



Atomix
Educational
Trust

Application Pack

**Head of Department-
Humanities, Languages
and Social Sciences**

Prior Pursglove College



Dear Applicant,

At Atomix Educational Trust, our dedication lies in building a team of exceptional educators, support staff and managers who embody excellence in their roles, as they play a pivotal part in achieving our vision for the future. We are steadfast in our mission to deliver quality education, vocational skills and provide authentic, real-world learning experiences that equip young people with the practical skills needed for success.

As we look ahead, our college remains outwardly focused continually seeking to extend opportunities for all young people accessing Prior Pursglove College. Beyond equipping our students with job-ready skills, we are deeply committed to engaging them in employability skills, empowering them to navigate the jobs market with confidence and resilience.

Additionally, we prioritise the reintegration of young people back into school environments, offering tailored support and resources, to ensure a smooth transition and continues success in their academic or vocational journey.

We take pride in our ability to retain dedicated staff members, fostering a stable and supportive work environment, where individuals can thrive and grow. Within TVCT, a diverse multi academy trust, there are countless advantages to be gained. As our trust continues to expand, exciting new opportunities emerge, providing avenues for professional development, career progression and the opportunity to contribute meaningfully to our evolving organisation.

Join us in our commitment to fostering an enriching and rewarding work environment, where every member of our team plays a vital role in shaping the future of education.

I hope you find the application pack useful and look forward to receiving your application.

Nichole Munro
Chief Executive Officer
Atomix Educational Trust



Atomix Educational Trust believes that increased collaboration across the educational phases will benefit all learners throughout their educational journey. The Trust exists to promote and facilitate collaboration between schools and the college to our mutual benefit.

The partners in our Trust accept a shared accountability for all our learners and focus on ensuring positive outcomes and progression, particularly at transition points across the key stages.

Aspiring to become an all-through Trust, our innovative approach seeks to promote ambition, aspiration and provide security and the keys to success for our young people, for their future and the benefit of the region.

Our Trust engenders a love of learning through an exceptional quality of educational provision in which every learner is inspired and supported to fulfil their potential, enhancing their personal development and benefitting their community.

We recruit and retain teachers, support staff and managers of the highest calibre by investing in their professional development through training and progression opportunities.

Our schools and college offer a friendly, caring environment with high expectations, aspirations and supporting the highest levels of achievement.

Our Trust works through partnership with employers, community groups and other agencies to make our region a great place to live, learn and work.





Prior Pursglove and Stockton Sixth Form College is a highly regarded 16-19 academy spanning two sites in Guisborough and Stockton on Tees. Formed from two sixth form colleges which merged in 2016, it is one of the most successful colleges on Teesside. The college engages a diverse group of students across several boroughs, benefitting from an expert staff team who enable best practice to be shared across the two sites to refine the educational experience for all learners.

Both sites deliver excellent outcomes, provide high retention in education, harness good progress towards target grades and enable outstanding destinations in higher education, apprenticeships and employment. The quality of teaching learning and assessment is fully aligned in all faculties to ensure all students receive a high quality experience, regardless of the site they enrol at. The consistency in service is ensured through the leadership team across both sites.

The college is known for its drive to widen participation and provide access to education for all. The overwhelming majority of students achieve their very aspirational targets regardless of their prior attainment levels. Equally, we provide effective support for students to progress to Russell Group Universities, Oxbridge or higher apprenticeships.

Prior Pursglove College offers a warm and welcoming feel, providing modern facilities that are blended into the beautiful setting which has been a learning institution for over 500 years. Students are the focus of our community and our dedicated staff strive to improve the life chances of young people in our region.

Alongside our traditional Level 3 programmes, the college offers specialist provision for students with higher educational needs. We are proud to offer a fully inclusive, stimulating and structured environment, which provides students with a wide range of opportunities and experiences to help prepare students for life beyond college.

The college encourages career development to enhance staff progression and is well known for its support, care and wellbeing of all staff and students, ensuring positive outcomes for our college community.



This is an exciting time to join the leadership team, with many new developments ahead. It is also a great opportunity for the new Head of Department to really make their mark in leading the college on the next phase of its journey.



We are looking to appoint a highly motivated Head of Department – Humanities, Languages and Social Sciences, to support the effective management and smooth operational running of the Prior Pursglove College site.

You will support curriculum teams, providing clear vision and leadership to ensure the highest standards of teaching and learning for all our students, as well as leading on specific areas of cross site responsibility as directed by the Heads of Centre.

If you are interested in this unique opportunity to lead a continually evolving college, are committed to making a difference and have the passion and integrity we are looking for, then we would welcome your application.

The ideal candidate will have:

- A proven track record of driving improvement in teaching, learning and assessment and delivering outstanding outcomes as a teacher or manager in a mainstream educational setting.
- Experience of taking a lead role for a department or theme during an Ofsted Inspection. Knowledge, understanding and experience of developing a new curriculum, all aspects of alternative and high needs provision.
- Extensive experience of managing and motivating staff.
- High levels of emotional intelligence deployed effectively when dealing with staff, students and parents.
- Confidence in the management of underperformance.
- Experience of effectively managing budgets.
- Experience of developing and maintaining strong relationships with external stakeholders such as partner schools, employers and parents

If you wish to discuss the role informally or would like to visit the Prior Pursglove College site, please contact Sharon Boyes, Senior HR Officer at HR@tatomix.ac.uk or 01287 280800 for further information.

Salary: SFCA Leadership Range L2 – L5 (£59,617 to £63,601 per annum)

Closing Date: noon on Wednesday 21st May 2025

Interview Date: w/c 2nd June 2025

Start Date: 21st August 2025 or as soon as possible thereafter

Employee Benefits include:

- Membership of the Teacher's Pension Scheme for all our teaching staff
 - Opportunities for training and professional development
 - Free 1:1 counselling service
 - Childcare Vouchers
 - Cycle Scheme
 - On-site canteen for both staff and students
 - Free on-site parking
 - Discounted nursery provision on the Prior Pursglove College site (available to all Trust employees)
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An application pack can be downloaded from <https://pursglove.ac.uk/vacancies/> or <https://www.atomix.ac.uk/careers/>. Please contact the HR Department at HR@atomix.ac.uk for any further information.

All applications must be submitted on a Trust application form and CVs will not be accepted.

We are an inclusive employer and we actively encourage applications from people from diverse and underrepresented backgrounds. If you need any assistance with your application in terms of reasonable adjustments, please let us know.

Safeguarding Information

Atomix Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

As this post involves direct contact with, or unsupervised responsibility for, children or vulnerable adults the successful candidate will be required to undertake a Disclosure and Barring Service check before taking up the position. Additional checks will include; identity checks, qualification checks and employment checks, including the investigation of any gaps between jobs and two satisfactory references.

**ATOMIX EDUCATIONAL TRUST
PRIOR PURSGLOVE AND STOCKTON SIXTH FORM COLLEGE**
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TS14 6BU
Tel: 01287 280800
Email: HR@atomix.ac.uk

Reporting to the Deputy Head of Centre

Salary	SFCA Leadership Pay Spine 2 - 5
Remission	Full remission. You will be required to work up to 10 additional days across the year, including during holiday periods

The Head of Department will be fully responsible for leading all aspects of the planning and delivery of a dynamic and responsive curriculum. The post-holder will be accountable for managing a team comprising of Deputy Heads of Department, teachers, and curriculum-based support staff. Additionally, the Head of Department will have full responsibility for the achievement, well-being, attendance, and retention of students within the department.

Responsibilities may change with time and further college initiatives but, in the first instance, they will include:

General Management Responsibilities:

1. Ensure the Trust and College vision and values are embedded in all aspects of work in the department.
2. Staff management, leadership and development of the functions reporting to the role.
3. Oversee allocation of the budget for the functions reporting to the role within prescribed parameters in line with Trust financial regulations, policies and procedures.
4. Responsibility for all aspects of Quality within the department, including subject Self-Assessment Reviews, Quality Improvement Plans and staff performance.
5. Responsibility for all aspects of student management, monitoring and performance issues.
6. Producing regular reports as required by the Deputy Head of Centre.
7. Management of tutoring and delivery of courses, including overseeing cover arrangements.
8. To work across both college sites to provide subject specialist expertise and guidance.

Other job specific responsibilities:

1. Be an inspirational role model and lead the department team by providing a professional, evidence based, positive, pro-active and creative approach.
 2. Communicate and monitor all department performance indicators, including recruitment, achievement, progress, progression, retention and attendance.
 3. To lead on Performance Management processes and issues in the department, both as a reviewee and as a reviewer and to support and challenge staff in achieving their performance targets.
 4. Oversee and monitor quality of performance reviews completed by Deputy Head of Departments and other relevant staff.
 5. To lead on subject deep dives and other quality assurance processes both within the department, and across both college sites.
 6. Support the Senior Leadership Team in implementing whole college strategies.
 7. Reinforce the College's strategic approach to Teaching and Learning, through sharing and implementing best practice.
 8. Play a leading role in curriculum development, including the introduction of new courses that meet the needs of the local community.
 9. Promote the well-being and morale of colleagues.
 10. Tackle underperforming teachers and curriculum support staff including the implementation of interventions and guidance for under-performing staff and participation in capability, disciplinary and grievance procedures.
 11. Ensure college strategic planning is in alignment with the Trust strategic objectives.
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12. Liaise with Senior Leadership Team to plan and room the department timetable to ensure all assets are utilised appropriately.
13. Be a subject lead during inspections/audits as required; co-ordinate and communicate information to inspectors/auditors complying with the Trust and College ethos and values.
14. Liaise with external organisations including; awarding bodies and other education providers to seek best practice.
15. Chair meetings effectively and ensure action points are followed through.
16. Manage and organise the technical support services where appropriate.
17. Work closely with the Head of Student Services to ensure effective management of student support needs including pastoral, transition and welfare.
18. Working with the College Lead Designated Person, be a designated person for child protection issues within the department.
19. Seek appropriate supervision, guidance or counselling as necessary in relation to the safeguarding issues that may arise within the department.
20. Manage and oversee the additional support needs of students in the department, ensuring effective collaboration with Student Services and other curriculum departments regarding EHCPs, SEND support plans, access arrangements and other relevant transition information.
21. Liaise with the Exams Manager to ensure all students are entered according to exam regulations and access arrangements identified in line with college procedures and notified deadlines.
22. Carrying out such similar duties as may be required by the Chief Executive Officer, commensurate with the post.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary.

ESSENTIAL

It is expected that the person appointed will have:

- Proven management experience
- A good degree in a subject area closely relevant to the department's curriculum
- A professional teaching qualification
- Extensive working knowledge of College systems and processes
- Proven successful and extensive teaching experience with 16-19 year olds
- A working knowledge of syllabuses and specifications at A and GCSE levels
- A genuine interest in young people and commitment to safeguarding their welfare
- A willingness to support and develop the broad curricular area
- Clear leadership qualities
- Ability to deliver staff training
- The ability to manage, motivate and inspire individual staff and teams
- Excellent written and oral communication and listening skills
- Excellent administrative and organisational skills
- The ability to relate well to teenagers and adults
- Energy, creativity and initiative
- Sympathy with the College's culture
- Ability to analyse data
- A proven commitment to supporting students to succeed
- Experience of managing change
- Educational vision

DESIRABLE

It is preferred that the person appointed will have:

- A management qualification or working towards a management qualification
 - Experience in leading a team through OFSTED inspection
 - Experience in introducing new curricular/cross college initiatives
 - Experience of managing a budget
 - Experience in working with sector bureaucracy and funding
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