



WINDERMERE SCHOOL

FOUNDED 1863

CANDIDATE INFORMATION

Head of Humanities Faculty



ABOUT WINDERMERE SCHOOL

Windermere School is nestled on a hillside within 45 acres of the National Park landscape that has been the inspiration for world-famous artists, poets, and authors, a sanctuary and the antidote to congested city life, a fascination to scientists, a home for adventurers as well as part of the masterpiece of human creative genius that affords us World Heritage status. It is a daily inspiration to every one of us fortunate enough to call it our school.

If you are looking for somewhere which is determined, friendly, adventurous and hard working; which has a strong sense of community and a clear drive; which seeks an ambitious future through its actions today; and most importantly a place with the pupils at its heart, then you may just be looking in the right place.

But that is only the start of the experience, our progressive boarding approach and dynamic curriculum rooted firmly in the shared values of the International Baccalaureate and Round Square combine for a unique and powerful offer.

This is a confident, kind, compassionate place to live and work. It is a busy, thriving community, with an excellent, committed and skilled staff, both teaching and support.

“Windermere School is unique. Set amidst the stunningly beautiful mountains and lakes of Cumbria, it delivers an exciting and forward-thinking curriculum, shaping the hearts and minds of the next generation. We aim to educate children to be capable and thoughtful, resourceful, courageous and caring. This is a school where young people can enjoy their schooldays and parents can be confident that their children are following the very best pathways to university and to adult life.”

- Frank Thompson, Head of Windermere School

LOCATION

Air

Windermere is just a 90 minute drive from Manchester and Liverpool international airports. Transfers to/from these airports are included on the designated course arrival and departure dates. Transfers to/from other airports can be arranged at an additional cost.

Rail

The school is a five minute taxi ride from Windermere railway station. High speed rail services connect London Euston to Oxenholme (Lake District) in under 3 hours. From Oxenholme (Lake District) there are connections to Windermere station which take approximately 20 minutes. A transfer service can be arranged from Windermere or Oxenholme (Lake District) railway stations with prior arrangement.

Road

The school is easily accessible by road. From the M6, leave the motorway at Junction 36 and join the A590 towards Kendal which becomes the A591 just before Kendal. Continue on to the A591 into Windermere. Turn right at the mini roundabout on to the A592 towards Penrith and Windermere School (Senior Campus) is located about a mile along this road on the right-hand side. The town of Windermere is approximately a mile from the School's Senior campus.



THE BENEFITS OF WORKING AT WINDERMERE



Windermere School offers a generous employer pension contribution



Free and delicious three course lunch daily



Up to 70% for full time permanent teaching staff



24-hour independent helpline for staff



Free onsite parking provided for staff across all campuses



Access to free online TES training courses



Staff discount at local gym and pool



A work laptop provided for all teaching staff



Tea, coffee and snacks provided in the staff room

SUMMARY OF THE ROLE

Job Title

Head of Humanities Faculty

Accountable To

The Head and the Deputy Head

Accountable For

Teaching Staff and relevant Heads of Department

In Cooperation With

Other Heads of Faculty

Position Type

Full Time

Job Overview

As a Head of Faculty the post holder has responsibility for the overall effectiveness of their team and the provision of a high quality of education for all students in their faculty, with the aim of raising attainment for all students through monitoring of the various departments and staff within the faculty. As the leader of a team of teachers, Heads of Faculty have a key role in acting as a role model, setting high expectations for students and teachers, raising the profile of their Faculty and making the best use of resources to improve attainment and student engagement within the Faculty and secure excellent outcomes. They will act as an ambassador in promoting and celebrating the work and achievements of students within their faculty and ensure the vision for their faculty is shared, understood and acted upon effectively by all members of their team.



JOB DESCRIPTION

GENERAL RESPONSIBILITIES

- To implement Windermere School's strategic and development plan objectives as required.
- To have a contact time of at least 90% of FTE.
- To attend official school functions as appropriate.
- To support school activities, and to run their own activity session once a week.
- To act as a Tutor.
- To promote the faculty through the organisation of extra-curricular opportunities such as trips, visits and academic events.
- To share in the responsibility for maintaining discipline and high standards of courtesy and appearance among the pupils, while promoting and safeguarding their welfare, safety and happiness.
- To participate in the annual Professional Development Review and to assist with this system for members of their team.
- To share in pastoral duties as required.
- To attend INSET and staff meetings, and lead sessions as required.

ADMINISTRATIVE RESPONSIBILITIES

- To attend fortnightly Head of Faculty/Department meetings; contributing to the agenda and occasionally chairing or minuting the meeting. To feed back on the meeting to faculty members.
- Ensure that the Faculty is ready for Inspection and that the Faculty Handbook is kept up-to-date.
- To ensure the Faculty is compliant with the School's Health and Safety policies and procedures and with national Health and Safety regulations.
- To ensure the Faculty risk assessments are suitable and that they are reviewed annually and that safe methods of work have been developed as appropriate and are in use.
- To ensure all members of the faculty are familiar with, and implement, School and Faculty policies.
- To ensure that classrooms and other Faculty spaces (such as entrance halls and corridors) are well presented and create an aspirational environment for independent and creative learning.
- To hold and chair Faculty meetings once a cycle, with formal agendas and minutes, and to share this information with the Deputy Head. Standing agenda items should include health and safety, complaints, compliments and a review of the last meeting actions. Prompt action is required where concerns have been raised.
- To manage revenue and capital budgets that reflect the needs of the Faculty within prescribed limits.
- To liaise with the Deputy Head on matters of lesson allocation and staffing to ensure the most effective deployment of staff and organisation of curriculum time and rooms.
- Report to and meet regularly with the Deputy Head to work towards Faculty targets, raise attainment and take timely action to tackle any concerns.
- Prepare information for parents and students, and respond quickly to relevant parental queries, concerns and complaints.
- Be proactive in terms of communication with parents, through the Newsletter and individual contact in order to build partnerships and celebrate successes.

- To promote the achievements of the Faculty, both within and without the school, through the department web site or via the Marketing and Admissions Office.
- Ensure that dates for the School diary (currently the SOCS calendar) are entered in good time.
- Creation and update of the Faculty Development Plan that sits within and feeds into the overarching School Development Plan.
- Managing resources to ensure an effective teaching and learning environment.
- To write references, reports or inserts for prospectus and other school publications as requested.
- To take part in the selection of new pupils, assessing candidates where appropriate.
- To keep effective Faculty records.

SUBJECT OVERSIGHT

- Keep up to date in current developments in teaching and learning and ensure these are shared appropriately with relevant subject staff.
- Ensure the curriculum is relevant, stimulating and differentiated, and that it includes regular opportunities for enrichment and Outdoor Learning beyond the classroom.
- Ensure schemes of work are high quality, include all the information required by the School, are well matched to the needs of individual year groups and are reviewed annually.
- Ensure that schemes of work meet the needs of all students, including high achieving students, those with special needs and EAL students.
- To support learning support and EAL students with their faculty areas by liaising with the appropriate staff.
- To create and then maintain a thoroughly embedded AG&T programme within the faculty.
- Ensure that schemes of work actively contribute to the development of literacy, numeracy, ICT, ToK and problem solving across the curriculum.
- Monitor adherence to the schemes of work by members of the Faculty team.
- Ensure teaching is well planned, effective, challenging and enables students to make good or better progress through effective use of lesson design, grouping, targets, marking and assessment for learning.
- Ensure prep work is of high quality, relevant and set in accordance with School policy for the key stage / subject. Monitoring of prep setting and completion is integral to the role.
- Ensure transitions between key stages are well led and managed so that information is shared effectively and each stage builds effectively on the last.
- Have oversight of the subject content in their Faculty area at Elleray to ensure there is no overlap, and that the curriculum flows successfully between the two sites.
- Encourage independence within student learning.
- In the Sixth Form, have an overview of the Extended Essay, Reflective Project and Internal Assessment provision within the Faculty.
- Be available to advise students of all levels about subject requirements in relation to their future study .

TRACKING AND STUDENT PERFORMANCE

- Audit the progress of the Departments annually in the light of public examination results and successes and issues from the academic year before in the format provided by the Deputy Head.
- Lead on the use and analysis of data within the Faculty. Monitor and analyse internal examination and assessment data alongside baseline data for all subject areas within the Faculty on an ongoing basis to ensure that suitable progress is being made by all students, and ensure this information is used to inform teaching and learning within the Faculty.
- Be involved in the creation of sets where required, and monitor groups / sets within the Faculty to facilitate the best curriculum delivery and successful differentiation.
- Ensure that all internal examination papers and assessment tasks used within the Faculty are appropriate and will create a suitable range of results. Ensure that pupils are prepared correctly for examinations, both internal and external.
- Support interventions as required to ensure each student can make good progress.
- Ensure targets and dialogue marking are used effectively within the Faculty, and that marking is completed in adherence with the School's policy framework.
- Ensure teachers within the Faculty understand individual students' starting points, barriers to learning and potential, and that they plan for progression and provide intervention where needed
- Review the EAL, SEN and AG&T register regularly and have an overview provision for these students within the Faculty.
- Oversee the production of Expected grades within the Faculty.
- Ensure the correct entry lists for external examinations are provided in a timely fashion to the Examinations Officer
- Work alongside the Head of Learning Support to ensure that access arrangements for individual students are correct, and are being adhered to by all staff within the Faculty.
- Ensure students within their Faculty are given appropriate support and structured guidance so they can achieve their potential in external examinations.
- Take responsibility for moderating the quality and consistency of subject reports written by members of the Faculty. Ensure that effort and attainment grades fit the Windermere School guidelines, are standardised and that reports are complete, relevance and accurate through effective proof-reading.

MANAGEMENT AND OVERSIGHT OF STAFF

- Ensure that new staff are inducted into the working practices of the Faculty.
- Oversee the work of staff within the Faculty to include: Lesson observations, annual work reviews to assess work quality and marking, checking of subject reports.
- Delegate tasks as appropriate to any relevant Heads of Department or other staff within the faculty.
- To monitor the performance of staff within the Faculty, and take an active role in the CPD of staff within the Faculty in line with the development plan and the individual needs of staff. Ensure that the school's Professional Development / appraisal system operates effectively in the Faculty and provide training and development in response to need. Provide opportunities for sharing good practice, coaching, peer work reviews and peer lesson observations.

- Assist staff within the Faculty with any behaviour management issues that arise, and monitor that rewards and sanctions are used effectively and consistently within the Faculty in adherence with whole school policies.
- Ensure that students are well behaved and stay safe in Faculty areas.
- Ensure that guidance, feedback and support are provided to staff, and pro-actively address any concerns about staff capability.
- Ensure good relations and levels of morale amongst staff within the Faculty.
- Maintain a positive attitude towards the School when discussing issues within their teams.
- Assist with planning work and cover in the case of staff absence.
- To assist in the selection and appointment of new staff.

CHILD PROTECTION RESPONSIBILITIES

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead.

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The School operates a No Smoking and Vaping policy within its buildings and grounds.



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