

# Head of Vocational



New Line Learning Academy  
*Believe and Achieve*

## New Line Learning Academy



## Build your Career, Shape your Future, Apply today

New Line Learning Academy is a Good school with over 800 pupils educating the next generation of young people aged between 11 and 16.

New Line Learning Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



*A great place to be*





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## Welcome from the Head of School

Sharry Mackie

BA (Hons) | PGCE | NPQH



At New Line Learning Academy, we pride ourselves on providing a supportive and positive environment that inspires our pupils to achieve success. We encourage academic excellence, while nurturing their individual goals and ambitions

Our ethos is clear; **believe and achieve.**

Our diverse curriculum and inspirational buildings challenge all abilities, while stretching the curious minds of the young people in our care. Pupils are encouraged to go outside of their comfort zones, be creative and take full advantage of the advanced technology and enriching opportunities we are proud to offer.

Our pupils' wellbeing is at the heart of our academy. By providing a caring and nurturing environment, we ensure pupils are free to flourish as polite, kind and well-rounded individuals. At New Line Learning Academy, everyone respects one another, as well as their right to learn, develop and thrive.

We look forward to welcoming you to New Line Learning Academy.

Sharry Mackie



<b>Post:</b>	Head of Vocational
<b>School:</b>	New Line Learning Academy
<b>Responsible to:</b>	SLT
<b>Compensation:</b>	MPS/UPS

Are you passionate about creating an enriching educational environment? An exciting opportunity has arisen to join our exceptional school. We are seeking a dedicated individual, responsible for providing an exciting, inspiring learning space for students.

## Main duties and responsibilities

### 1. Purpose and Accountability

- To provide professional leadership and management for Vocational and secure high-quality teaching, effective use of resources and improved standards of learning and achievement for all pupils
- To provide direction and to lead, support, motivate and develop the team of staff within the Academy
- To lead the development of the Vocational department in accordance with the School Improvement Plan and the overall aims and objectives of the Academy.

In addition to your duties as a school teacher, you will be expected to:

### 2.1 Demonstrate knowledge and understanding of:

- School improvement and effectiveness strategies including the process of school self evaluation
- Processes and systems for quality assurance within Vocational
- Principles and practices in relation to managing learning and teaching, people, policy and planning, resources and finance
- Principles and practices of effective leadership and management of change
- The application of information and communications technology (ICT) to learning, teaching and management of Vocational
- Principles of curriculum planning and sequencing
- Financial planning and resource planning.

## **2.2 Impact on educational progress beyond your own pupils:**

- Develop and implement policies and practices for Vocational, which reflects the school's commitment to high achievement, consistent with national and academy policies
- Establish short, medium and long term plans for the development and resourcing of the faculty; this includes the appointment of staff and the determination of spending patterns/resource acquisitions
- Consult with line managers regarding staff deployment, the use of departmental rooms, the allocation of staff to classes and pupils to groups
- Monitor the progress made in achieving subject plans and targets and evaluate the impact on teaching and learning
- Take a lead role in developing links within the school and outside the school to enhance school improvement and pupil attainment in Vocational.

## **2.3 Influence the teaching practice of others positively:**

- Provide consistent professional support, guidance and encouragement and act as a role model for colleagues within the school.
- Assist and develop teachers within the department to enhance performance (e.g. induction, coaching, mentoring and monitoring) and share good practice encouraging staff to keep abreast of recent curricular and pedagogical developments.
- Be involved in staff development and inset on both a personal and departmental level by supporting and encouraging attendance at relevant courses/conferences and visits; showing an interest in departmental career aspirations.
- Be accountable for the Performance Management Review for designated Teachers and/or Support Staff.
- Apply observation techniques for the measurement and analysis of the quality of learning taking place within the Vocational Department
- Plan, delegate and evaluate work carried out by individual members of staff within the Vocational team.
- Create, maintain and enhance effective relationships between staff, and between staff and pupils.

## **2.4 Be accountable for curriculum and pupil development:**

- Lead the Vocational department on new teaching, learning and curriculum initiatives, modelling best practice
- Provide guidance on a choice of appropriate teaching/learning methods

- Develop and implement systems for recording individual pupil's progress; including formative and summative assessments; and follow the school reporting and assessment procedures
- Establish, supervise and monitor the internal and external examinations policy of the Vocational Department
- Ensure schemes of work are developed appropriately
- Maintain standards of academic excellence by evaluating the quality of teaching and standards of achievement, setting targets for improvement
- Ensure that the quality of pupils' work is frequently assessed; organise the setting and marking of tests and monitor standards across the Vocational department
- Accept responsibility for the conduct and behaviour of pupils within the Vocational department and assist staff as problems arise
- Liaise with parents about the work, effort and progress of pupils and deal in the first instance with parental complaints
- Set work for absent staff where this is required
- Ensure that expenditure is kept within prescribed limits and a regular check is maintained on stock.
- Attend and contribute to middle management and other meetings sharing information as required
- Lead departmental meetings and meet with your line manager regularly, keeping them abreast of developments or concerns
- Represent the department at local or regional level as and when required.

## Person Specification

### Essential

- Educated to degree level or equivalent in related discipline
- Qualified Teacher status
- Subject Specialist teaching to at least GCSE
- A commitment to continued personal and professional development
- A consistently good or outstanding teacher
- Proven success in teaching to GCSE level, as evidenced in pupil outcomes
- A detailed knowledge of the National Curriculum and experience in managing its development, planning, delivery and assessment

- Proven success managing pupil assessment, attainment and accreditation
- Able to collate, analyse and use data effectively and formatively, with a view to informing teaching for learning, and maintaining high standards in attainment and progress across school.
- Knowledge of the key principles and areas within the Teachers' Standards in England
- Ability to work cooperatively within and across staff teams
- Ability to apply problem-solving skills
- Ability to provide an excellent role model for all
- Ability to build good home-school relations
- Able to work collaboratively with a range of audiences and professionals
- Able to plan and prioritise tasks, and work to deadlines.
- Able to assimilate, analyse and interpret key data to inform planning and implement initiatives
- Competent ICT skills for teaching and administration
- Honesty and integrity
- Flexibility, and able to adapt to changing circumstances and new ideas
- A good work attendance record and strong emotional resilience

**Desirable**

- Subject specialist teaching to Advanced level
- Evidence of further relevant professional study relating to Education (Advanced Diploma, Masters, NPQML, NPQSL etc)
- Proven success in presenting outcomes to a range of audiences
- Sound knowledge, experience and understanding of SIMS and methods and system of data tracking and analysis.
- Up-to-date knowledge of current educational and science policy
- Knowledge of, and involvement in, teacher appraisals
- Up to date experience of OfSTED inspection criteria and processes
- Sound organisational skills to plan, co-ordinate and administer pupil exams and other forms of accreditation, in conjunction with staff and examination boards regulations
- Holder of a valid manual driving licence and willingness to undertake a minibus driving test

## Welcome from the Chief Executive Officer

Isabelle Linney-Drouet  
BA (Hons) | NPQH | NPQEL



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

### Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Application forms can be downloaded from:  
[www.futureschoolstrust.com/download](http://www.futureschoolstrust.com/download)

Best wishes

A handwritten signature in black ink, appearing to read 'Isabelle Linney-Drouet'. The signature is fluid and cursive, written over a light blue abstract graphic element.

Isabelle Linney-Drouet  
Chief Executive Officer



### **Application:**

Only applications submitted by the school application process will be considered, we are unable to accept CVs. Application forms should be downloaded here: [www.futureschoolstrust.com/download](http://www.futureschoolstrust.com/download) ,completed and uploaded on the vacancy page.

### **More information:**

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email: [recruitment@futureschoolstrust.com](mailto:recruitment@futureschoolstrust.com) and arrange a visit.

### **Health & Safety:**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

### **Safeguarding:**

Future Schools Trust is committed to the safeguarding of all of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Full Governing Body to ensure the safety of all young persons within its care.

Only applications submitted by the school application process will be considered, we are unable to accept CVs. All posts are subject to an Enhanced DBS Disclosure. Future Schools Trust is an equal opportunities employer.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

### **Pension Scheme:**

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

### **Annual Leave:**

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

### **Cycle to work scheme:**

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

### **Retail, Health & Social Offers through Kent Rewards:**

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

### **Other benefits:**

- Benenden Private Healthcare Scheme - Optional to Join
- Specsavers Vouchers
- KCPS Free Counselling & Psychotherapy Service







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