
- **Contribute** to the recruitment, selection and induction process for teaching and support posts within the department
- **Accountable** for the promotion of teamwork and to motivate staff to develop effective working relations
- **Contribute** as appropriate in the school's ITT programme and mentoring of ECTs



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Communications

- To be **accountable** for ensuring that all members of the department are familiar with its aims and objectives
- To be **responsible** for the provision of curriculum information to parents as required and to communicate with parents as appropriate
- Responsible for liaison with relevant bodies and for the development of effective subject links with feeder primary schools

Student Behaviour

- To be **responsible** for high standards of behaviour within the department

Additional Duties

- To play a full part in the life of the school community, to support the school's aims and ethos and to encourage staff and students to follow this example

Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

Note on terminology

In this document, the following terms are used:

“Accountable” – this means to be answerable to the appropriate line manager for the success or failure of the identified area; in most cases, operational responsibility for implementation of this task is also implied by this term although for employees with leadership responsibilities, operational responsibility may be delegated to subordinates.

“Responsible” – this means to be operational responsible; an employee with responsibility implements the task in question

“Contributes” – means that the employee does not hold full responsibility but is required to make a significant contribution to the implementation of a task or area of responsibility under the direction of line manager.



Person Specification

Head of Department – Education for Life

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Degree in a relevant subject Qualified Teacher Status 	<ul style="list-style-type: none"> •2:1 or better
Experience, understanding, and knowledge	<ul style="list-style-type: none"> A track record of successful teaching of PSHE, RSE or similar subject areas A passion for teaching A strong academic background and subject knowledge An excellent classroom practitioner (or the potential to be one) A commitment to professional development An understanding of the needs of pupils across the ability range within the subject area A teacher who can inspire and enthuse pupils and who uses a range of teaching and learning strategies for effective delivery An understanding of how to assess pupil progress and how to lead others in doing so accurately and consistently An awareness of ways to raise pupil attainment A commitment to safeguarding and the welfare of students 	<ul style="list-style-type: none"> •Good knowledge of the National Curriculum in the subject •The ability to use ICT to enhance learning and aid teaching
Personal qualities	<ul style="list-style-type: none"> Good communication skills, oral and written The ability to lead The ability to work well as part of a team, and to build trust and openness Discretion, courtesy, honesty and integrity Reliability, punctuality, diligence and good organization Attention to detail Self-motivated and enthusiastic Ability to work independently Passionate about education and young people Evidence of commitment to professional development 	



Settling in at Bournside

We will fully support you with your transition to Bournside. Will Penny, Deputy Headteacher, oversees the provision for new staff, including your induction during the first year of teaching with us to support you in understanding and coping with your new role.

Induction day

You will be invited to an induction day in the term prior to joining us. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Behaviour Code including rewards and sanctions
- Being a tutor including assemblies
- Use of electronic registration and laptops
- Procedures in the Sixth Form
- School Leadership Structure – who to see for what
- Duties
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- Inclusion Support and SEN
- ICT
- Health and safety procedures
- Educational visit procedures
- Our school Library.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

We are forward-thinking in our approach to Continuing Professional Development (CPD) and pride ourselves on the opportunities we offer to support your progression. Whether you join us as a member of teaching or support staff, we invest in your career through whole staff training, sharing best practice, peer observation, personal and departmental development time, focused workshops, external courses, and performance management and review.

We are delighted to have been awarded the Gold Award for Professional Development from the Teacher Development Trust (TDT) in recognition of our CPD provision for teaching and support staff.

The auditor praised the consideration of the needs of all colleagues is a real strength here, in particular considering how best to support the CPD needs of part-time staff and flexible working, showing a real understanding of the impact that a supportive working environment can have on teacher wellbeing and outcomes for students.



Employee Benefits Teaching Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Café is open between 8:30am and 1:30pm every day.

Professional development

- Every year, there is some disaggregated INSET time, resulting in additional holiday days per academic year
- Personalised CPD hours to develop areas specific to your practice and needs
- Support to complete further academic study and professional qualifications
- Access to high quality in-house and external leadership development programmes, tailored to a wide variety of levels of experience
- Membership of your subject association through your department
- Membership of the Chartered College of Teaching for ECTs
- A well-stocked CPD library.

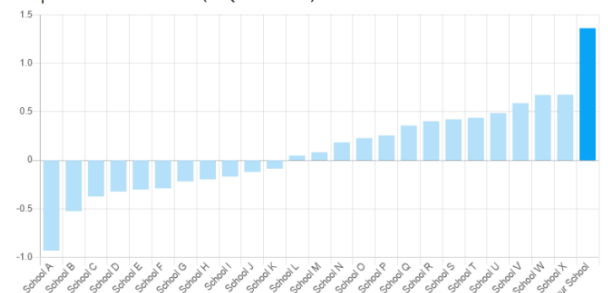
Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.

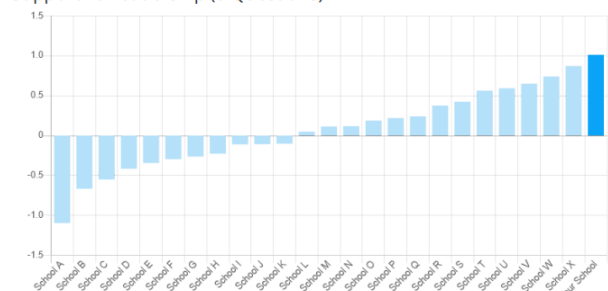
What our staff say...

Our teaching staff completed a Teacher Development Trust working environment survey in September that compares the school to other similar schools – we are very proud of

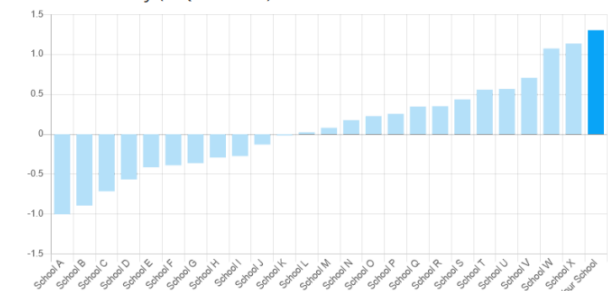
Compliance/ Workload (6 Questions)



Supportive Leadership (8 Questions)



Behaviour Policy (6 Questions)



the results with Bournside being top of the categories surveyed – see below...

The interpretation of the scores is:

- 0 is average
- +1 is one standard deviation above average, so very positive.



We are...

AMBITIOUS

We aim for the very best in all we do

CURIOUS

We have enquiring minds and are not afraid of challenge

PROUD

We celebrate everyone's effort and achievements

PURPOSEFUL

We persevere to achieve our goals and aspirations

RESPECTFUL

We care about each other and believe in equality and kindness

SUPPORTIVE

We make a positive difference to each other's lives



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