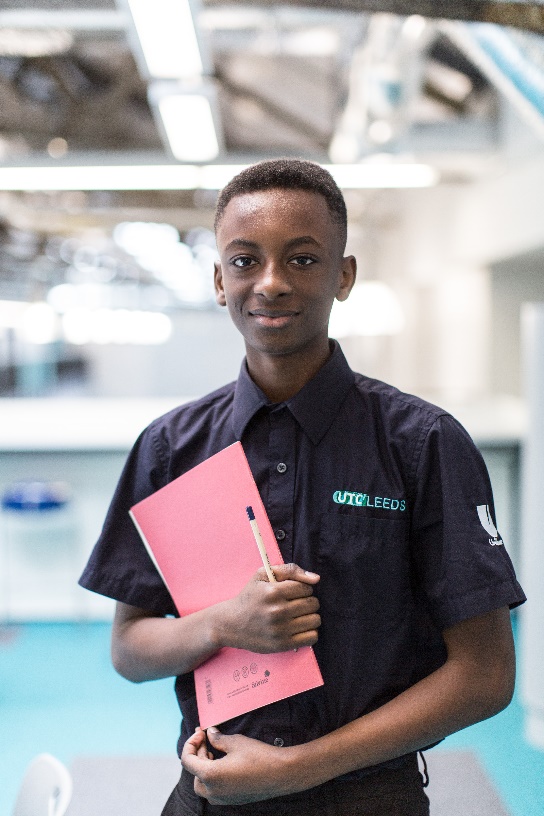


**Candidate Pack**

**Assistant Subject Leader of Mathematics**

UTC Leeds

**Contact - Hayley Stewart**

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**or telephone 0113 353 0137**



**Welcome from UTC Leeds**

UTC Leeds is a new and uniquely different type of school for students of 14 to 18 years who live in the Leeds City Region and which is led by a world class partnership of major

employers and the University of Leeds. The UTC seeks to harness the talents and creativity of enthusiastic and able young ‘scientists’ and support them

on a journey into the vast range of skilled professions which are available across our nationally vital ‘high-tech’ engineering and manufacturing sector.

Through a learning environment and experience which model the best professional practice in the fields of advanced engineering and manufacturing, the student engineers and applied scientists graduating from UTC Leeds will have the academic qualifications, professional characteristics and personal qualities that render them highly valued

employees, researchers, technicians and future leaders in engineering.

UTC Leeds is supported by a partnership which includes among others, the University of Leeds, Agfa, Siemens, and Unilever. It is approved, regulated and funded directly by the Department for Education.

#### We are driven to inspire the next generation of inventors and entrepreneurs. The position of Principal presents a unique opportunity to influence the design of the learning environment, curriculum and organisation of this new UTC, in delivering the Governors’ innovative and forward-looking vision,

**and we welcome your application for this exciting post.**

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#### Simon Nadin

Company Director Siemens PLC

#### Graham Cooper

Company Director Agfa Graphics

**Phil Ball**

Company Director Metsa WoodLtd

**Sponsors**



**About UTC Leeds**

UTC Leeds, is the first school in the area to provide the highest quality academic and vocational education focused specifically on the high level skills and professional capabilities required in the advanced engineering and high- tech manufacturing sector.

Graduates from UTC Leeds will have the skills and qualifications to succeed in 21st Century jobs across the wide range of engineering design applications, including robotics, software development, control systems, medical and environmental engineering,

aeronautical engineering and many more. At 18 years, our students will be qualified to progress to undergraduate degree courses at university or to high quality apprenticeship programmes with approved employers.

Alongside giving ambitious young people an advantage in securing a rewarding career in the lucrative engineering sector, UTC Leeds will make a major contribution to the generation of that essential pool of talent required to sustain and further develop the economic success of our City Region.

**Our Vision**

UTC Leeds will develop in all its students those abilities, values and beliefs that equip them to make a valuable and lifelong contribution as creative scientists and engineers of the 21st Century.

In 2016 UTC Leeds opened its state of the art facilities in Leeds city centre, which at full capacity will support a total of 600 students from across the Leeds City Region.

Our student engineers are nurtured through a stimulating and relevant curriculum, engaging and empowering learning activities, and exposure to leading edge technologies and contemporary engineering challenges.

The challenging learning experience at UTC Leeds is designed to nurture independence, initiative and aspiration.

As a consequence, students leaving UTC Leeds will be recognised as young people with strong ambition and sense of purpose, who drive themselves to learn and achieve, and are guided by a secure framework of personal and social values.

**Building and Location**

The location for UTC Leeds is Sayner Road, Leeds LS10 1LA.

The UTC’s Transport Plan ensures that arrangements are in place for students to attend from across the Leeds City Region, which alongside Leeds, includes Barnsley, Bradford, Calderdale, Craven, Harrogate, Kirklees, Selby, Wakefield and York.

UTC Leeds is the first school of its type in the Leeds City Region specialising in Engineering and Advanced Manufacturing. The University of Leeds and a group of employers from the region including Siemens, Unilever and AGFA sponsor us. Offering a broad range of GCSEs and A levels alongside Technical Qualifications students will achieve outstanding academic success whilst also preparing for the Professional world of Engineering. Our links with the University of Leeds and 60+ employers will allow us to offer unprecedented access to the latest technologies and current employment practices.

An £11million investment has created a modern, innovative college environment with the capacity to accommodate 600 pupils across the 14 – 18 age range. UTC Leeds offers a superb opportunity for students to study for a minimum of eight qualifications including English, Maths and Science and those achieving the right grades will then have the opportunity to progress on in to our sixth- form. The school day reflects that of a work environment with students in school from 8:45 until 5pm in order to prepare them for their future careers. Teaching staff are expected to teach the same amount of lessons as in any other school however this time is spread out over the day. Please get in touch if you wish to discuss any aspect of this further as there can be flexibility within the timetable to accommodate various patterns of working.

Recruitment of students at UTC Leeds has been strong and we are now looking to strengthen our team by appointing an inspiring and engaging Mathematics practitioner to lead within our Mathematics department. Whilst the permanent position is that of Assistant Subject Leader, due to Maternity leave of the Subject Leader, the temporary role of Subject Leader of Mathematics is also being offered until Easter 2019.

This role would suit an excellent Mathematics teacher who is looking to join a unique school with a focus on STEM subjects. We would be happy to receive applications from existing Assistant Subject Leaders in Mathematics, or those looking for experience as their first role into leading a department. Excellent support will be provided to ensure this person can develop into the role successfully.

As well as working in a contemporary, world class facility you will have access to high quality CPD hosted by our partner sponsors and supporters to ensure you achieve your own career goals and aspirations.

We are very keen to hear from you if you are:

* Inspired by working in a school that attracts young people who are passionate about their own future and have a passion for Mathematics, Science and Engineering
* Excited at the prospect of developing a world class facility for students to gain academic qualifications as well as the skills they will need for life
* Ready to take the next step in your own personal development as a leader in a brand new school where you can have a significant impact on strategic development

**Job Purpose**

As an Assistant Subject Leader of Mathematics you will be an outstanding classroom practitioner who consistently demonstrates the highest standards of delivery, is fully committed to raising attainment across all key stages and acutely aware of the strategies required to achieve the highest standards within their subject area. You will be an aspiring Subject Leader who wants to develop their leadership skills in a new environment.

**Duties and Responsibilities**

The Assistant Subject Leader of Mathematics, working with the Subject Leader of Mathematics and the other members of the Mathematics department, will be responsible for the delivery of the following key priorities:

**1. Teaching and learning**

* Deliver outstanding learning experiences, which engage and excite our students.
* Plan and teach well-structured lessons that engage students to learn for themselves.
* Bring the curriculum to life through practical application relevant to the world of work.
* Adapt teaching to meet the needs of groups and individual students.
* Have clear and high expectations of student attitudes; use the Workplace Skills to ensure that students are clear about how they should behave.
* Give students regular feedback and clear targets in order to help them improve.
* Encourage them to reflect on their progress and support them to become successful independent learners.
* Reflect on student learning and own teaching practice to improve future effectiveness.
* Work with colleagues to evaluate teaching, giving and receiving feedback to help improvement.
* Gather feedback from students and respond positively to suggestions for improvement.
* Develop an inclusive and supportive approach so that all young people feel welcome and supported in their learning.
* Set work for classes for planned absence and, where possible, for unplanned absence.

**2. Raising aspiration, achievement and attainment**

* Be accountable for students’ progress and attainment in all classes taught and ensure effective teaching and progress across the department through effective monitoring processes.
* Have high expectations of students in achieving their academic targets, irrespective of background.
* Work with the Subject Leader to use assessment data to set challenging targets for students and to accurately track their progress, with a focus on groups and gaps.
* Use accurate assessment methods to understand and track the progress of every student and design appropriate strategies to support their learning.
* Address the needs and aspirations of each student through personalised learning.

**3. Curriculum expertise**

* Maintain subject expertise across KS4 and KS5 qualifications including Mathematics A Level and Further Mathematics.
* Develop subject expertise, especially in areas with lack of experience or with new qualifications.
* Design and implement a curriculum in specified subject areas, which meets the needs of all students, is consistent with the UTC’s Vision and Values and fulfils statutory requirements.
* Ensure that opportunities are taken to develop the curriculum to reflect the specialist ethos of the UTC and which prepares young people for their range of future possibilities.
* Ensure that students understand how the curriculum is relevant to the world of work and develops their Workplace Skills.
* Support student development of literacy and numeracy skills throughout their experience.
* Have an attitude of flexibility to teach other subjects with appropriate support and CPD.
* Contribute to a flourishing enrichment programme, which provides a broad and stimulating experience for all students.

**4. Developing the organisation**

* Promote the UTC’s values across staff and students and with business partners.
* Contribute significantly to student recruitment, through attending events in the UTC and elsewhere and promoting the UTC.
* Treat students as young adults, show them respect and earn theirs.
* Promote the Workplace Skills through discussion with students and by demonstrating them in professional approach.
* Work with the leadership team to critically evaluate the UTC’s performance and influence change.
* Contribute to the CPD of other staff using own expertise and seek opportunities to develop personal knowledge and skills.
* Be efficient with resources and mindful of waste to ensure value for money.
* Ensure effective use of all technological and pedagogical resources.
* Work in partnership with parents/carers ensuring that they have full information about the progress of their children and contribute to their learning.

**5. Additional duties**

* Act with integrity and ensure a high standard of care and safeguarding for all our students.
* Comply with health and safety rules and legislation, ensuring the safety of students and staff at all times.
* Provide a highly visible presence to students and colleagues through the day.
* Attend open evenings, parental events, progress review meetings and other dedicated activities, as required.
* Act in compliance with data protection legislation in respecting the privacy of personal information.
* Comply with the principles of the Freedom of Information Act 2000 in relation to the management of UTC records and information.
* Undertake additional duties as may be reasonably directed by the Principal or line manager where they meet the priorities of the UTC.

**Person Specification**

**Evidence from A = Application E = Exercise/Activity I = Interview R = Reference**

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| --- | --- | --- |
| Category | Essential | Desirable |
| Qualifications | * Honours degree in a teaching subject or equivalent (A) * QTS or QLTS(A) * STEM subject specialism (A) | * Further study or action research on leadership across a school (A) |
| Experience | * Extensive teaching experience in delivering Mathematics at KS4 and KS5 (A,I,R) * Track record of high quality teaching leading to outstanding learning (A,I,R) * Able to demonstrate impact of teaching through student progress and attainment (A,I,R) | * Experience of teaching Further Maths (A,I,R) * Some experience of leadership responsibility (A,I,R) |
| Knowledge and Understanding | * Outstanding classroom teacher with detailed understanding of pedagogy (A, E, I, R) * Effective assessment for learning strategies (A, I, R) * An understanding of how children learn with evidence to show how this can be effectively translated into classroom practice and have an impact upon the levels of student achievement. (A, E, I, R) * In-depth knowledge of subject curriculum (A, I, E) * Understanding of national curriculum change and the impact on your subject (A,I,R) * Ability to design and implement successful schemes of work (A,I,R) * Ability to set robust targets, analyse performance and report accurately (A,I,R) |  |
| Other skills and abilities | * The ability to relate subject to the world of work (A,I,R) * Excellent interpersonal skills and builds positive relationships with students, staff, parents and industry partners (A,I,R) * Ability to organise, prioritise and meet deadlines (A,I,R) * Communicate well orally and in writing (A,I,R) * Possess the energy and drive to motivate students and inspire learning (A,I,R) * Able to work as part of a wider team with a flexible approach to the role (A,I,R) * Willingness to take on responsibilities beyond previous experience with suitable support (A,I,R) * Absolute commitment to the UTC ethos and attitude towards students as young adults (A,I,R) |  |
| Personal qualities | * Honesty, integrity, ability to build trust (A, I, R) * Resilience (A, I, R) * Energy, enthusiasm and the ability to keep things in perspective (A, I, R) * A sense of humour (A, I, R) |  |



**Safeguarding Children and Vulnerable Adults**

### **UTC Leeds has a statutory and moral duty to ensure that the schools functions with a view to safeguarding and promoting the welfare of children and young people studying at the school. The post holder will be required to commit to the school child protection policy and promote a safe environment for children and young people learning within the school.   All posts are subject to enhanced Disclosure and Barring Service check. However, having a criminal record will not necessarily bar you from working with us this will depend on the nature of the position and the circumstances and background of your offences.**

**This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, visitors and volunteers to share this commitment**

**Equality and Diversity**

All employees of UTC Leeds are required to promote equality and diversity in all aspects of the job.  Specifically, the jobholder will be required to support the School to meet the General Equality Duty under the Equality Act 2010 to:

* Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
* Advance equality of opportunity between people who share a protected characteristic and those who do not.
* Foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics are;  Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/Maternity Leave, Race, Religion or Belief, Sex, Sexual Orientation.

**Health and Safety**

It is the responsibility of all employees to co-operate with the school management in meeting the objectives of providing a healthy and safe place of work. Therefore, all staffmust carry out their work with reasonable care for the health and safety of themselves and other people. Accidents or near misses must be reported and safe working procedures must always be followed.

1. Duties will inevitably develop and change as the work of the school changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions, UTC Leeds reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from school strategies.
2. Where an applicant or existing employee is, or becomes, disabled (as defined by the DDA) and informs the College fully of their requirements, reasonable adjustments will be made to the job description wherever possible.